

**RESOLUTION NO. 08/09-44
CITY OF DAYTON, OREGON**

Title: A Resolution Approving Renewal of a Personal Services Agreement for Janitorial Services, July 1, 2009 through June 30, 2010

WHEREAS, the City of Dayton has need for janitorial services for its various public facilities; and

WHEREAS, an Invitation for Bids was released in May 2007, inviting interested companies to submit proposals for the work; and

WHEREAS, on June 25, 2007, the work was awarded to ABM Janitorial Services; and

WHEREAS, the City wishes to renew the Agreement for an additional year with no increase in hourly or monthly rates and no changes in terms;

The City of Dayton resolves as follows:

- 1) **THAT** the Personal Services Agreement between the City of Dayton and ABM Janitorial Services (attached hereto as Exhibit A and by this reference made a part hereof) is hereby approved and the City Manager is hereby authorized to execute the agreement; and
- 2) **THAT** the effective date of the Agreement shall be July 1, 2009; and
- 3) **THAT** this resolution shall become effective immediately upon adoption.

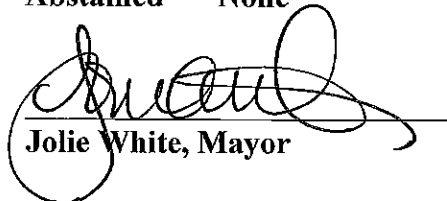
ADOPTED this 4th day of May, 2009.

In Favor **Blackburn, Evers, Henry, White**

Opposed **None**

Absent **Dickson, Hensley, Wytoski**

Abstained **None**

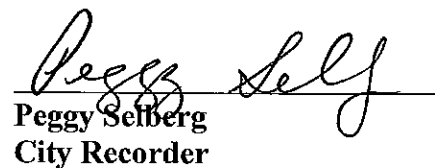


Jolie White, Mayor

5/18/09

Date of Signing

ATTESTED BY:



**Peggy Selberg
City Recorder**

5/4/09

Date of Enactment

Attachment - Exhibit A

AGREEMENT FOR JANITORIAL SERVICES FOR FY 2009/10
City of Dayton, Oregon

A **CONTRACT** between the **CITY OF DAYTON, OREGON** (hereinafter called "City"), and **ABM Janitorial Services** (hereinafter called "Provider").

WHEREAS, the City and Provider believe it is in their mutual interest to enter into a written contract setting out their understandings concerning Provider's provision of services of JANITORIAL SERVICES to the City.

1. **Term:** The term of this contract shall be from July 1, 2009 through June 30, 2010, unless sooner terminated under the provisions of this contract.
2. **Renewal:** At the discretion of the City, contract may be renewed annually for up to three (3) additional years. The City, upon written justification from contractor, may consider an annual increase based upon the latest Portland CPI-W as of the end of the quarter prior to the date of renewal, or 3%, whichever is lower.
3. **Provider's Services:** The scope of the Provider's services and time of performance under this contract are set forth in Exhibit A. All provisions and covenants contained in said Attachment are hereby incorporated by reference and shall become a part of this contract as if fully set forth. Any conflict between this written contract and Provider's Proposal (if any) set forth in Exhibit B shall be resolved first in favor of this written contract. Provider will, in the rendering of its services to the City, use its best efforts and due diligence and provide such personnel as are necessary to successfully provide the services covered by this contract and Exhibits A and B.
4. **Provider Identification:** Provider shall furnish to City Provider's Employer Identification Number (EIN), as designated by the Internal Revenue Service, or, if the Internal Revenue Service has designated no EIN, Provider's Social Security Number.
5. **Compensation:** City agrees to pay Provider at the times and in the amount(s) set out in, and in accordance with, this contract and Exhibits A and B.
6. **Contract Managers:** City's Contract Manager is the City Clerk, Dolly Owens; Contractor's Contract Manager is Cindy Foster. Each party shall give the other written notification of any change in their respective Contract Managers.
7. **Confidentiality of Information:** Provider agrees to assure that employees assigned to work on City premises shall not release any information regarding City projects, contracts, customers, or employees, officers, and elected or appointed officials that may be acquired during the course of their work. No information, news, or press releases related to the contract shall be made to representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior authorization of the Contract Manager.
8. **Duty to Inform:** Provider shall give prompt written notice to City's Contract Manager if, at any time during the performance of this contract, Provider becomes aware of actual or potential problems, faults, or defects in any City facility in which services are provided, or any

nonconformity with the contract, or with any federal, state, or local law, rule, or regulation, or has any objection to any decision or order made by City Contract Manager. Any delay or failure on the part of City to provide a written response to Provider shall constitute neither agreement with nor acquiescence in Provider's statement or claim, and shall not constitute a waiver of any of City's rights.

9. **Provider is Independent Contractor:** Provider is an independent contractor for all purposes and shall be entitled to no compensation other than the compensation expressly provided by this contract. Provider hereby expressly acknowledges that as an independent contractor, Provider is not entitled to indemnification by the City or the provision of defense by the City under the terms of ORS 30.285.
10. **Overtime:** Any person employed on work under this contract, other than a person subject to being excluded from the payment of overtime pursuant to ORS 653.010 to 653.261 or 29USC§201 to 209, shall be paid at least time and a half for all overtime worked in excess of forty (40) hours in any one week.
11. **Indemnity & Insurance:**
 - a. **Indemnity:** Provider acknowledges responsibility for any and all liability arising out of the performance of this contract and shall hold City harmless from, indemnify and defend City for any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Provider's acts, omissions, activities or services in the course of performing this contract.
 - b. **Liability Insurance:** Provider shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of Provider, the City, its officers, agents, and employees. Coverage shall include personal injury, bodily injury (including death) and broad form property damage, including loss of use of property, occurring in the course of, or in any way related to, Provider's operations, in an amount not less than \$2,000,000 combined single limit per occurrence. Such insurance shall name City, its officers, agents and employees, as additional insured.
 - c. **Workers Compensation Coverage:** Provider certifies that Provider has qualified for State of Oregon Workers Compensation coverage for all Provider's employees who are subject to Oregon Workers Compensation statute, either as a carrier-insured employer as provided by ORS 656.407, or as a self-insured employer. Provider shall provide to City a certificate of insurance evidencing coverage of all subject workers under Oregon's Workers Compensation statutes issued by an insurance company satisfactory to City, if applicable.
 - d. **Certificates of Insurance & Notice of Cancellation:** Provider shall furnish the City certificates of insurance evidencing the date, amount, and type of insurance required by this contract within ten (10) days of Notice of Award and prior to beginning work under this contract. All policies must provide for not less than thirty (30) days' written notice to the City before they may be canceled.
 - e. **Primary Coverage:** The coverage provided by insurance required under this contract shall be primary, and any other insurance carried by the City shall be excess.

