



REQUEST FOR PROPOSAL

Janitorial and Window Cleaning Services in Various City-owned Buildings of Ogden City Corporation



Prepared by Chris Hokanson

Facilities Division

October 12, 2021

REQUEST FOR PROPOSAL

Janitorial and Window Cleaning Services in Various City-owned Buildings of Ogden City Corporation

Ogden City Corporation is accepting sealed proposals to provide janitorial and window cleaning services with all incidental work required for various City-owned buildings throughout Ogden.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>.

Proposers are responsible for securing any and all addenda issued.

A mandatory pre-proposal meeting will be held on October 26, 2021, at 1 PM. We will meet at the 7th floor conference room of the Municipal Building located at 2549 Washington Blvd, Ogden UT 84401. Subsequently, we will visit all of the buildings listed in the RFP. Please allow at least two and a half (2 ½) hours for the preproposal meeting and site visit. All firms intending to submit a proposal are REQUIRED to attend to obtain relevant information.

Responses to this RFP shall be submitted to the office of the City Purchasing Agent, 2549 Washington Boulevard, Ogden, Utah 84401, **no later than 10 AM, November 2, 2021. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City. The City reserves the right to issue contracts to multiple vendors.

Ogden City encourages and welcomes bids from small, local, women and minority owned businesses and other disadvantaged business enterprises.

Published: October 16 & 23, 2021

REQUEST FOR PROPOSAL

Janitorial and Window Cleaning Services in Various City-owned Buildings of Ogden City Corporation

I. INTRODUCTION

Ogden City is accepting sealed proposals to provide janitorial and window cleaning services (with all incidental work required) for various City-owned buildings throughout Ogden. It is anticipated that this RFP will result in one contract award for scope of work covering janitorial and window cleaning services. This RFP will become part of the final contract. The contract will be issued for a Three (3) Year period with the possibility of Two (2) one-year extensions.

II. SCOPE OF WORK

Janitorial – See Exhibit A

Window Cleaning – See Exhibit C

III. MANDATORY MEETING

A mandatory pre-proposal meeting will be held on October 26, 2021, at 1 PM.

We will meet at the 7th floor conference room of the Municipal Building located at 2549 Washington Blvd, Ogden UT 84401.

Subsequently, we will visit all the buildings listed in the scope of work. Please allow at least two and a half (2 ½) hours for the preproposal meeting and site visit. All firms intending to submit a proposal are REQUIRED to attend to obtain relevant information.

IV. RESPONSE TO REQUEST FOR PROPOSAL

The City will accept proposals from firms that are capable of providing all of the work described in the above Scope of Work including Attachments. Applicants shall include qualifications for work set forth in the Scope of Work for which it proposes to provide services.

A. Each Proposal must include, as a minimum, the following information:

1. Name, address, email, and telephone number of the company submitting the proposal.
 - a. Include the name and contact information of the person designated as the firm's representative.
2. Business license and professional registration numbers
3. Three (3) current references
4. Evidence of Insurability
5. Bond – Include letter from a bonding or insurance company stating that the bidder can qualify for and procure a Janitorial Commercial Contract Performance Bond in the amount of \$10,000 for each building (total \$150,000). Proposals received without the required statement of ability to secure a Janitorial Bond may be considered as non-responsive.
6. Plan - Outline plan to meet the City's expectations as established in the Scope of Work, including a complete schedule of Costs.
 - i. Within the plan, provide adherence or compliance to scope of work specifications.
 - ii. Also, include proposed options of Green Cleaning solutions. While this is not required, preference will be given to a proposal that provides green cleaning solutions and can identify specific line-item cost / charges in invoices issued to the City
7. Description of firm's ability or solutions for adhering to provided schedule and responding to call-backs.
8. Exhibit B – Janitorial Services - Completed Proposal Sheets
9. Exhibit D – Window Cleaning Services - Completed Proposal Sheets
10. Exhibit E - Signed addendum acknowledgement, if applicable

- 11. Additional information at the discretion of the proposing Contractor.
- B. For City record keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
 - a. Submitted as loose leaf with binder clip
 - b. Submitted in a regular 3-ring binder
- C. *Being selected and entering into an agreement does not guarantee contractor will be extended any specific amount of work.*

V. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the following criteria, listed in descending order of importance:

- A. Contractor experience and scope of various projects similar to City's request
- B. Proposed costs
- C. Ability to respond to call-backs or emergency calls for service in a timely manner
- D. Firm's solutions to adhere to provided schedule and be responsive to City needs
- E. Ability to provide indicated insurance and Janitorial Services Bond
- F. Contractor's proposed options for Green Cleaning solutions
- G. Ability of the company to complete services up to and including invoicing in a timely manner
- H. Client recommendations

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures.

In the initial phase of the proposal evaluation process, the evaluation committee will review all proposals timely received. Non-responsive proposals (those received after the deadline or not conforming to RFP requirements) will be eliminated. The remaining proposals will be evaluated in a cursory manner to eliminate from further consideration those proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. Each proposer bears sole responsibility for the

items included or not included in the response submitted by that bidder. The City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

At the conclusion of this initial evaluation phase, finalist proposals will be selected for detailed review and evaluation. The City may require an in-person presentation by a proposer to supplement their written proposal.

VI. INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

- a. The amount of insurance shall not be less than:
 - i) Commercial General Liability: Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
 - ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
 - iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
- b. Each insurance policy required by this Agreement shall contain the following clauses:
 - i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified

mail, return receipt requested, has been given to the Ogden City Corporation”.

- ii) “It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor’s insurance and shall not contribute with insurance provided by this policy.”
- c. Each insurance policy required by this Agreement, excepting policies for Workers’ Compensation, shall contain the following clause in a separate endorsement:
 - i) “Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation.”
- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor’s insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents, and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City

guaranteeing payment of losses and related investigations, claim administration and defense expenses.

- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way to the extent to which the Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.

VII. GENERAL TERMS AND CONDITIONS

- A. Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.
- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. All work must meet current industry standards including all Federal, State, and local rules and regulations.
- D. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

- E. Ogden City will make every effort to ensure 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.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- I. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers. The selected company shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Proposal. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.
- K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes

to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of bid submission. The form can be accessed through the Recorder's webpage at:

<https://www.ogdencity.com/DocumentCenter/View/7004/Business-Confidentiality-Claim-form>

VIII. ADDITIONAL INFORMATION

Price Guarantee: All pricing must be guaranteed for one (1) year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days prior to the effective date. Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by Ogden City Purchasing. The City will be given the immediate benefit of any decrease in the market, or allowable discount.

Price Reductions: It is understood and agreed that the City will be given the immediate benefit of any decrease in the market, or allowable discount.

Contractor will only be allowed to invoice for the cost of services/goods in compliance with his/ her proposal as accepted by Ogden City Corporation.

- A. Invoices must contain a complete description of the work or service that was performed, the contract price for each service, the purchase order number, and address of service location or delivery address.
- B. Upon the Award of Contract, Contractor may receive a request to process payments electronically.
- C. If offered by Contractor, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.

D. Invoices shall be sent to the following address:

Ogden City Corporation
c/o Facilities
175 W 29th Street
Ogden, Utah 84401-3534
Or;

Email invoices to: ffadmin.billing@ogdencity.com

IX. GOVERNING INSTRUCTIONS

This Request for Proposal will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

X. CONTACT PERSON

For any questions related to this RFP, please contact the Ogden City Purchasing office via email purchasing@ogdencity.com or at (801) 629-8742.

The question-and-answer period ends at 3 PM on October 28, 2021.

