

# EXHIBIT D

## JANITORIAL SERVICES REQUEST FOR PROPOSALS (RFP)

### Scope of Work

Ranshaw House  
515 Community Drive, North Liberty, IA 52317

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

Ranshaw House = 2,800 sq ft

Room Type	Quantity	Total Fixtures and Appliances
breakroom/lounge/kitchenette/galley	2	1 refrigerator, 1 deep freezer, 1 sink, 1 couch, 1 television
debate chamber	0	
elevator	0	
enclosed office	0	
entrance door (no vestibule)	3	2 doors off wraparound porch, 1 door to basement
entrance door to enclosed vestibule	0	
fitness	0	
garage	0	
laundry	0	
lobby	0	
mechanical/janitor	0	
meeting/conference (1 table only)	6	
mud/locker/shower	0	
open office space (cubicles)	0	
outdoor common area	2	janitorial staff not responsible for cleaning these spaces
reception	0	
restroom - female	0	
restroom - male	0	
restroom - unisex	3	3 toilets, 3 sinks
server	0	
staircase	2	
storage	2	
training/instruction (more than 1 table)	0	
wellness/nursing	0	
other <u>attic</u>	1	
other <u>basement</u>	1	

## Restroom & Kitchen Fixtures

Item	Description of Work	Frequency
appliances	clean & disinfect top, front & handles	summer EV
	deep clean insides of appliances - completed by other service	N/A
drains	clear, if slow	EV
food storage & preparation areas; countertops	clean & disinfect	EV
	deep clean	spring & fall
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
toilets	clean & disinfect	EV

## Floors

Item	Location	Description of Work	Frequency
carpet & rugs		vacuum	EV
floor crevices		vacuum out debris	M
hard floor	entrances	sweep & wet mop	EV
	any other areas of hard floor	sweep & spot mop	EV
		sweep & wet mop	M
		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	restrooms & entrances	clean & disinfect	EV
	other areas	clean & disinfect	M
doors - panels, molding & strikers	restrooms & entrances	spot clean	EV
	other areas	spot clean	M
glass	interior to standard height	spot clean	EV
		wash	W
	interior tall & exterior	wash	U
light switches	restrooms & entrances	clean & disinfect	EV
	other areas	clean & disinfect	M
metal surfaces		polish	M
wall surfaces & electrical outlets		dust/clean, remove cobwebs	M
window blinds		dust	M
windowsills & ledges, wall fixtures (like sconces, art, shelves)	restrooms & entrances	dust & remove smudges	EV
	other areas	dust & remove smudges	M

## Other

Item	Location	Description of Work	Frequency
chairs & couches – synthetic, wipeable fabric		vacuum & wipe down	M
light fixtures		dust & polish, clean glass	M
pest control	<i>completed by other service already contracted by City</i>		N/A
recycling		collect & dispose	EV
tables & hard chairs – legs/underside		clean & disinfect	M
tables & hard chairs – tops/seats/arms		clean & disinfect	EV
technology – television screens & buttons, keypad surfaces, and telephone receivers		clean & disinfect	EV
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 one day each week during the months of May through August and one day every other week during the months of September through April. Cleaning duties may take place at any time the building is not reserved for programming. The Contractor will communicate with the Outreach & Equity Coordinator to determine cleaning schedule.

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 (Outreach & Equity Coordinator) labeled with location found.