- 12. Law of Oregon:** This contract shall be governed by the laws of the State of Oregon. Venue shall be in Yamhill County, Oregon.
- 13. Successors and Assignments:**
- a. Provider shall retain all books, documents, papers and records that are directly pertinent to this contract for at least three (3) years after the City makes final payment on this contract and all other pending matters are closed.
 - b. Provider shall allow the City, or any of its authorized representatives, to audit, examine, copy, take excerpts from, or transcribe any books, documents, papers, or records that are subject to the foregoing retention requirements.
- 14. Subcontracting:** Provider shall not subcontract for any services covered by this contract without the prior, written approval of the City.
- 15. Breach of Contract:**
- a. Provider shall remedy any breach of this contract within the shortest reasonable time after Provider first has actual notice of the breach or the City notifies the Provider of the breach, whichever is earlier. If Provider fails to remedy a breach in accordance with this paragraph, the City may terminate that part of the contract affected by the breach upon written notice to Provider, may obtain substitute services in a reasonable manner, and may recover from Provider the amount by which the price for those substitute services exceeds the price for the same services under this contract.
 - a. If the breach is material and Provider fails to remedy the breach in accordance with this paragraph, the City may declare Provider in default and pursue any remedy available for a default.
 - b. Pending a decision to terminate all or part of this contract, the City unilaterally may order Provider to suspend all or part of the services under this contract. If the City terminates all or part of the contract pursuant to this paragraph, Provider shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after the City ordered suspension of those services. If the City suspends certain services under this contract and later orders Provider to resume those services, Provider shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.
 - c. To recover amounts due under this paragraph, the City may withhold from any amounts owed by the City to Provider, including but not limited to amounts owed under this or any other contract between Provider and the City.
- 16. Mediation:** Should any dispute arise between the parties to this contract, it is agreed that such dispute will be submitted to a mediator prior to any litigation, and the parties hereby expressly agree that no claim or dispute arising under the terms of this contract shall be resolved other than first through mediation and, only in the event said mediation efforts fail, through litigation. Mediation will be conducted in Yamhill County unless both parties agree in writing otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If a party requests mediation and the other party fails to

respond within ten (10) days, or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Yamhill County Circuit Court upon the request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this Section.

17. **Termination for Convenience:** The City may terminate all or part of this contract at any time for its own convenience by written notice to Provider. Upon termination under this paragraph, Provider shall be entitled to compensation for all services rendered prior to actual notice of the termination or the receipt of the City's written notice of termination, whichever is earlier, plus Provider's reasonable costs actually incurred in closing out the contract.
18. **Intellectual Property:** The interest in any intellectual property, including but not limited to copyrights and patents of any type, arising from the performance of this contract shall vest in the City. Provider shall execute any assignment or other documents necessary to effect this paragraph. Provider may retain a nonexclusive right to use any intellectual property that is subject to this paragraph. Provider shall transfer to the City any data or other tangible property generated by Provider under this contract and necessary for the beneficial use of intellectual property covered by this paragraph.
19. **Payments for Labor or Material:** Provider shall make payment promptly, as due, to all persons supplying to Provider labor or material for the prosecution of the work provided for in this contract. (ORS 279B.220(1))
20. **Contributions to the Industrial Accident Fund:** Provider shall pay all contributions or amounts due the Industrial Accident Fund from Provider incurred in the performance of this contract, and shall ensure that all subcontractors pay those amounts due from the subcontractors. (ORS 279B.220(2))
21. **Income Tax Withholding:** Provider shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
22. **Payment of Claims by the City:** If Provider fails, neglects, or refuses to make prompt payment of any claim for labor, material or services furnished to Provider or a subcontractor by any person in connection with this contract as the claim becomes due, the City may pay the claim to the person furnishing the labor, material or services and charge the amount of the payment against funds due or to become due to Provider pursuant to this contract. The City's payment of a claim under this Section shall not relieve Provider or Provider's surety, if any, from responsibility for those claims.
23. **Workers Compensation:** Provider is a subject employer that will comply with ORS 656.017. Provider warrants that all persons engaged in contract work and subject to the Oregon workers compensation law are covered by a workers compensation plan or insurance policy that fully complies with Oregon law. Provider shall indemnify the City for any liability incurred by the City as a result of Provider's breach of the warranty under this Section. (ORS 279B.320)
24. **Medical Care for Employees:** Provider shall make payments of all sums to any person, co-partnership, association or corporation furnishing medical, surgical or hospital care incident to the sickness or injury of Provider's employee(s), all sums which Provider agrees to pay for such services and all moneys and sums which Provider collected or deducted from the wages of

employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service. (ORS 279B.320)

- 25. **Drug-Testing Program:** Provider shall demonstrate at the request of the City that it has, at the time of the execution of this contract, a drug-testing program in place.
- 26. **Modification:** Any modification of the provisions of this contract shall be reduced to writing and signed by the parties.
- 27. **No Waiver of Legal Rights:** A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.
- 28. **Integration:** This contract contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.
- 29. **Attorneys Fees:** In any dispute between the parties to this contract that results in a court proceeding, the prevailing party shall be entitled to recover its costs and disbursements incurred as well as of the action or suit and reasonable attorney's fees as determined by the arbitrator or court be that at a hearing, trial or on appeal.