XI. SUBMISSION OF PROPOSALS

Firms shall submit six (6) copies of the proposal in a sealed envelope to the office of the City Purchasing Agent, 2549 Washington Blvd, Suite 510, Ogden UT 84401 **no later than 10 am, November 2, 2021.**

On the envelope, indicate your company's name and the project name "Janitorial & Window Cleaning Services Contract".

LATE PROPOSALS WILL NOT BE ACCEPTED.

If the Proposal is submitted by mail or other delivery service, it must be addressed to the Purchasing Office, 2549 Washington Blvd, Suite 510, Ogden UT 84401, and it must be received prior to the submission deadline.

The Proposal may also be hand-carried to the 1st Floor Information Desk (west entrance of the building) at the same address.

No facsimile or email submittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on holidays.

XII. RFP SCHEDULE

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment. Amendments will be published in the City’s Purchasing webpage - <https://www.ogdencity.com/264/Purchasing>.

For any questions, please contact the Purchasing Office at 801-629-8742 or purchasing@ogdencity.com

EVENT	TARGET DATE
Open RFP Process	October 12, 2021
1 st Ad – Standard Examiner	October 16, 2021
2 nd Ad - Standard Examiner	October 23, 2021
Pre-Proposal Meeting	October 26, 2021; 1 PM
Last day for Q&A	October 28, 2021; 3 PM
RFP Response Deadline	November 2, 2021; No later than 2 PM
Committee Review and Selection Process	To Be Determined
Contract Start Date	To Be Determined

**EXHIBIT A
JANITORIAL
SCOPE OF WORK**

- A. The Specifications and Scope of Work herein provides a list of specific work locations and specifications that are to be considered when submitting the proposal.

- B. Proposal Price shall include all materials, supplies (except as specifically noted) and equipment to complete the Work. Paper supplies and soap will be supplied by the City. Contractor shall be responsible for ensuring that restrooms are properly stocked.

- C. The successful Contractor will be expected to respond to special requests within a reasonable time, to report any known equipment or systems problems to Facilities Maintenance and to complete the work in a safe, professional manner. Specifics are included in the Scope of Work below.

D. Building Locations:

Municipal Building
2549 Washington Blvd.

Public Works Building #1
133 West 29th Street

Francom Public Safety Building
2186 Lincoln Avenue

Public Works Building # 6
176 West 30th Street

Justice Court
310 26th Street

Public Works Building # 8
175 West 29th Street

Business Information Center (BIC)
2036 Lincoln Avenue, Suite #105

Golden Hours Center
650 25th Street
Community Services Building &

Junction Plaza
NE corner of Salomon Center,
Keisel Avenue & 23rd Street

Parks Shop
1875 Monroe Boulevard

Ogden-Hinckley Airport
3909 Airport Road

Junction Parking Terraces
Grant Avenue,
between E 2250 S Street and 23rd
Street

Water Treatment Plant
916 Ogden Canyon

Union Station
2501 Wall Avenue

Proposal Schedules

As previously stated in the introduction section, the City anticipates issuing one contract award to cover scope of work for janitorial and window cleaning services. Proposers must submit proposals on all buildings identified in the Scope of Work. Proposer must be able to verify that it has the resources, equipment, and labor available to provide the services, as specified, to all buildings.

- E. Contractor shall use qualified technicians with appropriate certifications, where required, to perform the Work under this Contract.

- F. Contractor shall supply all labor, cleaning solvents, lubricants, tools, parts and equipment necessary to perform the work.

SPECIFICATIONS

1. OSHA GUIDELINE COMPLIANCE

A. OSHA GUIDELINES--HAZARDOUS COMMUNICATIONS

Contractor shall comply with the OSHA Standard 29CFR 1910.1200 Hazardous Communications as it pertains to the training, safety, and equipment needed for

all employees engaged in custodial service. Contractor shall also be responsible to comply with and have knowledge of all State, Federal and Local guidelines, and regulations. Contractor shall be responsible for compliance on date of Contract acceptance and shall provide proof to the City's Purchasing Division.

B. MATERIAL SAFETY DATA SHEETS

Upon request, Contractor shall furnish to the City's Facility Manager copies of Material Safety Data Sheets, for all products used.

C. CAUTION SIGNS

Contractor shall use "caution signs" as required by OSHA Guidelines. Contractor shall furnish these signs at no additional cost to the City. Caution Signs to be on-site on Contract start date.

D. OSHA GUIDELINE BLOOD PATHOGENS

The Contractor shall comply with the OSHA Standard 29CFR 1910 1030 Blood-borne Pathogens as it pertains to the training, safety, and equipment needed for all employees engaged in custodial service. The Contractor shall be responsible for compliance on date of Contract acceptance and shall provide proof to City's Facility Manager at the Pre-Start Up Meeting.

2. CONTRACTOR'S PERFORMANCE

A. REQUIREMENTS

Custodial Contractor shall furnish all necessary trained personnel; supervision; scheduling; equipment and tools (and their maintenance); cleaning chemicals; and other accessories required to perform the custodial services at the City's facilities designated in the scope of this proposal. All work shall be performed in strict accordance with the conditions, provision, standards, and specifications described herein. The Facility Manager or his/her authorized representative shall decide all questions which may arise as to the quality and acceptability of any work performed under the resultant contract.

B. QUALITY AND ACCEPTABILITY OF WORK

The Facility Manager or his/her authorized representative, in his or her sole discretion shall make all judgments regarding the quality and acceptability of any work completed by the Contractor or his/her authorized representatives under the resultant contract. If in the opinion of the Facility Manager or his/her authorized representative, performance becomes unsatisfactory, the City shall notify the Contractor immediately.

C. CONTACTING THE CONTRACTOR

Because of the nature of the facilities, the Contractor must have a cell phone where Contractor can be contacted twenty-four (24) hours per day, seven days per week and the contractor must call back within thirty (30) minutes of the originating call. The Contractor's telephone number must be free of charge to the City.

D. UNSATISFACTORY CLEANING PERFORMANCE

Upon notice of unsatisfactory cleaning performance, the Contractor will have two (2) hours from that time to initiate corrective action in any specific instance of unsatisfactory cleaning performance. In the event the Contractor has not responded within the allotted two hours or the Contractor has not initiated corrective action for the unsatisfactory cleaning performance within the two-hour time frame described above, the City has the right to immediately complete the work to its satisfaction, through use of City employees at an hourly rate equal to the City employees hourly rate plus overhead charges or through use of outside contractor(s) at the rate charged to the City plus 20% and shall deduct that amount from any balances due or which may become due to the Contractor.

E. VALUE OF EACH MAN-HOUR

The "value of each man-hour" is defined as the hourly rate identified in the proposal documents for that location. For averaging purposes, a month is defined as having 4.3 weeks.

F. SHORTAGE OF SUPPLIES

Shortages of supplies provided by the City shall be reported to City immediately upon identification of the shortage. Contractor shall not supply items normally provided by the City without prior, written consent of the City.

3. DEFAULT

Repeated incidents of unsatisfactory cleaning performance or failure to comply with other terms of the contract will result in a recommendation for termination for default by the Facility Manager on behalf of Ogden City. The City may terminate the Agreement at any time by giving written notice to the other and specifying the effective date thereof. If the Agreement is terminated by City as provided herein, City shall pay Contractor for all work performed as of the date of termination.

4. ADDITIONAL CITY REQUESTED CUSTODIAL SERVICES

In the event that other custodial services, in addition to or separate from the services specified herein, may be deemed necessary by the Facility Manager or his/her authorized representative, the Contractor may be requested to perform the additional or special service. The Contractor will be reimbursed by the City on the basis of the hourly labor rate specified by the Contractor in Proposal Price Schedule of the agreement, plus the cost of the materials needed for the cleaning services beyond those required for regularly scheduled services.

