

EXHIBIT C

JANITORIAL SERVICES REQUEST FOR PROPOSALS (RFP)

Scope of Work

North Liberty Police Station
340 North Main Street, North Liberty, IA 52317

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

Police Station = 15,000 sq ft

Room Type	Quantity	Total Fixtures and Appliances
breakroom/lounge/kitchenette/galley	2	1 stove/range, 2 sinks, 2 refrigerators, 3 microwaves
debate chamber	0	
elevator	0	
enclosed office	6	CSO, Chief, Admin Assistant, Patrol Lt, Admin Lt, CyberCrimes
entrance door (no vestibule)	4	enters to sallyport, training room, fitness room
entrance door to enclosed vestibule	2	3 water fountains
fitness	1	
garage	1	4 garage doors, 1 sink, 1 eyewash station
laundry	1	1 sink, 1 washer, 1 dryer
lobby	1	
mechanical/janitor	2	2 sinks
meeting/conference (1 table only)	7	Admin, Investigations, Interview (4), Records
mud/locker/shower	1	3 showers, 3 toilets, 3 sinks
open office space (cubicles)	5	Investigators, Records, Patrol Sergeants, Evidence, Briefing Room
outdoor common area	2	janitorial staff not responsible for cleaning these spaces
reception	0	
restroom - female	1	2 toilets, 2 sinks
restroom - male	1	1 toilet, 1 urinal, 2 sinks
restroom - unisex	3	3 toilets, 3 sinks
server	1	janitorial staff entry not allowed
staircase	0	
storage	3	general storage, not including evidence/weapons
training/instruction (more than 1 table)	1	Multi-use/Training
wellness/nursing	0	
other <u>arrest processing & holding</u>	1	1 sink, 1 toilet
other <u>evidence processing and storage</u>	7	janitorial staff entry not allowed
other <u>quartermaster</u>	1	janitorial staff entry not allowed
other <u>weapon cleaning</u>	1	janitorial staff entry not allowed
other <u>weapon storage</u>	2	janitorial staff entry not allowed

High traffic areas = lobby, hallways, reception, restrooms & entrance 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 mats	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 Police Station	shampoo clean	U
floor crevices		vacuum out debris	W
hard floor	high traffic areas	sweep & wet mop	EV
	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, wall tile, & 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	high traffic areas	clean & disinfect	EV
	other areas	clean & disinfect	W
lockers & cubbies	staff entrance	dust tops	M
metal surfaces		polish	M
wall surfaces & electrical outlets		dust/clean, remove cobwebs	M
water fountains		clean & disinfect	EV
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	<i>completed by other service already contracted by City</i>		N/A
recycling		collect & empty into can	EV
tables & hard chairs – legs/underside		clean & disinfect	M
tables & hard chairs – tops/seats/arms	high traffic areas	clean & disinfect	EV
	meeting & training	clean & disinfect	W
	offices & other areas	clean & disinfect	M
technology, like television screens & buttons, computer keyboards & screens, keypad surfaces, and telephone receivers	public areas	clean & disinfect	EV
	staff areas	clean & disinfect	W
trash	restrooms & kitchen	collect & empty into cans; replace all liners (incl feminine product disposal & sharps)	EV
	other areas	collect & empty into cans, including outside one at entrance; 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) within the work week (Monday through Friday). Cleaning duties may begin after 5:00 pm on Monday, Tuesday, Wednesday, Thursday, or Friday evenings and must conclude by 7:00 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 Police Chief 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 (Police Chief or designee) labeled with location found.