PROVIDER

CITY OF DAYTON, OREGON

Cindy Foster, ABM Janitorial Services

Christy Ellis, City Manager

Date: _____

Date: _____

Attachments:

Exhibit A - IFB Scope of Work

Exhibit B – ABM Response to IFB

WKS4\CONTRACT\JANITORIAL SERVICES – JANITORIAL.SERVICESAGREEMENT2009-10

SCOPE OF WORK - CITY OF DAYTON JANITORIAL IFB

The following Scope of Work is broken down by location and frequency of cleaning. Locations are identified on Attachment A. Please read carefully before preparing your quote.

GENERAL COMMENTS

- ◆◆ City to provide all toilet paper, soap, towels, and liners for waste receptacles.
- ◆◆ Cleaning supplies and tools are the sole responsibility of the contractor, including ladders needed to reach light fixtures.
- ◆◆ Except by prior special arrangement, all work is to be performed after normal business hours. Business hours may vary from building to building. Meetings and events are often held at the City Hall Annex during evening and weekend hours.
- ◆◆ Contractor will be responsible to move chairs and waste receptacles to sweep, vacuum, and mop floors, but are not expected to move boxes or other materials stored on the floor.
- ◆◆ Bookshelves are to be dusted on top, front and sides, but materials need not be removed and dusted.
- ◆◆ Window washing, with the exception of the front door of City Hall, must be done during daylight hours.

CITY HALL (416 FERRY STREET)

FOYER (Includes Stairs to Basement)
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TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Vacuum rug and runners, including steps to downstairs offices
- ★ Dust counter tops and fronts and remove visible marks (if counter top is not clear, dust as much as possible without moving materials)

- ★ Wash front door and glass, inside and out, wipe handle with disinfectant
- ★ Clean and disinfect light switches and hand rails to basement
- ★ Dust windowsill of plate glass window
- ★ Report maintenance issues observed to Contract Administrator

WEEKLY

- ★ Remove cobwebs from corners and other locations
- ★ Dust vertical blinds.
- ★ Dust light fixture covers inside and out
- ★ Dust fire extinguishers and signs
- ★ Vacuum upholstered furniture, if any, and remove visible marks from bases
- ★ Polish wooden furniture, if any, using products that will not harm wood surfaces
- ★ Dust and wipe down old Post Office front on east wall using products that will not harm wood surfaces

MONTHLY

- ★ Wash plate glass window inside and out
- ★ Clean visible marks from walls and baseboards

ANNUALLY

- ★ Steam clean carpets

PUBLIC WORKS DEPARTMENT (Basement)

TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Empty waste receptacles, wipe clean and replace plastic liners as needed (liners must be replaced at least once a week)
- ★ Empty individual recycling boxes and place contents in appropriate container located outside the back door of City Hall
- ★ Sweep and damp mop floor (**NOTE:** Floors in this area are painted concrete and must be cleaned in a manner that does not harm this painted surface.)

- ★ Clean and disinfect light switches
- ★ Report maintenance issues observed to Contract Administrator

WEEKLY

- ★ Damp mop chair mats where present
- ★ Vacuum upholstered furniture, wipe visible marks from bases
- ★ Vacuum upholstered furniture, wipe visible marks from bases
- ★ Polish wooden furniture, if any, using products that will not harm wood surfaces
(DO NOT POLISH WOODEN CHAIRS WITH LEATHER BOTTOMS – THESE REQUIRE SPECIAL CLEANING TECHNIQUES)
- ★ Dust telephones, tables, computer tables, computers, printers, copier, bookshelves, file cabinets, plaques and pictures
- ★ Dust fire extinguishers and signs
- ★ Remove cobwebs from corners and other locations
- ★ Dust light fixture and covers, if any, inside and out

QUARTERLY

- ★ Wash light fixture covers inside and out
- ★ Clean visible marks from walls and baseboards

FRONT OFFICES (2)

TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Empty waste receptacles, wipe clean and disinfect, replace plastic liners as needed (liners must be replaced at least once a week)
- ★ Empty individual recycling boxes and place contents in appropriate container located outside the back door of City Hall
- ★ Clean and disinfect light switches
- ★ Dust window sills (1 plate glass window; 1 small window)
- ★ Report maintenance issues observed to Contract Administrator

WEEKLY

- ★ Vacuum rug
- ★ Damp mop chair mats where present.
- ★ Vacuum upholstered furniture, remove visible marks from bases
- ★ Dust tables, computer tables, computers, printers, bookshelves, file cabinets, telephones, and vertical blinds
- ★ Dust wrought iron gate, door between City Hall & Library, and decorative scrollwork above counters
- ★ Dust fire extinguishers and signs
- ★ Dust plaques, picture frames and public information kiosk

MONTHLY

- ★ Wash windows inside and out; clean window sills with product that will not harm wood or painted surfaces

QUARTERLY

- ★ Wash light fixtures and covers, inside and out

ANNUALLY

- ★ Steam clean carpets

BACK OFFICES

TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Empty waste receptacles, wipe clean and replace plastic liners as needed (liners must be replaced at least once a week)
- ★ Empty individual recycling boxes and place contents in appropriate container located outside the back door of City Hall
- ★ Sweep and damp mop floor
- ★ Clean and disinfect light switches
- ★ Report maintenance issues observed to Contract Administrator

WEEKLY

- ★ Damp mop chair mats where present
- ★ Vacuum upholstered furniture, wipe visible marks from bases

- ★ Dust telephones, computer/printer tables, computers, printers, typewriter, bookshelves, and file cabinets
- ★ Dust window and window sill
- ★ Dust fire extinguishers and signs