5. CONTRACTOR'S EMPLOYEES

- A. The Contractor shall submit at the Pre-Start Up Meeting a current list of the names, addresses, social security number, and date of clearance of all employees who perform work under this contract. All contractor's employees must pass a background check. Additions in the employment list shall be reported to the City no less than twenty-four (24) hours before the changes become effective. Notice of termination of employment shall be submitted to the Facility Manager immediately. Said list and changes are to be submitted to the Facility Manager.

- B. The Contractor shall provide appropriate training to employees prior to the beginning of service under this Contract to ensure competent performance of the work during scheduled hours. The Contractor shall provide, when submitting names of employees, documentation of type and amount of training received by each employee.

- C. All Employees and representatives of Contractor's company must sufficiently understand chemical labels and signs as well as adequately communicate with City management and other significant personnel in matters related to safety because the employees will be dealing with chemicals, cleaners, agents, disinfectants, and other hazardous materials.

- D. The Contractor hereby agrees that any of its employees who may be assigned to the City of Ogden buildings to satisfy Contractor's obligations under this Contract shall be used exclusively for that purpose during the hours which they are working in areas covered by this contract and shall perform no other custodial work at the City of Ogden facilities.

6. EMPLOYEE IDENTIFICATION AND BUILDING ACCESS

All employees are to be in clothing that bear company name or logo. Open-toed shoes and shorts are not acceptable.

- A. Identification badges may be furnished to all employees by the City of Ogden and worn by all Contractor's employees while on City's premises. The badge shall have the employee's picture, and name on the front of the badge visible at all times. Access to designated restricted areas, if any, is forbidden by Contractor's employees. Arrangements for cleaning in restricted areas will be arranged by the Facility Manager or his/her representative. Restricted areas shall be designated by the Facility Manager or his/her authorized representative. All doors unlocked for cleaning shall be locked on completion.

- B. Access to each building shall be as directed by the Facility Manager or his/her authorized representative. The procedure for entering and departing from each facility shall consist of, but is not limited to the following:
- a. Only authorized Contractor employees are allowed on the premises of the City of Ogden buildings. Contractor employees are not to be accompanied in the work area by acquaintances, family members, assistants or any other person unless said person is an authorized Contractor employee.
 - b. The Contractor grants the rights to the City to conduct background checks of all employees entering the building. Contractor shall provide City with signed releases from Contractor's employees giving the City permission to conduct background checks. The background checks will be conducted prior to any employee entering to work and will be based upon information provided to the City including, but not limited to: name, address, date and place of birth, social security number, INS number if applicable, and a copy of an official photo identification. The information will be provided to the Facility Manager at least forty-eight (48) hours (excluding weekends and holidays) in advance of the need for access. The City of Ogden may, at any time, in its sole discretion, refuse to allow an employee access to an area for any of the following reasons, but not limited to:
 - conviction of a felony.
 - conviction of a misdemeanor (not including traffic or parking violation.)
 - any outstanding warrants (including traffic and parking violations).
 - a person currently on parole or probation.
 - a person currently involved in an investigation.

7. TYPE OF WORK SUPERVISION

The Contractor shall provide on-site supervision to assure competent performance of the work during the scheduled hours. Also, the Contractor or authorized agent will make sufficient routine inspections to ensure that the work is performed as required by this Contract. Contractor's Job Manager and Supervisors must be able to read

chemical labels, job instructions and signs, as well as the need for conversing with management personnel.

8. INSPECTIONS

- A. The Facility Manager or designee may conduct random daily inspections of the area covered under this contract.
- B. The Facility Manager or designee and the Contractor Supervisor or higher official shall conduct joint inspections of each location on a monthly basis. The date and time shall be mutually agreed upon.

9. DAILY REPORT LOG

The Daily Report Log shall be signed and dated daily by Contractor personnel and must contain the following information as a minimum:

- a) Discrepancies from the routine work scheduled and an explanation of the circumstances involved.
- b) Any property or equipment not in a serviceable or operating condition listed by description and location.
- c) Damage, vandalism or broken windows, listed by description and location.
- d) Any and all problems or complaints of a minor nature, or similar isolated incidences, may be handled directly between the Facility Manager or designee. A summary of the incident and resolution shall be contained in the daily report log.
- e) Any training, supervisory information given to the employee at each visit, to include, but not limited to, any type of training, length of training, any special assistance given to the employee and special problems that are addressed.
- f) All Contractor employees must log in and out individually on the daily report log. Employees must log in and out for meal periods if any. All minimum daily man-hour requirements listed in this log must be

documented entries made as described herein. Failure to comply will result in non-payment for man-hours not reported.

10. TELEPHONE SERVICE

- A. The Contractor shall be allowed job-related use of City telephone service at no cost to the Contractor. Use of the telephones will be limited to specific equipment designated by City personnel. The Contractor will pay the cost or repair damage caused by the Contractor to the telephone equipment over and above normal wear and tear. No toll charges will be allowed by the Contractor's employees. Any toll charges will be reimbursed to City by the Contractor and may result action against the contractor for violations.

- B. A list of emergency telephone numbers shall be maintained at the work locations by the Contractor and will include the Police and Fire Departments, after hours contact numbers for contractor supervisors, after hours contact numbers for Ogden City Facilities personnel, and contact numbers for the building security contractor.

11. ENERGY CONSERVATION

The Contractor(s) shall practice energy conservation and turn off lights in unoccupied areas, except where centrally controlled, and shall keep windows and doors closed.

12. STORAGE SPACE

- A. The Contractor may store supplies, materials and equipment in storage area on the City of Ogden facility premises as designated by the Facility Manager. The Contractor agrees to keep its portion of this storage area in accordance with all applicable fire regulations, and in a clean, and organized condition. The use of City storage facilities will be on a space available basis and subject to the approval of the Facility Manager.

- B. No materials or equipment shall be stored or temporarily set in restrooms, hallways, or other spaces accessible to the public.

13. CONTRACT REASSIGNMENTS

The awarded Contractor may not assign, subcontract, sell or franchise any part or all of the Contract without the express written approval of the Facility Manager.

14. KEY CHARGE

- A. Contractors will be required to sign for each key and/or access card issued to them. If a Contractor loses a key, they will be required to pay \$25.00 each for the cost of having duplicates made. If an access card is lost, Contractor will be required to pay \$25.00 for a replacement. Replacement cost for a building master key is \$150.00 plus \$50.00 per lock for re-keying all affected locks.
- B. If a breach of security results from the loss of keys, requiring that locks must be changed or re-keyed, an additional charge of \$50.00 for each lock will be made. These charges will be deducted from monthly payments made to the Contractor.

15. FLOOR AREAS

Contractor shall maintain all floor space at service locations per attachment.

16. WORK WEEK

Each building has a designated frequency.

17. DELIVERIES

Contractor's employees are specifically prohibited from signing or acknowledging receipt of deliveries to City departments.

18. QUARTERLY REVIEW

A management representative of the successful Contractor will attend a compliance review, if held, with the Facility Manager or staff members. The Contractor will be notified of the exact time and place of each meeting.

19. PRE-START UP MEETING

- A. Successful Contractor(s) may be required to attend a Pre-Start Up meeting with Facility Manager staff no less than two (2) days prior to the contract start date. Such meeting may include a walk-through of each facility. The Contractor shall submit Request for Clearance forms for all personnel including supervisors and management at the Pre-start up meeting. The Contractor shall submit work schedules at the meeting, indicating when, how, and what work will be done at each location.
- B. Throughout the entire agreement period, a Contractor Supervisor shall be on-site to orient employees the first day of the agreement and the first day of all Contractor new hires or employees newly assigned to a specific location.

