

A. GENERAL:

1. Provide all labor, equipment, and materials required to perform high quality janitorial maintenance at the locations listed in this specification.
2. Clean all facilities per the MAINTENANCE SCHEDULE, once daily for routine cleanings, once monthly for special cleanings; exception: perform daily and monthly cleanings only during the months of May, September, October, and November for the Dee Fee Field.
3. Perform the services between 11:00 pm to 5:00 am daily, 7 days per week, 52 weeks every year, including holidays and weekends.

B. PRODUCTS:

1. Ensure that all products used meet or better the City's stated specifications and any items listed in TABLE: PRE-APPROVED PRODUCTS.
2. Note that all paper products shall contain a minimum of 20% post consumer content.
3. Utilize "green" products whenever possible as long as the green product is commensurate with the product performance and cost of the item it is substituting.
4. Note that any products that deviate from the aforementioned requirements must be submitted to the City Representative, along with the MSDS, for review. Should City Representative approve the product, it will then be added to the list of approved products by City Representative. City will not pay any additional costs for Contractor-requested substitutions when the City-listed approved products are still available.
5. Note that City reserves the sole and final right to approve or disapprove any product.

C. ENVIRONMENTAL AND HEALTH:

1. Do not use any products that are known to potentially cause damage to the environment or any person's health.
2. Do not allow contaminated water or cleaning solution to enter storm drains.

D. COMPANY EMPLOYEES AND VEHICLES:

1. Supply and pay for their employees to wear clean, neat appearing uniforms, which shall be worn while working on City premises. Uniforms shall consist of a polo shirt, hat, jacket, and full-length work pants with the contractor's identification.
2. Use vehicles displaying the company logo or name on the doors.

E. TASKS:**1. AS-NEEDED TASKS:**

- A) Maintain three cases of toilet paper at Glover Stadium restroom storage area.
- B) Restock this area as needed.

2. DAILY TASKS:

- A) Restock all supplies within restrooms on a daily basis so that all dispensers are completely full at the conclusion of each restroom service.
- B) Check for stoppages in toilets and urinals by flushing and observing; use a plunger to unplug as necessary. Notify Park Services Manager at (714)765-5155 for continued stoppages or any leaks.
- C) Remove all litter and debris on all interior surfaces including doors, sills, partitions, floors, walls, ceilings, etc. This includes, but not limited to, wads of paper stuck on ceilings, tape, etc.

- D) Empty, clean and sanitize trash receptacles inside and out.
- E) Sweep and mop entire floor with approved germicidal cleansing solution. Hosing out restrooms is not an acceptable practice.
- F) Clean and sanitize all surfaces, including walls, doors, partitions, doors, window jambs, vents, light fixtures, ceilings, etc.
- G) Clean and sanitize, polish mirrors and frames using approved products.
- H) Clean and sanitize interior and exterior of washbasins and around all fixtures to remove mineral deposits, water spots, dirt, grim and any other unclean condition.
- I) Clean, sanitize and thoroughly polish the inside and outside surfaces of metal toilet bowls, urinals, dispensers, washbasins, flush valves, mounting plates, nuts, screws, traps, hose bibs, water connections, hand dryers etc.
- J) Pick up and remove trash and debris within 10' radius of the building in all directions.
- K) Remove, clean and sanitize areas outside the building using an approved germicidal cleanser all urine, feces and other liquid or solids within 10' radius of the building in all directions.
- L) Clean exterior of the building free of all foreign materials including paper wads, confetti, etc.
- M) Materials, supplies, and equipment shall not be stored on City property without prior written permission from the City.

3. **MONTHLY TASKS:**

- A) Pressure wash or machine scrub floors and entryways.

4. **QUARTERLY TASKS:**

- A) Clean ceilings, ceiling fixtures, louvers, window screens and skylights during the months of January, April, July, and October.
- B) Advise City Representative in writing one week in advance of the proposed cleaning.

5. **FOUR MONTHS PER YEAR TASKS (Dee Fee Field):**

- A) Perform daily and monthly cleanings only during the months of May, September, October, and November for the Dee Fee Field.

F. SERVICES ADJUSTMENTS:

1. Note that the City reserves the right to increase or decrease the services as needed. Services and fees for new facilities shall be added at the average rate per square foot for a comparable facility at the time of the addition.
2. Note that such changes will be according to the terms and conditions of the bid specification and will be done through a duly authorized change notice to the resultant Master Agreement.