MONTHLY

- ★ Wash window inside and out
- ★ Clean visible marks from walls and baseboards

QUARTERLY

- ★ Strip and wax floors
- ★ Wash light fixtures and covers inside and out

LUNCH ROOM/MEETING AREA

TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Empty waste baskets, clean inside with hot water and disinfectant, and disinfect sides, top, replace plastic liner
- ★ Clean outside of refrigerator and remove visible marks from handles
- ★ Clean table top with appropriate cleaner
- ★ Dust countertop, postage meter, paper cutter, and sorter
- ★ Dust windowsills (3 windows)
- ★ Dust copy machine and empty recycling into appropriate container located outside the back door of City Hall
- ★ Sweep and mop floor with disinfectant
- ★ Report maintenance issues observed to Contract Administrator

WEEKLY

- ★ Remove cobwebs from corners and other locations
- ★ Dust light fixture covers inside and out
- ★ Dust fire extinguishers and signs
- ★ Vacuum upholstered furniture, if any, and remove visible marks from bases

MONTHLY

- ★ Wash windows inside and out (must be done during daylight hours)
- ★ Clean visible marks from walls and baseboards

QUARTERLY

- ★ Strip and wax floors
- ★ Wash light fixtures and covers inside and out
- ★ Clean visible marks from walls and baseboards

RESTROOM

TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Clean and disinfect toilet, sink, and countertop
- ★ Clean and polish fixtures and mirror
- ★ Clean and disinfect soap, towel and toilet paper dispensers; replace paper and soap supplies as needed. Assure that an extra soap, toilet paper, and towel roll is available in the cabinet below the sink.
- ★ Clean and disinfect light switches and outlets
- ★ Clean visible marks from door and disinfect door knobs
- ★ Sweep and mop floor with disinfectant
- ★ Empty waste basket, disinfect clean inside and out, and replace plastic liner
- ★ Report maintenance issues observed to Contract Administrator

KITCHENETTE

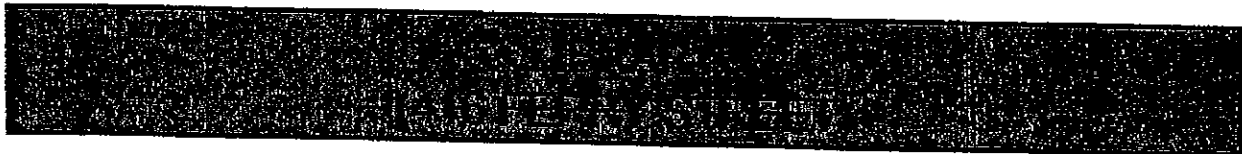
TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Empty waste basket, clean inside with hot water and disinfectant, and disinfect sides, top, replace plastic liner
- ★ Clean and disinfect countertops and sink
- ★ Clean visible marks from outside of microwave, toaster, dishwasher, and coffee maker
- ★ Clean visible marks from counter fronts, disinfect handles

- ★ Sweep and mop floor with disinfectant
- ★ Report maintenance issues observed to Contract Administrator

QUARTERLY

- ★ Strip and wax floors
- ★ Wash light fixtures and covers inside and out
- ★ Clean visible marks from walls and baseboards



RESTROOM

TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Clean and disinfect toilet, sink, and countertop
- ★ Clean and polish fixtures and mirror
- ★ Clean and disinfect soap, towel and toilet paper dispensers; replace paper and soap supplies as needed
- ★ Clean and disinfect light switches and outlets
- ★ Clean visible marks from door and disinfect door knobs
- ★ Sweep and mop floor with disinfectant
- ★ Empty waste receptacle, wash with hot water and disinfectant inside and out, and replace plastic liner
- ★ Empty sanitary napkin receptacle, wash with hot water and disinfectant inside and out
- ★ Report maintenance issues observed to Contract Administrator

WEEKLY

- ★ Remove cobwebs from corners and other locations
- ★ Dust light fixture covers inside and out
- ★ Clean visible marks from walls and baseboards

QUARTERLY

- ★ Strip and wax floors
- ★ Wash light fixtures and covers inside and out

<h2>MAIN ROOM</h2>

TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Vacuum rug and runners
- ★ Dust counters, computer tables, other tables, wooden chairs and display case
- ★ Wash front door and glass, inside and out, wipe handle with disinfectant
- ★ Clean and disinfect light switches
- ★ Empty waste receptacles, wipe clean inside and out, and replace plastic liners as needed (liners must be replaced at least once a week)
- ★ Empty individual recycling boxes and place contents in appropriate container
- ★ Report maintenance issues observed to Contract Administrator

WEEKLY

- ★ Remove cobwebs from corners and other locations
- ★ Dust light fixture covers inside and out
- ★ Dust magazine and brochure racks
- ★ Vacuum upholstered furniture, wipe visible marks from bases
- ★ Dust windows and window sills
- ★ Dust fire extinguishers and signs

MONTHLY

- ★ Wash windows inside and out; clean window sills with product that will not harm wood or painted surfaces

QUARTERLY

- ★ Wash light fixtures and covers, inside and out
- ★ Clean visible marks from walls, baseboards and door

ANNUALLY

- ★ Steam clean carpets

**CITY MAINTENANCE SHOP
(408 FERRY STREET)**

CITY MAINTENANCE SHOP

TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Clean and disinfect toilet and sink
- ★ Clean and polish fixtures and mirror
- ★ Clean and disinfect soap, towel and toilet paper dispensers; replace paper and soap supplies as needed
- ★ Clean and disinfect light switches and outlets
- ★ Clean visible marks from door and disinfect door knobs
- ★ Sweep and mop floor with disinfectant
- ★ Empty waste basket, clean and disinfect inside and out, and replace plastic liner
- ★ Report maintenance issues observed to Contract Administrator

WEEKLY

- ★ Remove cobwebs from corners and other locations
- ★ Dust light fixture covers inside and out