20. ADDITIONS, DELETIONS, CHANGES

The City reserves the right to add, delete, or change an item or items or any portion of an item of the agreement with a fifteen (15) day notice to the Contractor. Additions and deletions will result in added or deleted cost to the service fee which is in keeping with the proposal prices of that item or like item. Change(s) to the agreement shall result in alteration of the fee which is consistent with the original proposal prices. Such additions, deletions, or changes shall not invalidate the contract; and the Contractor agrees to perform the work as altered, the same as if it had been part of the original agreement.

21. END-OF CONTRACT REVIEW

- A. Approximately fourteen (14) days prior to the end of the contract, the Contractor's representative and the Facility Manager or his/her representative

may schedule a walk-through inspection of the facilities to review their cleanliness.

- B. If the cleanliness level is below that of the cleanliness standards established by the terms, conditions, and provisions of the contract, the City will hold the last monthly payment for that facility until the cleanliness standards are met.

22. SAFETY MEASURES

- A. The Contractor must certify that all employees and representatives are trained to recognize and understand the Universal Safety Symbols. The Contractor's supervisor shall be fluent in the English language and the language of the custodians.

- B. All employees and representatives of Contractor assigned to any of the Facilities must be able to read and understand chemical labels and communicate with Facility Manager personnel on a daily basis.

23. PROPERTY DAMAGE

The Contractor shall be responsible for repair of any damage to City property and restoration of any facility damage beyond normal wear and tear, caused by Contractor's custodial activities. Repair and restoration shall be to the satisfaction of the City. Any repair or restoration of these damages shall be performed at no cost to the City.

24. EQUIPMENT AND SUPPLIES

Equipment. Contractor shall provide the cleaning equipment specified in cleaning equipment specifications of this contract including vacuums, brooms, mops, and buckets. The cleaning equipment and product specifications and standards of performance listed shall be considered as the minimum cleaning equipment and product specifications and standard of performance required to perform acceptable

services at the facilities listed. It is not the City's intent to require a specific brand of product; however, the City reserves the right to require the contractor to use cleaning materials conforming to the specifications listed if the Contractor's cleaning products do not, in the opinion of the City's representative, provide effective sanitation and/or cleanliness of the facilities. Contractors' equipment shall be maintained to a level that does not present a hazard to the Ogden City building, or Contractor's personnel. Extension cords used with cleaning equipment shall be sized adequately for the amperage load of the equipment it is attached to and shall not exceed 50 ft. in length. The combined total length of the extension cord and the factory installed equipment cord shall not exceed 75 ft.

A. Miscellaneous Supplies. Contractor shall furnish any and all cleaners, disinfectants, waxes, wax stripping materials, trash and recycle barrel liners, wastebasket liners, disposable bags for sanitary disposal, deodorant bars for urinals, air fresheners, spray bottles, cleaning towels/rags, dusters, sand for exterior sand urns located in designated smoking areas, gloves, and any other products required to provide the cleaning services specified herein.

B. Cleaning Supplies:

1. The Contractor will purchase/use cleaning products that meet one or more of the following criteria:
 - Blue Angel labeled (German Federal Environment Agency)
 - Cradle to Cradle Certified
 - ECOLOGO certified (UL Environment)
 - EU Ecolabel
 - Forest Stewardship Council (FSC) certified
 - Good Environmental Choice Australia (GECA) certified
 - Green Seal certified
 - Nordic Swan labeled (Nordic Ecolabelling Board)

- U.S. EPA Safer Choice labeled
 - Other multi-criteria sustainability standards and ISO Type 1 ecolabels developed/administered by Global Ecolabelling Network and/or ISEAL Alliance member organizations
2. Cleaning products include general purpose bathroom, glass, and carpet cleaners; decreasing agents, biologically active cleaning products (enzymatic and microbial products); floor-care products (e.g., floor finish and floor finish strippers); hand soaps and hand sanitizers, disinfectants, and metal polish and other specialty cleaning products.
 3. Should the Contractor not furnish the proper supplies; the City will make a one-time purchase of the needed supplies and charge them against the Contractor's invoice at the City's cost-plus twenty percent (20%). If the Contractor does not provide proper supplies after this action, then the Contractor will be in default of the contract.

C. The City will provide paper towels, toilet tissue, toilet seat covers, hand soaps, light bulbs, and sanitary napkins/tampons. Contractor shall fill dispensers.

25. STANDARDS

The following standards shall be adhered to and used by the Facility Manager in evaluating custodial service.

A. General

For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or other similar items shall be stacked on desks, tables, or windowsills. Also, no stepping or standing is allowed, at any time, on any workstation/office furniture, tables, or windowsills. Baseboards, walls, furniture, and equipment shall in no way be splashed, disfigured nor

damaged during these operations. Upon completion of work, all furniture and equipment must be returned to its original position.

Proper precautions, such as the use of warning signs, shall be taken to advise building occupants of wet and/or slippery floor conditions during cleaning operations. All tools and equipment shall be maintained in clean condition at all times. All waxed surfaces must be maintained so as to provide safe anti-slip walking conditions. Sealer used on floors must be slip resistant when wet.

B. Policing

Includes, but is not limited to, the performance of the following tasks of the interior and exterior grounds on a daily basis: picking up and removing all paper waste and recyclable materials; trash, and other discarded materials, maintaining exterior ash sand urns and replenish sand; remove gum, tar, and other foreign substances; tidying up restrooms, drinking fountains, and glass surfaces; mopping up wet areas caused by spillage, accidents and/or inclement weather.

C. Dusting

A properly dusted surface is free of all dirt and dust, streaks, lint, and cobwebs. Dusting will be accomplished with properly treated cloths.

D. Plumbing Fixtures and Dispenser Cleaning

Plumbing fixtures and dispensers are clean when free of all deposits and stains so that the item is left without dust, streaks, film, odor, or stains.

E. Sweeping/Vacuuming

A properly swept/vacuumed floor is free of all dirt, grit, lint, and debris.

F. Damp Mopping

A satisfactorily damp mopped floor is done with a clean mop head and cleaning solution leaving floors without dirt, dust, marks, film, streaks, debris or standing water.

G. Metal Cleaning

All cleaned metal surfaces shall be free of deposits or tarnish and have a uniformly bright appearance. The cleaner used is to be removed from adjacent surfaces.

H. Glass Cleaning

Glass is clean when all glass surface areas are without streaks, film, deposits, and stains, and has a uniformly bright appearance and adjacent surfaces have been wiped clean.

I. Floor Finish Removal (Stripping)

Removal is accomplished when surfaces have all finish removed, down to the flooring material, and are free of all dirt, stains, deposits, debris, cleaning solution and standing water, and the floor has a uniform appearance when dry. Plain water rinse and pick-up must follow finish removal operation immediately.

J. Finished Floor (Application)

A floor is satisfactorily finished when all old wax has been completely removed, including corners and along edges and sufficient coats of sealer and/or wax has been properly applied with enough drying time between each coat to assure no streaking, bubbling, or yellowing.

K. Buffing of Finished Floor Surfaces

All finished floor areas will be buffed sufficiently for maximum gloss and all surface dirt removed to have a uniform, streak free, clean appearance. Only non-skid or approved floor finishes will be used.

