

REPORT TO CITY COUNCIL

DATE: JANUARY 22, 2020
TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: GREG RAMIREZ, CITY MANAGER *GR*
BY: NICK NEWKIRK, RECREATION MANAGER *nn*
SUBJECT: AWARD OF AGREEMENT FOR CONTRACTOR SERVICES WITH DANISH ENVIRONMENT, INC. FOR CUSTODIAL SERVICES RELATED TO THE AGOURA HILLS RECREATION AND EVENT CENTER

On February 1, 2017, the City Council awarded the custodial contract to All Control Cleaning (All Control). All Control handled all standard, day-to-day cleaning and special event cleaning of the Agoura Hills Recreation and Event Center. Their contract will expire on January 31, 2020.

Staff issued an RFP/RFQ for custodial services in late October 2019, and interviewed four companies that submitted bids in December 2019. Each bidder was asked to propose a cost for the routine maintenance of the building, and a cost for the cleaning of the Event Center, as needed. Bidders were also asked to price as-needed cleaning, including window washing, carpet cleaning, power washing, and additional floor maintenance (stripping, waxing, buffing) of the Event Center post-events. Staff also included paper products (approximately \$6,000/yr) into these amounts, as the contractor will order and supply these through the duration of the contract.

The cost proposals were as follows:

Company	Building Custodial Cost	Event Center Clean-up (100 events)	Total
Ultimate Maintenance Service	\$36,000	\$31,200	\$73,200.00
All Control Cleaning, Inc.	\$53,040	\$35,000	\$94,040.00
United Maintenance Systems	\$82,200	\$25,000	\$113,200.00
Danish Environment, Inc.	\$64,233.52	\$20,000	\$90,233.52

Staff interviewed all four companies, and, after checking references, determined that Danish Environment, Inc., had the best understanding of the City's needs, the best references, and the appropriate staffing to handle the custodial needs. They have a clear plan, expertise, and are a local company based in Westlake Village, which is beneficial for coordinating and communication of events and specialty cleaning.

In anticipation of additional events and requested specialty cleanings, the cost of the Danish Environment, Inc., contract is not to exceed \$110,000 annually. Staff is not requesting any budget amendment at this time.

Staff is convinced that Danish Environment, Inc., is the company that the City of Agoura Hills needs to maintain the aesthetics and beauty that the residents and participants of the programs deserve. Staff recognizes that quality service is paramount to providing the best experience possible that the community expects when visiting the facilities.

The proposed agreement has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff respectfully recommends the City Council:

1. Approve the Agreement for Contractor Services with Danish Environment, Inc.
2. Authorize the Mayor to sign the agreement on behalf of the City Council.

Attachment: Danish Environment, Inc., Agreement for Contractor Services

AGREEMENT FOR CONTRACTOR SERVICES
WITH THE CITY OF AGOURA HILLS

NAME OF CONTRACTOR: Danish Environment, Inc.
RESPONSIBLE PRINCIPAL OF CONTRACTOR: Attn: Christina Harlan
CONTRACTOR'S ADDRESS: 31125 Via Colinas #904
Westlake Village, CA 91362
CITY'S ADDRESS: City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301
Attn: City Manager
PREPARED BY: Nick Newkirk
COMMENCEMENT DATE: February 2, 2020
TERMINATION DATE: January 31, 2022
CONSIDERATION: Contract Price
Not to Exceed: \$110,000.00/yr

ADDITIONAL SERVICES <i>(Describe Services, Amount, and Approval):</i> _____ _____ _____ _____

Date: _____ Amount: \$ _____ Authorized By: _____
(Not to Exceed 10% of Contract Price) City Manager

**AGREEMENT FOR CONTRACTOR SERVICES BETWEEN
THE CITY OF AGOURA HILLS AND DANISH
ENVIRONMENT, INC.**

THIS AGREEMENT is made and effective as of February 2, 2020, between the City of Agoura Hills, a municipal corporation ("City") and Danish Environment, Inc. ("Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on February 2, 2020, and shall remain and continue in effect until tasks described herein are completed, but in no event later than January 31, 2022, unless sooner terminated pursuant to the provisions of this Agreement.