QUARTERLY

- ★ Wash light fixtures and covers inside and out
- ★ Clean visible marks from walls and baseboards

**CITY HALL ANNEX
(408 FERRY STREET)**

RESTROOMS (2)

TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Clean and disinfect toilet, sink, and countertop
- ★ Clean and polish fixtures and mirror

- ★ Clean and disinfect soap, towel and toilet paper dispensers; replace paper and soap supplies as needed. Assure that an extra soap, toilet paper, and towel roll is available in the cabinet below the sink.
- ★ Clean and disinfect light switches and outlets
- ★ Clean visible marks from door and disinfect door knobs
- ★ Sweep and mop floor with disinfectant
- ★ Empty waste basket and sanitary napkin receptacle, where present, disinfect clean inside and out, and replace plastic liner in waste basket
- ★ Report maintenance issues observed to Contract Administrator

WEEKLY

- ★ Remove cobwebs from corners and other locations
- ★ Dust light fixture covers inside and out
- ★ Clean visible marks from walls and baseboards

QUARTERLY

- ★ Strip and wax floors
- ★ Wash light fixtures and covers inside and out

KITCHEN & HALLWAYS

TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Empty waste basket, clean inside and out with hot water, and disinfect, replace plastic liner
- ★ Wipe down countertops, stove, refrigerator, sink, dishwasher and fronts of cabinets
- ★ Sweep and mop floor with disinfectant
- ★ Clean and disinfect light switches and outlets
- ★ Report maintenance issues observed to Contract Administrator

WEEKLY

- ★ Remove cobwebs from corners and other locations
- ★ Dust light fixture covers inside and out
- ★ Dust fire extinguishers and signs

QUARTERLY

- ★ Strip and wax floors
- ★ Wash light fixtures and covers inside and out
- ★ Clean visible marks from walls and baseboards

LARGE MEETING ROOM

TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Sweep and mop floor
- ★ Wipe table tops with damp cloth and remove any visible stains
- ★ Dust chairs and other furnishings
- ★ Remove any visible marks from entry doors, wipe handles with disinfectant
- ★ Clean and disinfect light switches
- ★ Empty waste receptacles, wash inside and out with hot water, disinfect, and replace plastic liners as needed (liners must be replaced at least once a week)
- ★ Report maintenance issues observed to Contract Administrator

WEEKLY

- ★ Remove cobwebs from corners and other locations
- ★ Vacuum upholstered chairs, wipe bases clean
- ★ Dust light fixture covers inside and out
- ★ Dust fire extinguishers and signs
- ★ Dust white board (do not remove any markings left on board)
- ★ Dust windows and window sills

MONTHLY

- ★ Wash windows inside and out
- ★ Dust vertical blinds

QUARTERLY

- ★ Strip and wax floors
- ★ Clean visible marks from walls and baseboards
- ★ Wipe down vertical blinds with damp cloth; remove visible marks

SMALL MEETING ROOM

TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Vacuum rug
- ★ Dust chairs and other furnishings
- ★ Wipe table tops with damp cloth and remove any visible stains
- ★ Wash visible marks from entry doors, wipe handles with disinfectant
- ★ Clean and disinfect light switches
- ★ Empty waste receptacles, wipe clean inside and out, and replace plastic liners as needed (liners must be replaced at least once a week)
- ★ Empty individual recycling boxes and place contents in appropriate container
- ★ Report maintenance issues observed to Contract Administrator

WEEKLY

- ★ Remove cobwebs from corners and other locations
- ★ Vacuum upholstered chairs, wipe bases clean
- ★ Dust light fixture covers inside and out
- ★ Clean visible marks from walls and baseboards
- ★ Dust fire extinguishers and signs
- ★ Dust windows and window sills

MONTHLY

- ★ Wash windows inside and out
- ★ Wash light fixtures and covers, inside and out

ANNUALLY

- ★ Steam clean carpets

BAYS

TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Sweep bay area floor
- ★ Dust overhead doors and windows
- ★ Wash visible marks from entry doors, wipe handles with disinfectant
- ★ Clean and disinfect light switches
- ★ Dust window sill
- ★ Report maintenance issues observed to Contract Administrator

MONTHLY

- ★ Wash overhead door windows and other windows, inside and out

ANNUALLY

- ★ Steam clean concrete floor

JOINT WATER TREATMENT FACILITY 1209 FERRY STREET

RESTROOM

TWICE WEEKLY (no more than 2 working days between cleanings)

- ★ Clean and disinfect toilet, sink, and shower
- ★ Clean and polish fixtures and mirror
- ★ Clean and disinfect soap, towel and toilet paper dispensers; replace paper and soap supplies as needed.
- ★ Clean and disinfect light switches and outlets
- ★ Clean visible marks from door and disinfect door knobs
- ★ Sweep and mop floor with disinfectant
- ★ Empty waste basket, clean inside and out, and replace plastic liner in waste basket

- ★ Report maintenance issues observed to Contract Administrator

WEEKLY

- ★ Remove cobwebs from corners and other locations
- ★ Dust light fixture covers inside and out