L. Scrubbing

Scrubbing is satisfactorily performed when all surfaces are without embedded dirt, cleaning solution, film, debris, stains, and marks and standing water and floor has a uniformly clean appearance. A plain water rinse must immediately follow the scrubbing process.

M. Carpet Cleaning

The cleaning method used shall be in a manner acceptable to the trade and shall leave the fibers free of dirt, gum, and all stains.

N. Carpet Spot Cleaning

A carpet adequately spot cleaned is free of all stains, deposits, gum, and spills. Care will be taken to use a product that will not harm the carpet fibers.

O. Wall Washing

The surface of all painted and fabric covered walls, wood panels, and tile walls will have a uniformly clean appearance, free from dirt, stains, streaks, and cleaning marks. Caution shall be taken when cleaning dry wall to avoid damaging from over rubbing

P. Fire Retardant Fabric Panels

Panels are clean when they are free of all dirt, soil, water marks, and stains. Caution shall be taken to avoid excess rubbing which can cause damage in the texture and color of the fabric

Q. Energy Management System

When lighting is required, for cleaning purposes on the second shift, the EMS panels, located in the lobbies of each floor, will be utilized. No section is allowed to be lit longer than two (2) hours each night. If a task is scheduled that requires lighting for more than the two (2) hour time limit the contractor shall submit the request, in writing, to the Facility Manager.

26. SCHEDULING

Contractor shall be responsible for the scheduling of the cleaning requirements specified herein. Work shall be scheduled in such a way that it does not disrupt the functions and normal day-to-day procedures in the facilities. The City reserves the right to approve and make suggested changes to the schedule set up by the Contractor. The specific cleaning requirements specified herein establish the minimum cleaning requirements. It is expressly understood by the Contractor that the intent of this contract is to supply the complete custodial services for the interior/exterior portions of the buildings identified in the attachment. The facilities shall be staffed to maintain optimum conditions of cleanliness. If the level of cleaning, at any time, is considered to be unacceptable to the City's representative the Contractor will be required to increase his/her staff or take whatever measures necessary to comply with contract specifications.

The Contractor may be required to submit a complete work schedule, by month, for each facility, to Chris Hokanson, ChrisHokanson@ogdencity.com or 175 West 29th Street, Ogden, Utah 84401, within fifteen (15) calendar days after award.

27. FREQUENCY – BY TASK – DAILY

- A. Empty all trash receptacles, clean, and replace liners as required.

- B. Inspect all interior/exterior glass frames, glass panels, side glass and both sides of entry doors, and clean as needed.

- C. Inspect all interior stainless steel, bright work, and metal trim, that can be reached, using an eight (8ft.) step ladder, removing fingerprints, smudges, water, and other marks. Polish as needed.

- D. Sweep and damp mop non-carpeted floors. When damp mopping floors and stairs use clean water and solutions that will not harm floor surfaces. Remove all foreign substances such as gum, tar, grease, oil, and stains. Maximum care shall be taken by contractor on a daily basis to maintain the highest quality appearance of hard surface floors.

- E. Inspect and clean as needed all hard surface walls of fingerprints, dust, soil, gum, etc., utilizing clean water and/or all-purpose cleaner. Maximum care shall be taken by contractor on a daily basis to maintain the highest quality appearance of hard surface walls.

- F. Detail clean/polish/vacuum/damp mop all elevators to include, but not limited to, walls, stainless steel, floors, ceilings, baseboards, threshold plates, railings, and tracks. Elevators with rubber flooring shall be cleaned and maintained according to manufacturer's recommended maintenance procedures.

- G. Remove all trash, refuse, and recyclable material from all floors and take to the loading dock area and place in the appropriate container.

- H. Empty and wipe clean all exterior trash receptacles, ashtrays, and sand urns.

- I. Clean and polish drinking fountains, removing all water residue from top, mouthpiece and sides. Spot clean adjacent walls and floor due to water splash.

- J. Change all burned out light bulbs and tubes, that can be reached with an eight (8 ft.) step ladder, except exit lights. When replacing bulbs and tubes the use of clean cotton gloves is required when touching the light diffuses and fixtures. The only exception to this requirement would be if a life safety emergency occurred.
- K. Inspect entire carpeted area (wall to wall) beyond normal traffic areas and vacuum as necessary. Includes floor mats and under and around all furniture. Care shall be taken not to bang walls, baseboards, and furniture with vacuum cleaner. Special attachments may be necessary to vacuum beneath and/or behind system furniture walls.
- L. Special care request for non-traditional floors, if any.

28. FREQUENCY – BY TASK – ONCE PER WEEK

- A. Corners and along baseboards shall be swept and/or vacuumed to remove all dirt and dust.
- B. Spray buff/polish non-carpeted floors to retain a uniform bright appearance. Attention shall be paid to edges, corners, and behind doors.
- C. Wipe clean all baseboards including behind system furniture walls, upon completion of once weekly floor treatment.
- D. Thoroughly dust, with a treated cloth, all window frames, and sills.
- E. Completely dust all ledges, bookcases, file cabinets, credenzas, baseboards, light fixtures, chairs, and table legs. (DO NOT DUST AND/OR CLEAN TOPS OF WORKSTATIONS/DESKS.

- F. Clean and organize custodian closets/storage areas. This includes cleaning the sink and equipment, dust, and wet mopping the floor, and restocking City furnished supplies.
- G. Floor mats - remove all foreign deposits and spots, wash with detergent/soap, rinse, and let dry before placing back on floor.
- H. Fabric chairs and couches - remove all foreign deposits and spot clean.
- I. Sweep, pick up litter and mop stairs and stairwells. Clean stairwell area handrails.
- J. Inspect entire carpeted area (wall to wall) beyond normal traffic areas and vacuum (once per week). This includes floor mats and under and around all furniture. Care should be taken not to bang walls, baseboards, and furniture with vacuum cleaner. Special attachments may be necessary to vacuum beneath and/or behind system furniture walls.
- K. Spot clean light switches and adjacent walls removing all fingerprints.

29. FREQUENCY – BY TASK – MONTHLY

- A. Thoroughly vacuum all upholstered furniture.
- B. Spot clean baseboards removing all spots and soil build up.
- C. Thoroughly dust all window blinds, both sides, with a clean treated dust cloth. Wash as needed.
- D. Inspect and spot clean all carpet removing stains, deposits, gum, tar, grease, and spills as needed.

30. FREQUENCY – BY TASK - SEMI ANNUALLY 1ST, 7TH, MONTH

- A. Strip hard surface floors and refinish with two coats of sealer and three coats of floor finish, in accordance with 2.5.1 and 2.5.2 of this IF. All old wax build-up, especially in corners and along baseboards, must be removed prior to floor finish application. Contractor shall always utilize non-slip floor finishes.
- B. Carpet Cleaning - Work shall be performed in a way that is acceptable to the trade. The City reserves the right to accept alternate methods if successfully demonstrated by the contractor.

31. FREQUENCY – BY TASK - ANNUALLY

Thoroughly clean all ceiling light diffuses fixtures, lens, and air vent/registers.

32. FREQUENCY – BY TASK - AS NEEDED

- A. Carpet Maintenance Program - Clean high traffic areas to remove soil before it builds up and spreads. The contractor manager/supervisor shall determine in advance where the most frequent soil removal or soil prevention activation should take place based on obvious traffic flow and schedule accordingly. Scheduling of this on-going maintenance program shall be submitted to the Facility Manager for approval prior to starting and updated as needed.
- B. Fire Retardant Fabric Panel Cleaning - Clean by removing all dust, soil, and stains. The procedure shall consist of vacuuming the panel first if this does not remove the soil or stain follow the manufacturer's procedures for spot cleaning. Directions for this procedure will be provided by the Facility Manager.

