

# EXHIBIT B

## JANITORIAL SERVICES REQUEST FOR PROPOSALS (RFP)

### Scope of Work

North Liberty Library  
520 West Cherry Street, North Liberty, IA 52317

EV = Every Visit EW = Every Weekday (M-F) W = Weekly M = Monthly U = Upon Request

Library = 18,000 sq ft. *Janitorial service will not be supplied to the Recreation side of Community Center.*

Room Type	Quantity	Total Fixtures and Appliances
breakroom/lounge/kitchenette/galley	2	1 fireplace, 1 sink, 1 dishwasher, 1 refrigerator
debate chamber	0	
elevator	0	
enclosed office	3	Library Director, Assistant Director, IT Coordinator
entrance door (no vestibule)	1	south door to picnic area
entrance door to enclosed vestibule	1	west side entrance
fitness	0	
garage	0	
laundry	0	
lobby	1	1 drinking fountain
mechanical/janitor	1	closet near restrooms, 1 mop wash station
meeting/conference (1 table only)	3	Study Rooms 1, 2, 3
mud/locker/shower	0	
open office space (cubicles)	1	staff room
outdoor common area	1	south picnic area, 1 trash can
reception	1	circulation desk
restroom - female	1	3 toilets, 2 sinks, 1 child changing station
restroom - male	1	1 urinal, 2 toilets, 2 sinks, 1 child changing station
restroom - unisex	1	1 toilet, 1 sink, 1 child changing station
server	0	
staircase	0	
storage	0	
training/instruction (more than 1 table)	3	Room ABCD, Teen Zone, Preschool Room
wellness/nursing	1	
other library bays/bookshelves	1	
other recreation custodial staff office	1	janitorial staff entry not allowed

High traffic areas = entrance vestibule, lobby, reception, hallway & restrooms.

## Restroom & Kitchen Fixtures

Item	Description of Work	Frequency
appliances	clean & disinfect top, front & handles	EW
	deep clean insides of appliances – completed by other service	N/A
coffeemaker	sanitize	M
drains	clear, if slow	EV
food storage & preparation areas; countertops	clean & disinfect	EW
	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	vestibule & entrance	vacuum	EV
	other open areas	vacuum, spot clean	EW
	enclosed offices	vacuum, spot clean	W
	under chairs & mobile bookshelves	move to vacuum, spot clean	M
	storage rooms	vacuum, spot clean	M
	all Library	shampoo clean	U
floor crevices		vacuum out debris	W
hard & cork floor	restrooms, vestibule & entrance area	sweep & wet mop	EV
	other high traffic areas	sweep & wet mop	EW
	under chairs & mobile bookshelves	move to sweep & wet mop	M
	other areas	sweep	EW
		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
bookshelves in library bays	one section each month	dust	M

doors - handles, kick plates, push plates & locks	high traffic areas	clean & disinfect	EW
	other areas	clean & disinfect	W
doors - panels, molding & strikers	high traffic areas	spot clean	EW
	other areas	spot clean	W
glass	interior to standard height	spot clean	EW
		wash	W
	interior upper level & exterior	wash	U
light switches	high traffic areas	clean & disinfect	EW
	other areas	clean & disinfect	W
metal surfaces		polish	M
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, other shelves)	high traffic areas	dust & remove smudges	EW
	other areas	dust & remove smudges	M
	upper windowsill in hallway	completed by other service	N/A

## 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
guinea pig cage	completed by staff		N/A
light fixtures		dust & polish, clean glass	M
pest control	completed by other service already contracted by City		N/A
recycling		collect & dispose	EW
tables & hard chairs - legs/underside		clean & disinfect	M
tables & hard chairs - tops/seats/arms	public areas	clean & disinfect	EW
	meeting & training	clean & disinfect	W
	other areas	clean & disinfect	M
technology - television screens & buttons, computer keyboards & screens, keypad surfaces & telephone receivers	public areas	clean & disinfect	EW
	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, including one outdoor can; replace liners as needed	EW
	all trash cans	clean inside and out & disinfect	M

## Expectations

Janitorial service will be required for seven days each week, with minimal tasks on Saturday and Sunday as outlined in the Scope of Work. Cleaning duties may begin after 9:00 pm and must conclude by 5:00 am, 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 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 (Library Director) labeled with location found.