QUARTERLY

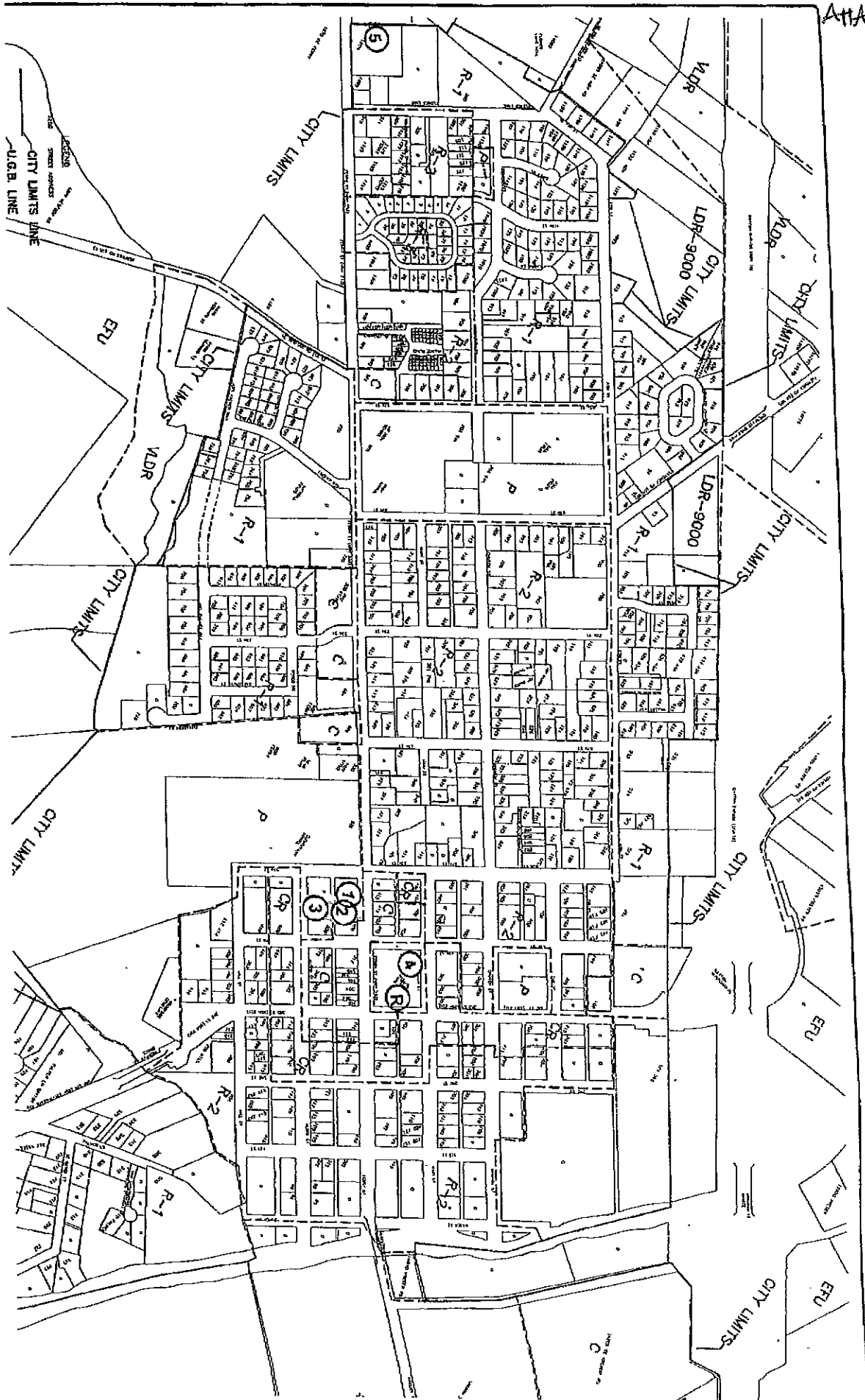
- ★ Strip and wax floors
- ★ Wash light fixtures and covers inside and out
- ★ Clean visible marks from walls and baseboards

COURTHOUSE SQUARE PARK RESTROOMS (3RD STREET NEAR FERRY STREET)

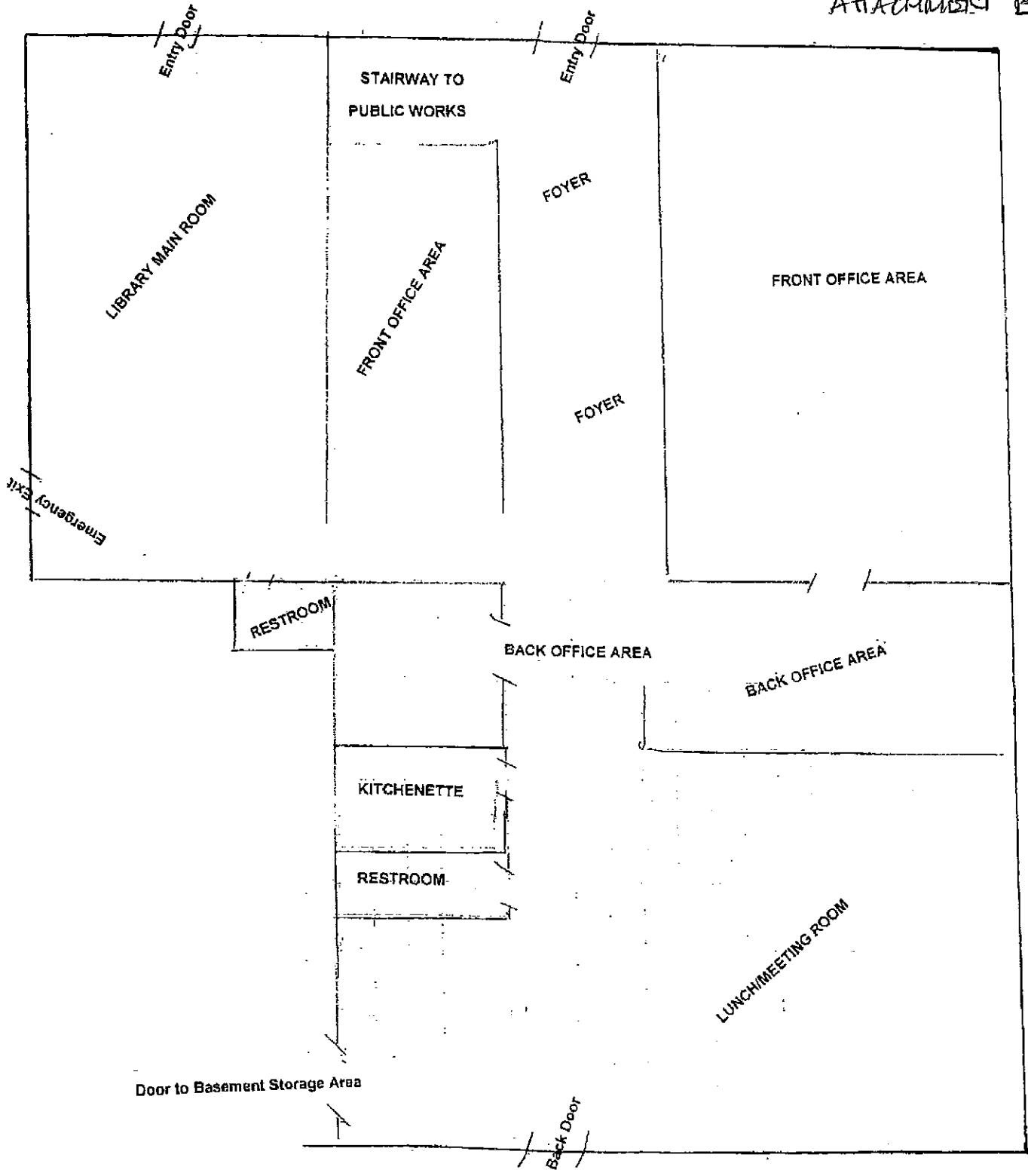
RESTROOMS (2)