- C. All ceiling, wall, and floor vents/registers shall be cleaned by vacuuming off all dirt and dust. Wipe clean by using a clean cotton cloth in a solution of degreaser and clean water.

33. SPECIFIC AREAS - KITCHENS

DAILY

- a) Wipe clean and sanitize all counter tops, tables, chairs, cabinets (exteriors), coffee makers (exterior), vending machines (exterior) microwave ovens (interior and exterior), and paper towel and soap dispenser.
- b) Clean, sanitize and polish stainless steel sinks with germicidal detergent. Wipe off all excess liquid from sink, faucet, and adjacent walls. Finish by polishing stainless steel.
- c) Spot clean walls, doors, door-jambs baseboards, and light switch covers removing all soil and foreign deposits.
- d) Refill soap and paper towel dispensers.
- e) Floors: Non-carpeted - sweep and wet mop the entire floor with germicidal detergent. Includes between and around vending machines, refrigerators, cabinets, corners, and along baseboards.
- f) Carpeted - vacuum the entire floor including between and around vending machines, refrigerators, cabinets, corners and along baseboards. Spot clean removing soil, stains, spills, and any foreign deposits.

34. SPECIFIC AREAS - CONFERENCE ROOMS

DAILY

- a) Clean and polish conference tables, including sides and legs, removing all fingerprints, soil, spills, and foreign deposits leaving the table streak free.

- b) Wipe clean all hard surfaces of conference chairs, including arms, legs and base, and vacuum upholstery and spot clean as needed.
- c) Clean all glass walls and windows removing all fingerprints and foreign deposits.
- d) Dust window blinds and clean on an as needed basis.
- e) Spot clean walls, doors, doorjambs, baseboards, and light switch covers removing all soil and foreign deposits.
- f) Vacuum entire carpet, including under conference table, corners, and along baseboards. Spot clean to remove soil, stains, spills, and any foreign deposits.

35. SPECIFIC AREAS - COMPUTER ROOMS

ONCE PER MONTH (ENTRANCE TO BE COORDINATED WITH BUILDING FACILITY MANAGER)

- A. Damp mop using very little water. Custodian shall take great care to prevent water from seeping through the modular floor.
- B. Sweeping or dusting with untreated material is not permitted since dust may damage the equipment. Use a vacuum cleaner, treated cloth or dust mop whenever sweeping or dusting is needed.
- C. Floors are to be spray waxed and buffed on an as needed basis.

36. SPECIFIC AREAS - RESTROOMS

DAILY

- a) Clean all surfaces of wash basins, toilet bowls, toilet seats, and urinals with germicidal detergent, wiping any excess liquid.

- b) Wipe clean with germicidal detergent all dispensers and refill with supplies. **DO NOT** leave extra rolls of toilet paper or paper towels in the restrooms.
- c) Wash and wipe clean all mirrors, counters, bright work, soap dispensers, piping and hand push and kick plates making sure there is no residue build up on streaks anywhere.
- d) Clean and polish all stainless-steel partitions, doors, hinges, and dispensers using an oil base stainless-steel cleaner.
- e) Wash and clean all walls, including ceramic tile walls and grout, using a germicidal detergent. Remove all soil, stains, smudges, and graffiti leaving the walls free of streaks. Maximum care shall be taken to prevent staining to wall tile and grout.
- f) Empty all waste receptacles, spot clean, and replace plastic liner.
- g) Clean and refill sanitary machines with proper supplies. Empty and spot clean sanitary disposal and replace plastic liner.
- h) Completely clean showers with germicidal detergent. This includes walls, floors, floor drain cover, and all bright work.
- i) Fill floor drain with water and pour a capful of enzyme bacteria product down it.
- j) Sweep and wet mop floors using a germicidal detergent mixed in with clean water. Maximum care shall be taken to prevent the buildup of soil in grout, corners, and along the base of the wall.

NOTE: All restrooms shall be checked daily for proper operation of all devices, toilets, urinals, doors, faucets, and soap, paper towel, toilet paper, and sanitary napkin dispensers. Floor stripping and refinishing is covered in paragraph three (3). The City will supply products for the sanitary machines. Contractor will supply any and all plastic liners required in the restrooms.

**EXHIBIT B
JANITORIAL
PROPOSAL SHEETS**

PROPOSAL SCHEDULE #1

BUSINESS INFORMATION CENTER (BIC)

JANITORIAL SERVICES

Tuesday and Friday – Two Days per Week Excluding City Holidays

Cost per month \$ _____

Cost per year \$ _____

Regular Hourly Rate \$ _____

Emergency Call Out during normal work hours \$ _____

Emergency Call Out after hours \$ _____

Rates for Holidays and Weekends per hour \$ _____

After Hours Rate per hour \$ _____

By request Special Services per hour Carpet Cleaning \$ _____

Window Washing \$ _____

Other (please specify) \$ _____

Total Proposal (Per Year):

(In Writing)

(\$ _____)

(In Figures)

BY: _____

(Contractor Signature)

PROPOSAL SCHEDULE #2

MUNICIPAL BUILDING (166,000 ft.²)

JANITORIAL SERVICES

Monday through Friday – Five Days per Week Excluding City Holidays

Cost per month \$ _____

Cost per year \$ _____

Regular Hourly Rate \$ _____

Emergency Call Out during normal work hours \$ _____

Emergency Call Out after hours \$ _____

Rates for Holidays and Weekends per hour \$ _____

After Hours Rate per hour \$ _____

By request Special Services per hour Carpet Cleaning \$ _____

Window Washing \$ _____

Monthly Day Porter \$ _____

Monthly Bathroom Deep Clean \$ _____

Other (please specify) \$ _____

Total Proposal (Per Year):

(In Writing)

(\$ _____)

(In Figures)

BY: _____

(Contractor Signature)

PROPOSAL SCHEDULE #3

JUSTICE COURT (18,662 ft.²)

JANITORIAL SERVICES

Monday through Friday – Five Days per Week Excluding City Holidays

Cost per month \$ _____

Cost per year \$ _____

Regular Hourly Rate \$ _____

Emergency Call Out during normal work hours \$ _____

Emergency Call Out after hours \$ _____

Rates for Holidays and Weekends per hour* \$ _____

After Hours Rate per hour \$ _____

By request Special Services per hour Carpet Cleaning \$ _____

Window Washing \$ _____

Other (please specify) \$ _____

Total Proposal (Per Year):

(In Writing)

(\$ _____)

(In Figures)

BY: _____

(Contractor Signature)

PROPOSAL SCHEDULE #4

FRANCOM PUBLIC SAFETY BUILDING (66,000 ft.²)

JANITORIAL SERVICES

Monday through Friday – Five Days per Week Excluding City Holidays

Saturday Day Porter (Records, Dispatch, and cleaning of bathrooms)

Cost per month \$ _____

Cost per year \$ _____

Regular Hourly Rate \$ _____

Emergency Call Out during normal work hours \$ _____

Emergency Call Out after hours \$ _____

Rates for Holidays and Weekends per hour* \$ _____

After Hours Rate per hour \$ _____

By request Special Services per hour Carpet Cleaning \$ _____

Window Washing \$ _____

Monthly Showers Deep Clean \$ _____

Other (please specify) \$ _____

Total Proposal (Per Year):

(In Writing)

(\$ _____)

(In Figures)

BY: _____

(Contractor Signature)

PROPOSAL SCHEDULE #5

PUBLIC WORKS BUILDING # 1 (36,000 ft.²)

