

# EXHIBIT A

## JANITORIAL SERVICES REQUEST FOR PROPOSALS (RFP)

### Scope of Work

North Liberty City Hall  
360 North Main Street, North Liberty, IA 52317

EV = Every Visit W = Weekly M = Monthly Y = Yearly U = Upon Request

Building = 16,900 sq ft.

Room Type	Quantity	Total Fixtures and Appliances
breakroom/lounge/kitchenette/galley	2	2 sinks, 2 refrigerators, 2 dishwashers, 2 microwaves, 1 ice maker
debate chamber	1	
elevator	1	
enclosed office	10	
entrance door (no vestibule)	0	
entrance door to enclosed vestibule	3	
fitness	0	
garage	0	
laundry	0	
lobby	1	2 water fountains
mechanical/janitor	1	1 mop wash station
meeting/conference (1 table only)	4	
mud/locker/shower	1	1 sink, 1 shower
open office space (cubicles)	2	
outdoor common area	1	janitorial staff not responsible for cleaning these spaces
reception	1	
restroom - female	1	3 toilets, 2 sinks
restroom - male	1	1 urinal, 2 toilets, 2 sinks
restroom - unisex	3	3 toilets, 3 sinks
server	1	janitorial staff entry not allowed
staircase	2	
storage	5	
training/instruction (more than 1 table)	1	1 sink, 1 refrigerator
wellness/nursing	1	1 sink
other	0	

High traffic areas = restrooms, lobby, reception & vestibules.

## Restroom & Kitchen Fixtures

Item	Description of Work	Frequency
appliances	clean & disinfect top, front & handles	EV
	deep clean insides of appliances – completed by other service	N/A
coffeemakers	sanitize	M
drains	clear, if slow	EV
food storage & preparation areas; countertops	clean & disinfect	EV
	deep clean	spring & fall
hand dryers & grab/stability bars	clean & disinfect	EV
kitchen cabinets & drawers	deep clean insides & door fronts	spring & fall
mirrors	clean & disinfect	EV
sinks, incl faucets & handles	clean & disinfect	EV
soap, towel, tissue dispensers & air fresheners	clean & disinfect, refill as needed	EV
toilet partitions & wall tile	spot clean	EV
	full clean & disinfect	M
toilets & urinals	clean & disinfect	EV
urinal mat	laundered by other service already contracted by City	N/A

## Floors

Item	Location	Description of Work	Frequency
carpet & rugs	open areas	vacuum, spot clean	EV
	enclosed offices	vacuum, spot clean	W
	storage rooms	vacuum, spot clean	M
	all City Hall	shampoo clean	U
floor crevices		vacuum out debris	W
hard floor	lobby, restrooms & vestibules	sweep & wet mop	EV
	breakrooms/kitchen, staircase & elevator, any other areas of hard floor	sweep & spot mop	EV
		sweep & wet mop	W
		other necessary maintenance, like seal or wax, completed by other service	N/A
rugs & rubber mats	laundered by other service already contracted by City	N/A	

## Doors, Windows & Walls

Item	Location	Description of Work	Frequency
base boards & air vents		dust, spot clean	M
doors - handles, kick plates, push plates & locks	high traffic areas	clean & disinfect	EV
	other areas	clean & disinfect	W
doors - panels, molding & strikers	high traffic areas	spot clean	EV
	other areas	spot clean	W
glass	interior to standard height	spot clean	EV
		wash	W

	interior floor-to-ceiling & exterior	wash	U
light switches & elevator buttons	elevator & high traffic areas	clean & disinfect	EV
	other areas	clean & disinfect	W
metal surfaces		polish	M
railings	stairs & elevator	clean & disinfect	EV
wall surfaces & electrical outlets		dust/clean, remove cobwebs	M
water fountains		clean & disinfect	EV
window blinds		dust	M
windowsills & ledges, wall fixtures (like sconces, art, shelves)	high traffic areas	dust & remove smudges	EV
	other areas	dust & remove smudges	M

## Other

Item	Location	Description of Work	Frequency
ceiling tiles		clean & replace as needed	U
chairs & couches – synthetic, wipeable fabric		vacuum & wipe down	M
chairs & couches – upholstered fabric		vacuum & spot clean	M
		shampoo clean	U
light fixtures		dust & polish, clean glass	M
pest control	completed by other service already contracted by City		N/A
recycling	completed by staff		N/A
tables & hard chairs – legs/underside		clean & disinfect	M
tables & hard chairs – tops/seats/arms	high traffic areas	clean & disinfect	EV
	debate chamber, training & meeting	clean & disinfect	W
	offices & other areas	clean & disinfect	M
technology – television screens & buttons, computer keyboards & screens, keypad surfaces & telephone receivers	public areas	clean & disinfect	EV
	staff areas	clean & disinfect	W
trash	restrooms & kitchen	collect & empty into dumpster; replace all liners (incl feminine product disposal & sharps)	EV
	other areas	collect & empty into dumpster; replace liners as needed	EV
	all trash cans	clean inside and out & disinfect	M

## Expectations

Janitorial service will be required for two non-consecutive days (i.e. to complete all the tasks for “Every Visit” and other tasks as scheduled) each work week (Monday through Friday). Cleaning duties may begin after 6:00 pm on Monday, Wednesday, Thursday, or Friday evenings (except the first Wednesday and first Thursday of the month, begin after 10:00 pm) or after 10:00 pm on Tuesdays, due to the regular meeting schedule, and must conclude by 5:00 am on

Tuesday, Wednesday, Thursday, Friday, or Saturday mornings, unless there is an emergency request outside of those hours. The Contractor will post their intended weekly cleaning schedule in a non-public, staff common area.

The Contractor shall order disposable commodities (such as paper towels, toilet paper, trash can liners, hand soap, etcetera) from the City's designated supplier. The Contractor shall provide all equipment, materials, supplies, and other resources necessary to satisfactorily perform the janitorial services without the use of a subcontractor. All products used in this facility will bear the EPA Safer Choice label awarded to environmentally friendly options that meet the EPA's written standard.

A security review will be required for the employees accessing, working, or supervising in the City buildings; review will be conducted by the North Liberty Police Department. A confidentiality waiver must be signed by each employee; they must log their entry and exit time every visit. Maintain safe custody of keys and/or key cards. Ensure locked doors are locked after cleaning. At no time will exterior doors be unlocked or propped open during cleaning hours. The Contractor agrees to notify the City Clerk immediately in the event a master key is lost while in their possession; the Contractor also agrees to pay the City for the cost of replacing locks and keys/key cards in the event this happens.

Close windows and turn off lights, fans, and appliances when not in use. Do not disturb papers or materials left on surfaces. Do not use harsh cleaners on wood surfaces. When mopping & vacuuming, take steps to prevent dirt and grime buildup in crevices and corners. Remove debris from the vestibules, like leaves.

Report fires, hazardous conditions, and items in need of repair such as leaky faucets, toilet stoppages, and broken light fixtures. Turn in lost and found items to the building representative's office (City Clerk) labeled with location found.