DAILY (7 DAYS A WEEK, JUNE 1 THROUGH SEPTEMBER 30 ONLY)

- ★ Clean and disinfect toilets and sinks
- ★ Clean and polish fixtures and mirrors
- ★ Clean and disinfect soap, towel and toilet paper dispensers; replace paper and soap supplies as needed
- ★ Clean and disinfect light switches and outlets
- ★ Clean visible marks from doors and walls, including individual stalls, disinfect door knobs
- ★ Sweep and mop floor with disinfectant
- ★ Empty waste receptacles, clean and disinfect inside and out, and replace plastic liner
- ★ Remove graffiti on any surface
- ★ Report maintenance issues observed to Contract Administrator



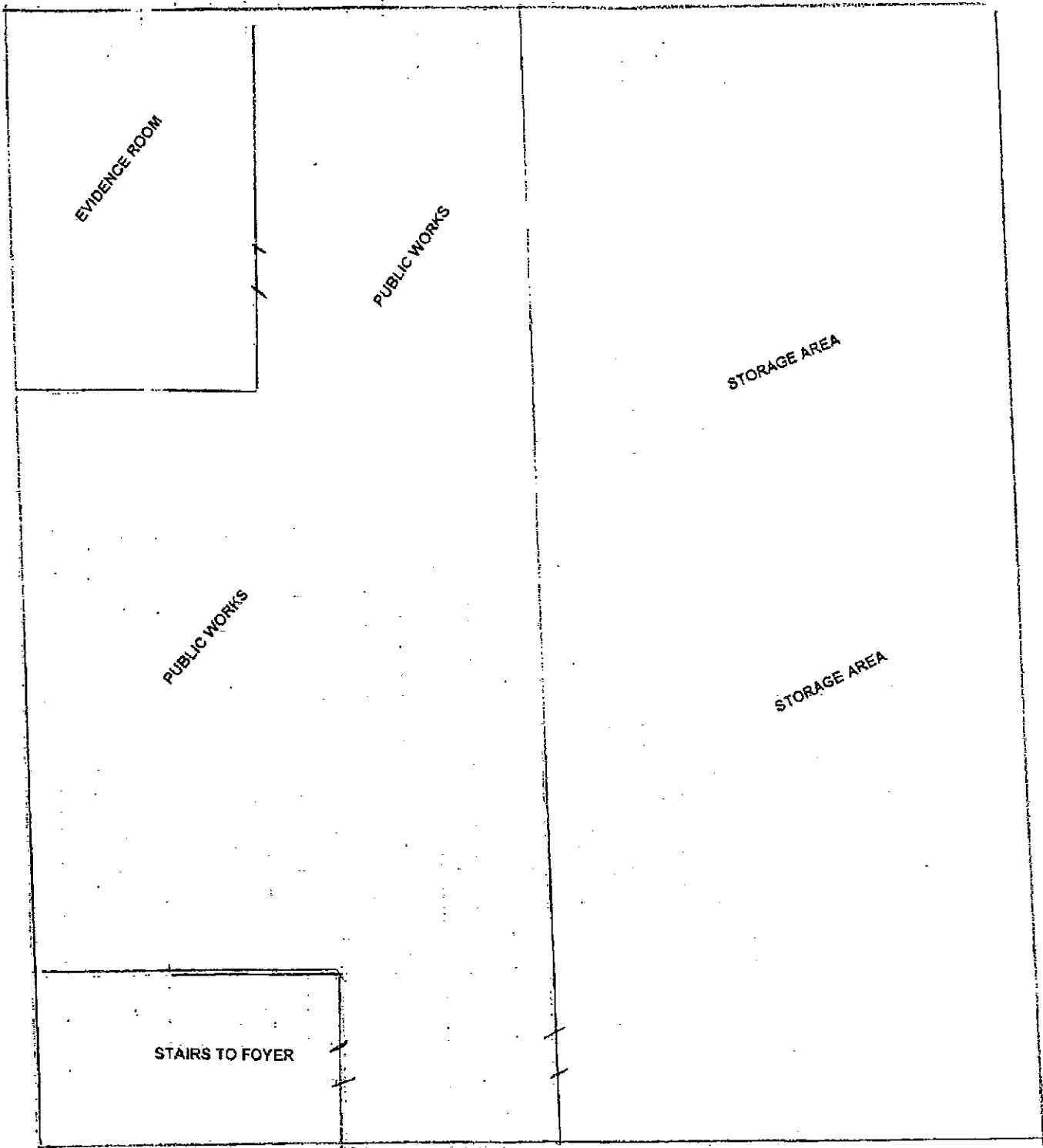
ATTACHMENT B



**FIRST FLOOR CITY HALL
& LIBRARY FLOOR PLANS**

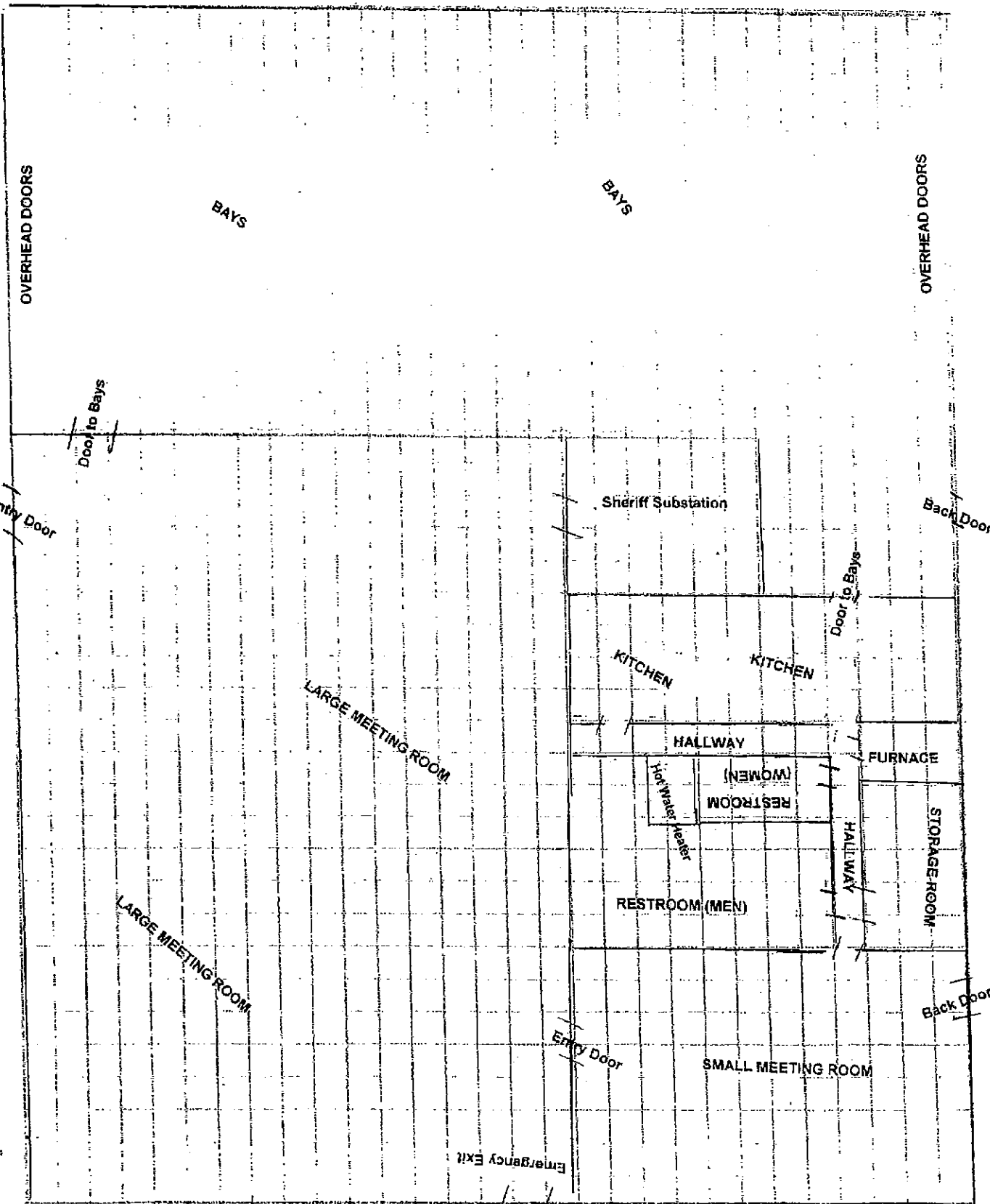
(Not Drawn to Scale)

416 Ferry Street



**CITY HALL BASEMENT
FLOOR PLAN**
(Not Drawn to Scale)

416 Ferry Street



**CITY HALL ANNEX
FLOOR PLAN**
(Not Drawn to Scale)

408 Ferry Street

JANITORIAL IFB - BID RESPONSE FORM
CITY OF DAYTON, OREGON

EXHIBIT B
Page 1 of 2

NAME OF BIDDER:	ABM Janitorial Services