G. SITE INSPECTION AND REPORTING.

1. **IMMEDIATELY:**

- A) Report, immediately, verbally and or in writing as soon as practically possible taking safety into consideration; especially concerning issues that may require immediate action to avoid potential escalation.
- B) Report, immediately on the following:

- 1) Safety, Injury, or Damage: any impending, occurring, or potential hazards, incidents, or accidents that have harmed, are harming, or could likely harm persons, animals, plants, property, environment, or the like.
- 2) Public Nuisances: any observations of any public nuisances.
- 3) Work Performance Delays: any interruptions, obstacles, or occurrences that are, could potentially delay, or prevent work from being performed within the prescribed times.
- 4) Repair or Maintenance: any unscheduled repairs or unscheduled maintenance that are or could potentially cause a degradation in the functionality or appearance of the observed item or area.

2. DAILY:

- A) Report, daily, which means the next calendar day, within 24 hours or less.
Note that these daily reports will help ensure that the Contractor is not only performing to the bid specifications, but is designed to help reduce or avoid liquidated damages.
- B) Report, daily on the following:
 - 1) Follow up Activities: all action items from the above section, which may have been verbally reported, but a written report was not possible at the time; and all action items as required by City Representative.
 - 2) Site Visit: when a site visit is made, report any problems to City Representative the same day by email or before 7:00 a.m. on the next working day. During normal business hours the City Representative can be reached at 714-765-5155.
 - 3) Running Water: note that if the problem is running water that cannot be shut off and is during normal working hours, call the City Representative. If it is after normal working hours or an emergency call the Community Services Duty Officer at 714-504-4556 to request assistance.
 - 4) Lost-and-Found Articles: Deliver any lost-and-found articles to the City of Anaheim Police Station at 425 S. Harbor Blvd., Anaheim, within 24 hours.

3. WEEKLY:

- A) Report, weekly, which means by no later than 11:59 a.m., Monday of every week.
Note that these daily reports will help ensure that the Contractor is not only performing to the bid specifications, but is designed to help reduce or avoid liquidated damages.
- B) Report, weekly on the following:
 - 1) Description of Routine work completed: dates and times that each restroom facility was serviced, person's name performing said work, description of work completed, products used, and the like.
 - 2) Description of Observations: safety issues, potential hazards, public nuisances, damage, vandalism, graffiti, defects, potential or required repairs, condition of signage, lighting, building, doors, sinks, commodes, urinals, and the like.

H. PAYMENTS:

1. If the City of Anaheim determines that there are deficiencies in the performance of this contract, the Contractor shall be notified both verbally and in writing each time service requirements are unsatisfactory and corrective action is necessary. Should the contractor fail to correct any deficiencies within 2 hours, the City may exercise the following measures:
 - A) Deduct from the Contractor's payment the amount necessary to correct the deficiency.
 - B) Withhold the entire or partial payment.

- C) Utilize City forces or alternate source, to correct the deficiency and deduct from the Contractor's payment the total cost, including City overhead.
 - D) Apply Liquidated Damages cumulatively.
2. Failure of the Contractor to perform any requirements herein will result in liquidated damages of according to the TABLE: LIQUIDATED DAMAGES. Such sums are for City to recover its expenses related to Contractor's non-performance.

I. TABLES:

1. TABLE 1: LIQUIDATED DAMAGES:

Liquidated damages are cumulative (each occurrence is in addition to any preceding occurrences)
Note that per restroom means per separate restrooms regardless of adjoining.

VIOLATION	AMOUNT
TASKS: Daily:	\$50.00 per occurrence per restroom
TASKS: Monthly:	\$50.00 per occurrence per restroom
TASKS: Quarterly	\$250.00 per occurrence per restroom
TASKS: 4x/Year	\$250.00 per occurrence per restroom
Weekly Activity:	\$50.00 per occurrence per occurrence
Yearly Activity:	\$500.00 per occurrence per year
Follow up response: <2 hours	\$100.00 per occurrence plus other applicable
Safety violation:	\$500.00 per occurrence
Damages violation:	\$500.00 per occurrence

2. TABLE 2: PRE-APPROVED PRODUCTS:

DESCRIPTIONS
ALL PURPOSE CLEANERS/DEGREASERS
Heavy Duty Degreaser
Lightning Blend Citral Degreaser
Spring Clean Disinfectant Cleaner
BOWL CLEANERS
Lime Descaler
Super Porcelain Tub & Tile
Mildew Stain Remover
Colossus
GUM REMOVER
Aero Claire Gum Remover
DEODERANT
Stop Odor
DISINFECTANT
Versatile
GLASS, PLASTIC & ALL SURFACE CLEANERS
Concentrate Glass Cleaner
METAL CLEANER
Aero Claire S. S. Cleaner
Briteboy
Never Dull Polish Wadding
RESTROOM SUPPLIES
Kimberly Clark Professional Scott Brand 0446060 2ply white