The City may, at its option, extend this Agreement for one additional term of one year upon providing written notice of its intent to extend this Agreement to the Contractor not less than thirty (30) days prior to the expiration of the initial Term. Such extension shall be at the same price and conditions as set forth herein.

2. SERVICES

Contractor shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Contractor shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A.

3. PERFORMANCE

In meeting its obligations under this Agreement, Contractor shall at all times faithfully and competently perform all tasks described herein in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

4. PAYMENT

A. The City agrees to pay Contractor monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B other than the payment rates and schedule of payment are null and void. This amount shall not exceed One Hundred Ten Thousand Dollars and Zero Cents (\$110,000.00) ("Contract Price") for the initial Term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Contractor shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Contractor shall be compensated for any additional services in the

amounts and in the manner as agreed to by the City Council and Contractor at the time City's written authorization is given to Contractor for the performance of said services.

C. Contractor shall submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Contractor's fees, it shall give written notice to Contractor within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. For all reimbursements authorized by this Agreement, Contractor shall provide receipts on all reimbursable expenses in excess of Fifty Dollars (\$50) in such form as approved by the Director of Finance.

5. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Contractor at least ten (10) days prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section entitled "**PAYMENT**" herein.

6. DEFAULT OF CONTRACTOR

A. The Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Contractor. If such failure by the Contractor to make progress in the performance of work hereunder arises out of causes beyond the Contractor's control, and without fault or negligence of the Contractor, it shall not be considered a default.

B. If the City Manager or his delegate determines that the Contractor is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Contractor with written notice of the default. The Contractor shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement."

7. OWNERSHIP OF DOCUMENTS

A. Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Contractor shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Contractor. With respect to computer files containing data generated for the work, Contractor shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

8. INDEMNIFICATION

Contractor shall defend, indemnify, and hold the City, its officials, officers, employees, agents and independent contractors serving in the role of City officials, and volunteers (collectively "Indemnitees") free and harmless from any and all claims, demands, causes of action, proceedings, costs, expenses, liabilities, losses, damages or injuries, in law or equity, to property or persons, including wrongful death (collectively "Claims"), in any manner arising out of or incident to any acts or omissions of Contractor, its officials, officers, employees, agents or sub-contractors in connection with the performance of this Agreement, including without limitation the payment of all consequential damages, attorneys' fees, and other related costs and expenses, except for such Claims arising out of the sole negligence or willful misconduct of the Indemnitees. With respect to any and all such Claims, Contractor shall defend Indemnitees at Contractor's own cost, expense, and risk and shall pay and satisfy any judgment, award, or decree that may be rendered against Indemnitees. Contractor shall reimburse Indemnitees for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Contractor or Indemnitees. All duties of Contractor under this Section shall survive termination of this Agreement.

9. INSURANCE REQUIREMENTS

Prior to commencement of work, Contractor shall procure, provide, and maintain, at Contractor's own expense, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1) Insurance Services Office Commercial General Liability form No. CG 00 01 11 85 or 88, or equivalent.

2) Insurance Services Office Business Auto Coverage form CA 00 01 06 92, or equivalent, covering Automobile Liability, code 1 (any auto). If the Contractor owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.

3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If the Contractor has no employees while performing under this Agreement, worker's compensation insurance is not required, but Contractor shall execute a declaration that it has no employees.

B. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage, including without limitation, blanket contractual liability. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage for all activities of the Contractor arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rental vehicles.

3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars (\$1,000,000) per accident for bodily injury or disease.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Requirements Not Limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Vendor maintains higher limits than the minimums shown above, the Agency requires and shall be entitled to coverage for the higher limits maintained by the Vendor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Agency.

E. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1) The City, its officers, officials, employees and volunteers are to be covered and named as additional insureds in respect to: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

2) For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

4) The Contractor's insurance 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.

5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the City. Contractor agrees to oblige its insurance agent or broker and insurers to provide City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Self insurance shall not be considered to comply with these insurance requirements.