ADDRESS:	2160 Davcor Street SE Salem, Or. 97302
TELEPHONE NUMBER:	(800) 722-9828
CONTACT PERSON:	Cindy Foster
[REDACTED]	
MONTHLY RATE FOR SCOPE OF WORK (EXCLUDING COURTHOUSE SQUARE PARK):	\$752.00
MONTHLY RATE FOR COURTHOUSE SQUARE PARK: (June 1 through September 30 only)	\$475.00
HOURLY RATE FOR SPECIAL SERVICES:	\$22.00 per hour
1) PLEASE PROVIDE A BRIEF HISTORY OF YOUR FIRM, INCLUDING THE NUMBER OF YEARS YOU HAVE BEEN IN BUSINESS, NUMBER OF EMPLOYEES, AND THE TYPE OF SERVICES PROVIDED (Attach additional pages if necessary).	<p>ABM was founded in 1909 and currently employes over 50,000 employee's nationwide. See attached company history.</p>
2) PLEASE BRIEFLY DESCRIBE HOW YOU WILL MAINTAIN COMMUNICATIONS WITH THE CITY ON THE SERVICES YOU PROVIDE:	<p>ABM will provide log books at each location necessary. ABM also does frequent day time inspections which allows communication with the City staff.</p>
3) PLEASE BRIEFLY DESCRIBE HOW YOU RESOLVE DISPUTES WITH YOUR CLIENTS:	<p>ABM resolves disputes with our clients by discussing the issue with the involved parties and coming to a mutual agreement.</p>