JANITORIAL SERVICES

Monday through Friday – Five Days per Week Excluding City Holidays

Cost per month \$ _____

Cost per year \$ _____

Regular Hourly Rate \$ _____

Emergency Call Out during normal work hours \$ _____

Emergency Call Out after hours \$ _____

Rates for Holidays and Weekends per hour* \$ _____

After Hours Rate per hour \$ _____

By request Special Services per hour Carpet Cleaning \$ _____

Window Washing \$ _____

Other (please specify) \$ _____

Total Proposal (Per Year):

(In Writing)

(\$ _____)

(In Figures)

BY: _____

(Contractor Signature)

PROPOSAL SCHEDULE #6

PUBLIC WORKS BUILDING # 6 (11,000 ft.²)

JANITORIAL SERVICES

Monday through Friday – Five Days per Week Excluding City Holidays

Restroom on South end – twice per Week Excluding City Holidays

Cost per month \$ _____

Cost per year \$ _____

Regular Hourly Rate \$ _____

Emergency Call Out during normal work hours \$ _____

Emergency Call Out after hours \$ _____

Rates for Holidays and Weekends per hour* \$ _____

After Hours Rate per hour \$ _____

By request Special Services per hour Carpet Cleaning \$ _____

Window Washing \$ _____

Other (please specify) \$ _____

Total Proposal (Per Year):

(In Writing)

(\$ _____)

(In Figures)

BY: _____

(Contractor Signature)

PROPOSAL SCHEDULE #7

PUBLIC WORKS BUILDING # 8 (21,000 ft.²)

JANITORIAL SERVICES

Monday through Friday – Five Days per Week Excluding City Holidays

Cost per month \$ _____

Cost per year \$ _____

Regular Hourly Rate \$ _____

Emergency Call Out during normal work hours \$ _____

Emergency Call Out after hours \$ _____

Rates for Holidays and Weekends per hour* \$ _____

After Hours Rate per hour \$ _____

By request Special Services per hour Carpet Cleaning \$ _____

Window Washing \$ _____

Other (please specify) \$ _____

Total Proposal (Per Year):

(In Writing)

(\$ _____)

(In Figures)

BY: _____

(Contractor Signature)

PROPOSAL SCHEDULE #8

GOLDEN HOURS CENTER (22,500 ft.²)

JANITORIAL SERVICES

Monday through Friday – Five Days per Week Excluding City Holidays

Cost per month \$ _____

Cost per year \$ _____

Regular Hourly Rate \$ _____

Emergency Call Out during normal work hours \$ _____

Emergency Call Out after hours \$ _____

Rates for Holidays and Weekends per hour* \$ _____

After Hours Rate per hour \$ _____

By request Special Services per hour Carpet Cleaning \$ _____

Window Washing \$ _____

Other (please specify) \$ _____

Total Proposal (Per Year):

(In Writing)

(\$ _____)

(In Figures)

BY: _____

(Contractor Signature)

PROPOSAL SCHEDULE #9

COMMUNITY SERVICES BUILDING (8,784 ft.²) AND PARKS SHOP

JANITORIAL SERVICES

Monday, Wednesday, Friday, Three Days Per Week Excluding City Holidays

Cost per month \$ _____

Cost per year \$ _____

Regular Hourly Rate \$ _____

Emergency Call Out during normal work hours \$ _____

Emergency Call Out after hours \$ _____

Rates for Holidays and Weekends per hour* \$ _____

After Hours Rate per hour \$ _____

By request Special Services per hour Carpet Cleaning \$ _____

Window Washing \$ _____

Other (please specify) \$ _____

Total Proposal (Per Year):

(In Writing)

(\$ _____)

(In Figures)

BY: _____

(Contractor Signature)

PROPOSAL SCHEDULE #10

NORTH (211,958 ft.²) & SOUTH (401,600 ft.²) JUNCTION PARKING TERRACES

JANITORIAL SERVICES

Part time/7 Days per week

Cost per month \$ _____

Cost per year \$ _____

Regular Hourly Rate \$ _____

Emergency Call Out during normal work hours \$ _____

Emergency Call Out after hours \$ _____

Rates for Holidays and Weekends per hour* \$ _____

After Hours Rate per hour \$ _____

By request Special Services per hour Power Washing \$ _____

Other (please specify) \$ _____

Total Proposal (Per Year):

(In Writing)

(\$ _____)

(In Figures)

BY: _____

(Contractor Signature)

PROPOSAL SCHEDULE #11

JUNCTION PLAZA

JANITORIAL SERVICES

Part-time/7 days per week

Cost per month \$ _____

Cost per year \$ _____

Regular Hourly Rate \$ _____

Emergency Call Out during normal work hours \$ _____

Emergency Call Out after hours \$ _____

Rates for Holidays and Weekends per hour* \$ _____

After Hours Rate per hour \$ _____

By request Special Services per hour Carpet Cleaning \$ _____

Window Washing \$ _____

Other (please specify) \$ _____

Total Proposal (Per Year):

(In Writing)

(\$ _____)

(In Figures)

BY: _____

(Contractor Signature)

PROPOSAL SCHEDULE #12

OGDEN-HINCKLEY AIRPORT TERMINAL (12,400 ft.²)

JANITORIAL SERVICES

Monday through Saturday – Including some City Holidays (scheduling around Flights)
Maintenance Shop – 1x per Week

Cost per month \$ _____

Cost per year \$ _____

Regular Hourly Rate \$ _____

Emergency Call Out during normal work hours \$ _____

Emergency Call Out after hours \$ _____

Rates for Holidays and Weekends per hour* \$ _____

After Hours Rate per hour \$ _____

By request Special Services per hour Carpet Cleaning \$ _____

Window Washing \$ _____

Other (please specify) \$ _____

Total Proposal (Per Year):

(In Writing)

(\$ _____)

(In Figures)

BY: _____

(Contractor Signature)

PROPOSAL SCHEDULE #13

WATER TREATMENT PLANT (13,048 ft.²)

JANITORIAL SERVICES

Two days per week

Cost per month \$ _____

Cost per year \$ _____

Regular Hourly Rate \$ _____

Emergency Call Out during normal work hours \$ _____

Emergency Call Out after hours \$ _____

Rates for Holidays and Weekends per hour* \$ _____

After Hours Rate per hour \$ _____

By request Special Services per hour Carpet Cleaning \$ _____

Window Washing \$ _____

Other (please specify) \$ _____

Total Proposal (Per Year):

(In Writing)

(\$ _____)

(In Figures)

BY: _____

(Contractor Signature)

PROPOSAL SCHEDULE #14

UNION STATION (70,000 ft.²)

JANITORIAL SERVICES

Monday through Friday – Five Days per Week Excluding City Holidays

Cost per month \$ _____

Cost per year \$ _____

Regular Hourly Rate \$ _____

Emergency Call Out during normal work hours \$ _____

Emergency Call Out after hours \$ _____

Rates for Holidays and Weekends per hour* \$ _____

After Hours Rate per hour \$ _____

By request Special Services per hour Carpet Cleaning \$ _____

Window Washing \$ _____

Other (please specify) \$ _____

Total Proposal (Per Year):

(In Writing)

(\$ _____)

(In Figures)

BY: _____

(Contractor Signature)

PROPOSAL SCHEDULE #15

Weber County Dispatch Center (8,000 ft.²)

JANITORIAL SERVICES

Monday through Friday – Five Days per Week Excluding City Holidays

Saturday Day Porter (Records, Dispatch, and cleaning of bathrooms)