G. Verification of Coverage. **Contractor shall furnish the City with original endorsements, specifically naming the City of Agoura Hills, its officers,**

officials, employees and volunteers as additional insured, effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms acceptable to the City. Insurance certificates and endorsements must be received and approved by City's Risk Manager prior to commencement of performance. Current insurance certificates and endorsements shall be kept on file with the City at all times during the term of this agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

H. Mailing Instructions. Insurance documents shall be mailed with the signed Agreement to the attention of the staff person indicated on the cover sheet of this Agreement, to the City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Executed Agreement(s) cannot be released nor may any work commence on a project until the signed Agreement and appropriate insurance documents are on file with the City Clerk.

10. INDEPENDENT CONTRACTOR

A. Contractor is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither City nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents except as set forth in this Agreement. Contractor shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City. Contractor shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.

B. No employee benefits shall be available to Contractor in connection with the performance of this Agreement. Except for the fees paid to Contractor as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing services hereunder for City. City shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing services hereunder.

11. LEGAL RESPONSIBILITIES

The Contractor shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Contractor shall at all times observe and comply with all such ordinances, laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this section.

12. RELEASE OF INFORMATION

A. All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents or sub-contractors, shall not without written authorization from the City Manager or unless

requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

B. Contractor shall promptly notify City should Contractor, its officers, employees, agents or sub-contractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

13. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City: City of Agoura Hills
30001 Ladyface Court
Agoura Hills, California 91301
Attention: City Manager

To Contractor: Danish Environment Inc.
31125 Via Colinas #904
Westlake Village, CA 91362
Attention: Christina Harlan

14. ASSIGNMENT

The Contractor shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Upon termination of this Agreement, Contractor's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Contractor.

15. LICENSES

At all times during the term of this Agreement, Contractor shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

16. GOVERNING LAW

The City and Contractor understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Agoura Hills. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

17. PROHIBITED INTEREST

No officer, or employee of the City of Agoura Hills shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Contractor, or Contractor's sub-contractors for this project, during his/her tenure or for one year thereafter. The Contractor hereby warrants and represents to the City that no officer or employee of the City of Agoura Hills has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Contractor or Contractor's sub-contractors on this project. Contractor further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

18. EXHIBITS

Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, the provisions of this Agreement shall control.

19. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

20. AMENDMENT OF AGREEMENT

This Agreement may be amended only by a writing signed by both parties. The City Manager is authorized to sign an amendment to this Agreement on the City Council's behalf and without the City Council's prior approval to make the following non-substantive modifications to the Agreement: (a) name changes; (b) extensions of time that do not result in monetary changes; (c) non-monetary changes in the scope of work; and (d) termination of the Agreement.

21. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

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

CITY OF AGOURA HILLS

Illece Buckley Weber,
Mayor

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk
Date Approved by City Council: _____

APPROVED AS TO FORM:

Candice K. Lee,
City Attorney

CONTRACTOR

Danish Environment Inc.
31125 Via Colinas #904
Westlake Village, CA 91362
Christina Harlan
(818)992-6722

By: _____
Name: CHRISTINA HARLAN
Title: CEO

By: _____
Name: Irene B. Smith
Title: Sales Director

[Signatures of Two Corporate Officers Required]

EXHIBIT A

TASKS TO BE PERFORMED

The specific elements (scope of work) of this service include:

FUNCTIONS AND FREQUENCIES

All Areas

Daily

1. Vacuum all open traffic areas.
2. Spot clean carpet as necessary.
3. Clean and sanitize drinking fountains, sinks and kitchenettes.
4. Empty trash containers and wastebaskets, replace liners, clean as necessary.
5. Empty recycling containers.
6. Spot clean all interior and exterior doors, window, frames and glass to remove fingerprints/smudges.
7. Spot clean fingerprints from light switch plates and partitions and walls.
8. Dust all counter tops.
9. Sweep interior and exterior stairs and stairwells

Weekly

1. Remove dust and cobwebs from ceiling, HVAC grates, walls, fixtures and corners.
2. Damp clean all ceiling air diffuser outlets.
3. Damp clean top set floor base.
4. Low dust all horizontal surfaces (under 6' high) including window sills, ledges, molding, picture frames and vents.

Monthly

1. High dust all horizontal surfaces (over 6' high) including shelves, moldings ledges, pipes, ducts, etc.

Lobby/Reception Areas

Daily

1. Damp mop floors, paying special attention not to splash on counter/walls. Use slip resistant solution in water.

2. Clean and vacuum.
3. Wipe down and disinfect all counter top surfaces.

Bi-Monthly (60 Days)

1. Buff and strip and re-finish/wax hard surface floors.

Quarterly

1. Vacuum upholstered furniture and damp clean and condition vinyl/leather.

The City reserves the right to redirect the scheduled areas as needed.

RESTROOMS – Note: Do NOT use caustic chemicals on metal fixtures!

Daily

1. Clean and sanitize: floors and floor base, sink surfaces, basins and faucets, under sink fixtures.
2. Clean and polish all chrome fixtures.
3. Clean and polish all mirrors and shelving.
4. Clean and sanitize: toilet, toilet seats, both sides, toilet valves, door handles, urinals and urinal valves.
5. Empty all containers and disposals, replace liners as required.
6. Clean and sanitize exterior of all containers.
7. Empty and sanitize interior of sanitary containers and replace wax liners.
8. Spot clean tile walled surfaces.
9. Spot clean and dust tops of toilet partitions and urinal modesty panels.
10. Restock soap and all paper supplies.
11. Maintain batteries and scents in air fresheners and soap dispensers.
12. Report leaky faucets, urinals, toilets, or any other restroom deficiencies.

Weekly

1. Pour enzyme disinfectant into floor drains to fill trap.
2. Wash and sanitize: toilet partitions and urinal modesty panels.
3. Damp clean ceiling air diffusers and door vents.

4. Clean all door kick panels.

Monthly

1. Damp clean and sanitize tiled wall surface.

Bi-Monthly (60 days)

1. Strip and re-finish/wax tile floors.
2. Provide and change all urinal cakes.

GENERAL OFFICE AREAS: INCLUDES PRIVATE ROOMS AND WORKSTATIONS

Daily

1. Empty wastebaskets and replace plastic liners as required.
2. Dust/clean desks, tables, chairs, pen sets, telephone and desk top computers. Do not disturb papers on furniture. Reposition all chairs for a neat appearance.
3. Clean tops of all work surfaces, exposed filing cabinets, bookcases, shelves, tables and other equipment.
4. Vacuum all carpet.
5. Spot clean interior glass.

Weekly

1. Vacuum all carpet thoroughly, giving detail to file cabinet bases, under desks and based board edges.
2. Damp clean ceiling air diffusers.
3. Damp clean plastic, leather and vinyl chair/seat covers.
4. Vacuum upholstered furniture.
5. Low dust all horizontal surfaces to hand height (6 feet) including window sills, ledges, moldings, shelves, picture frames, vents, etc.

Monthly

1. Wash exterior and interior of waste receptacles.
2. Vacuum under clear plastic chair mats.
3. High dust above hand height (6 feet) all horizontal surfaces including partitions, shelves, molding, ledge, pipes, ducts, etc.

Common Areas

Daily

1. Clean work area counter tops (copier areas, layout tables, etc.)
2. Clean and sanitize sinks.
3. Restock hand towels.

CONFERENCE ROOMS

Daily

1. Vacuum carpet.
2. Clean table tops.
3. Wipe off chairs.
4. Reposition chairs for a neat appearance.
5. Empty wastebaskets and replace plastic liners as necessary.
6. Dust telephones and televisions.

Weekly

1. Polish table tops and bases.
2. Damp clean ceiling air diffusers.
3. Low dust all horizontal surfaces.

Monthly

1. High dust above hand height (6 feet).

Quarterly

1. Condition all upholstered/leather furniture

STAFF BREAK ROOM & KITCHEN

Daily

1. Damp mop and sanitize floors.
2. Spot clean walls.
3. Clean, sanitize and polish: counter tops, refrigerator, sink basins, faucets, cabinets, drawers, shelving and table tops.