Cost per month \$ _____

Cost per year \$ _____

Regular Hourly Rate \$ _____

Emergency Call Out during normal work hours \$ _____

Emergency Call Out after hours \$ _____

Rates for Holidays and Weekends per hour* \$ _____

After Hours Rate per hour \$ _____

By request Special Services per hour Carpet Cleaning \$ _____

Window Washing \$ _____

Monthly Showers Deep Clean \$ _____

Other (please specify) \$ _____

Total Proposal (Per Year):

(In Writing)

(\$ _____)

(In Figures)

BY: _____

(Contractor Signature)

TOTAL OF JANITORIAL PROPOSAL SCHEDULES # 1-15 (Per Year):

(In Writing)

(\$ _____)

(In Figures)

List of Subcontractors to be used (if any):

1. _____

Name

Address

2. _____

Name

Address

3. _____

Name

Address

SIGNED AND SEALED, this _____ day of _____, 2021

(Corporate seal, if required)

CONTRACTOR

BY: _____

(Signature)

Title: _____

EXHIBIT C WINDOW CLEANING SCOPE OF WORK

- A. Before proceeding with cleaning, the contractor shall determine whether the glass is clear, tinted, or reflective.
 - 1. Surface damage is more noticeable on reflective glass as compared with the other glass products.
 - 2. If the reflective surface is exposed on either the exterior or interior special care must be taken when cleaning as scratches to the reflective glass surface can result in coating removal and a visible change in light transmittance.
- B. The contractor shall not clean tinted and reflective glass surfaces in direct sunlight as the surface temperature may be excessively hot for optimum cleaning.
- C. Cleaning should begin at the top of the building and continue to the lower levels to reduce the risk of leaving residue and cleaning solutions on the glass at the lower levels.
- D. The contractor shall soak the glass surface with clean water and soap solution to loosen dirt and debris.
 - 1. **DO NOT** use razor blades.
- E. The contractor shall use a mild, non-abrasive commercial window cleaning solution.

SPECIFICATIONS

- A. The contractor shall clean the interior (if requested) and exterior window and frames at various Ogden City locations once per year, in the Spring after May1st and/or as requested.

GENERAL REQUIREMENTS

- A. Contractor shall perform all work in accordance with generally accepted industry practice for safe and efficient operation.

- B. Contractor shall use qualified employees with appropriate certifications where required to perform the Work under this contract.
- C. Contractor shall clean all exterior windows as requested by Ogden City Facilities personnel.
- D. Contractor shall clean all interior windows as requested by Ogden City Facilities personnel.
- E. Contractor shall conduct cleaning between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday excluding City Holidays.
- F. Contractor shall supply all cleaning solvents, lubricants, tools, parts, and equipment necessary to perform the work.
- G. All work shall be subject to the inspection and approval of Ogden City prior to acceptance and approval for payment.

Window Cleaning Buildings

A. Francom Public Safety Building

2186 Lincoln Avenue
Ogden, Utah 84401

Two (2) Story Building

1. Clean all exterior perimeter windows and clean frames.
2. Clean all interior perimeter windows and clean frames.

B. Weber County Dispatch Center

2186 Lincoln Avenue
Ogden, Utah 84401

Two (2) Story Building

1. Clean all exterior perimeter windows and clean frames.
2. Clean all interior perimeter windows and clean frames.

C. Golden Hour Center

680 25th Street
Ogden, Utah 84401

Two (2) Story Building

1. Clean all exterior perimeter windows and clean frames.
2. Clean all interior perimeter windows and clean frames.

D. Community Services Building

1875 Monroe Blvd.
Ogden, Utah 84401

Two (2) Story Building

1. Clean all exterior perimeter windows and clean frames.
2. Clean all interior perimeter windows and clean frames.

E. Ogden City Justice Court

310 26th Street

Ogden, Utah 84401

One (1) Story Building

1. Clean all exterior perimeter windows and clean frames.

F. Marshall White Community Center

222 28th Street

Ogden, Utah 84401

Two (2) Story Building

1. Clean all exterior perimeter windows and clean frames.
2. Clean all interior perimeter windows and clean frames.

G. Ogden City Municipal Building

2549 Washington Blvd.

Ogden, Utah 84401

Thirteen (13) Story Building

1. Clean all exterior perimeter windows and clean frames.
2. Clean all interior perimeter windows and clean frames.

H. Ogden Public Works Building #1

133 W Wall Avenue

Ogden, Utah 84401

Two (2) Story Building

1. Clean all exterior perimeter windows and clean frames.
2. Clean all interior perimeter windows and clean frames.

I. Ogden Public Works Building #6 (Old Water Building/Water Stores)

176 W 30th Street

Ogden, Utah 84401

One (1) Story Building

1. Clean all exterior perimeter windows and clean frames.
2. Clean all interior perimeter windows and clean frames.

J. Ogden Public Works Building #8 (Fleet & Facilities)

175 W 29th Street

Ogden, Utah 84401

Two (2) Story Building

1. Clean all exterior perimeter windows and clean frames.
2. Clean all interior perimeter windows and clean frames.

K. Ogden-Hinckley Airport

3909 Airport Road

Ogden, Utah 84401

One (1) Story Building

1. Clean all exterior perimeter windows and clean frames.
2. Clean all interior perimeter windows and clean frames.

L. Water Treatment Plant

916 Ogden Canyon

Ogden, Utah 84401

Two (2) Story Building

1. Clean all exterior perimeter windows and clean frames.
2. Clean all interior perimeter windows and clean frames.

**EXHIBIT D
WINDOW CLEANING
PROPOSAL SHEETS**

Francom Public Safety Building (per wash)

Exterior	\$
Interior	\$
Total	\$

Weber County Dispatch Center (per wash)

Exterior	\$
Interior	\$
Total	\$

Golden Hour Center (per wash)

Exterior	\$
Interior	\$
Total	\$

Community Services Building (per wash)

Exterior	\$
Interior	\$
Total	\$

Ogden City Justice Court (per wash)

Exterior	\$
Total	\$

Marshall White Community Center (per wash)

Exterior	\$
Interior	\$
Total	\$

Ogden Municipal Building (per wash)

Exterior	\$
Interior	\$
Total	\$

Ogden Public Works Building #1 (per wash)

Exterior	\$
Interior	\$
Total	\$

Ogden Public Works Building #6 (per wash)

Exterior	\$
Interior	\$
Total	\$

Ogden Public Works Building #8 (per wash)

Exterior	\$
Interior	\$
Total	\$

Ogden-Hinckley Airport (per wash)

Exterior	\$
Interior	\$
Total	\$

Water Treatment Plant (per wash)

Exterior	\$
Interior	\$
Total	\$

TOTAL OF WINDOW CLEANING PROPOSAL – ALL BUILDINGS (Per Wash):

(In Writing)

(\$_____.)

(In Figures)

SIGNED AND SEALED, this _____ day of _____, 2021

(Corporate seal, if required)

CONTRACTOR

BY: _____

(Signature)

Title: _____

EXHIBIT E
Acknowledgement

Ogden, Utah

Date: _____

TO THE MAYOR OF OGDEN CITY, UTAH

Dear Sir:

The undersigned is familiar with the local conditions affecting the cost of the work at the place where the work is to be done, has carefully examined the specifications and other contract documents, and has examined the locations of the proposed work.

The undersigned hereby proposes and agrees to perform everything required to be performed, and to provide and furnish any and all required labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all the work required in connection with the plans and specifications and other contract documents, at the following proposal prices for the several proposal items of work named.

Receipt of the following addenda is hereby acknowledged:

- 1. (Date) _____
- 2. (Date) _____
- 3. (Date) _____

CONTRACTOR

BY: _____

(Signature)