4. Wipe down all chairs.
5. Empty trash containers, replace liners.
6. Clean exterior of all waste containers.
7. Remove all newspapers, dispose in recycling bins.
8. All recyclables such as cans, bottles, plastic are the property of the City of Agoura Hills and are to be deposited into designated recycling bins for City to recycle.

Weekly

1. Clean inside of microwave ovens.
2. Damp clean ceiling air diffusers.
3. Low dust all horizontal surfaces.

Monthly

1. High dust above hand height (6 feet).
2. On the last Friday of every month, clean the interior and exterior of all refrigerators. This includes disposal of all perishable food and containers. Facilities will assist in the disposal.
3. Buff hard surface floors.

MULTI-PURPOSE ROOMS

Daily

1. Damp mop and sanitize floor
2. Wipe down and dust counter tops, sinks, etc
3. Spot clean mirrors and interior and exterior windows of finger prints and smudges
4. Clean door kick panels

Weekly

1. Clean Mirrors
2. Clean interior and exterior windows

CLASS ROOMS

Daily

1. Damp mop and sanitize floor

2. Wipe down and dust counter tops, sinks, etc
3. Spot clean mirrors and interior and exterior windows of finger prints and smudges
4. Clean door kick panels

Weekly

1. Clean Mirrors
2. Clean interior and exterior windows

Bi-Weekly

1. Dust wall wood paneling

Monthly

1. Buff, wax and polish class room flooring

EVENT CENTER

Daily

1. Empty wastebaskets and replace plastic liners as required.
2. Spot clean interior and exterior glass windows of finger prints and smudges
3. Clean all door kick panels.

Weekly

1. Damp mop event center floor.
2. Low dust all horizontal surfaces to hand height (6 feet) including window sills, ledges, moldings, shelves, picture frames, vents, etc.

Bi-Weekly

1. Dust wall wood paneling

Monthly

1. Polish wall wood paneling
2. Buff, wax and polish event center flooring

Quarterly

1. High dust above hand height (6 feet) all horizontal surfaces including partitions, pipes, beams, HVAC ducts, projectors, etc. Contractor will provide lift gate for these tasks and protective floor covering to prevent flooring damage.

Miscellaneous

1. Clean and rack event center tables and chairs at conclusion of each event

EVENT CENTER KITCHEN

Daily

1. Clean, sanitize and polish: counter tops, refrigerator, stoves, sink basins, faucets, cabinets, drawers, shelving and table tops.

Weekly

1. Mop and sanitize kitchen floor.

Monthly

1. Wash interior and exterior of waste receptacles.
2. High dust above hand height (6 feet) all horizontal surfaces including partitions, shelves, molding, ledge, pipes, ducts, etc.
3. Pour enzyme disinfectant into floor drains to fill trap.

EXTERIOR OF BUILDING

Daily

1. Clean, sanitize and polish: Exterior trash cans

Monthly/As Needed

1. Wash interior and exterior of waste receptacles.
2. Power wash Event Center patio, decks, entryway
3. Clean trellis and lights

MISCELLANEOUS

Daily

1. Clean sink in custodial closets.
2. Maintain custodial closets and supplies in a clean and orderly manner. Keep odor free.
3. Remove trash from hallways, must clearly be marked "Trash/Basura".
4. Vacuum, clean, polish Elevator door, floor and walls.

5. Contractor will be required to utilize Industry Recommended cleaning products for some furniture and fixtures. Contractor and Recreation/Facilities Manager will coordinate this effort.

EVENT CENTER SET UP/BREAKDOWN

Per Event

1. Set up Event Center tables and chairs based on the diagram provided by City Staff beforehand.
2. Clean and put all tables and chairs away.
3. Clean all trash off of floors in Event Center, restrooms and common areas.
4. Clean and restock Event Center restrooms.
5. Clean Event Center kitchen and remove trash.
6. Clean windows as needed.
7. Clean all floors as needed.

EXHIBIT B

PAYMENT RATES AND SCHEDULE

Standard cleaning - \$5352.79 per month

Event Center Set up /Breakdown - \$200 per event

Window washing –

Interior - \$1300 per occurrence

Exterior - \$1780 per occurrence

Pressure wash - \$1430 per occurrence