



**RANCHO
CUCAMONGA**

CITY OF RANCHO CUCAMONGA
PUBLIC WORKS SERVICES DEPARTMENT

City of Rancho Cucamonga
CONTRACT NUMBER
2024-115

CONTRACT

**CCS FACILITY SERVICES
FOR
CITYWIDE JANITORIAL SERVICES**

AWARD DATE:

July 1, 2024

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into the **1st day of July 2024**, by and between the City of Rancho Cucamonga, a municipal corporation (“City”) and **CCS Facility Services a Janitorial Services Company (Corporation, LLP, etc.)** (“Contractor”).

RECITALS

- A. City has heretofore issued its request for proposals to perform the following services: **Citywide Janitorial Services (RFP #24/25-001)** (“the Project”).
- B. Contractor has submitted a proposal to perform the services described in Recital “A”, above, necessary to complete the Project.
- C. City desires to engage Contractor to complete the Project in the manner set forth and more fully described herein.
- D. Contractor represents that it is fully qualified and licensed under the laws of the State of California to perform the services contemplated by this Agreement in a good and professional manner.

AGREEMENT

NOW, THEREFORE, in consideration of performance by the parties of the mutual promises, covenants, and conditions herein contained, the parties hereto agree as follows:

1. Contractor’s Services.

1.1 Scope and Level of Services. Subject to the terms and conditions set forth in this Agreement, City hereby engages Contractor to perform all services described in Recitals “A” and “B” above, including, but not limited to janitorial services for City facilities, provision of staff, supplies, equipment, and management of work effort; all as more fully set forth in RFP #24/25-001, attached hereto as Exhibit A, Contractor’s proposal, dated February 15, 2024 attached hereto as Exhibit B, and Schedule of Lump Sum and Unit Costs attached hereto as Exhibit C, hereinafter entitled “Scope of Work”, and incorporated by reference herein. The nature, scope, and level of the services required to be performed by Contractor are set forth in the Scope of Work and are referred to herein as “the Services.” In the event of any inconsistencies between the Scope of Work and this Agreement, the terms and provisions of this Agreement shall control.

1.2 Revisions to Scope of Work. Upon request of the City the Contractor will promptly meet with City staff to discuss any revisions to the Project desired by the City. Contractor agrees that the Scope of Work may be amended based upon said meetings, and, by


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amendment to this Agreement, the parties may agree on a revision or revisions to Contractor's compensation based thereon. A revision pursuant to this Section that does not increase the total cost payable to Contractor by more than ten percent (10%) of the total compensation specified in Section 3, may be approved in writing by City's Manager without amendment.

1.3 Time for Performance. Contractor shall perform all services under this Agreement in a timely, regular basis consistent with industry standards for professional skill and care, and in accordance with any schedule of performance set forth in the Scope of Work, or as set forth in a "Schedule of Performance", if such Schedule is attached hereto as Exhibit "N/A".

1.4 Standard of Care. As a material inducement to City to enter into this Agreement, Contractor hereby represents that it has the experience necessary to undertake the services to be provided. In light of such status and experience, Contractor hereby covenants that it shall follow the customary professional standards in performing the Services.


1.5 Familiarity with Services. By executing this Agreement, Contractor represents that, to the extent required by the standard of practice, Contractor (a) has investigated and considered the scope of services to be performed, (b) has carefully considered how the services should be performed, and (c) understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. Contractor represents that Contractor, to the extent required by the standard of practice, has investigated any areas of work, as applicable, and is reasonably acquainted with the conditions therein. Should Contractor discover any latent or unknown conditions, which will materially affect the performance of services, Contractor shall immediately inform City of such fact and shall not proceed except at Contractor's risk until written instructions are received from the City Representative.

2. Term of Agreement. The term of this Agreement shall become effective as of the date of the mutual execution by way of both party's signature (the "Effective Date") through **June 30, 2025**. No work shall be conducted; service or goods will not be provided until this Agreement has been executed and requirements have been fulfilled.

Parties to this Agreement shall have the option to renew in **one (1) year increments** to a total of **six (6) additional years**, unless sooner terminated as provided in Section 14 herein. Prior to entering into an agreement for an annual extension the Contractor may request a Cost-of-living Increase in an amount not to exceed the increase in the March index of the Consumer Price Index All Urban Consumers for the Riverside-San Bernardino-Ontario, California area published by the U.S. Department of Labor, Bureau of Labor Statistics. Options to renew are contingent upon the City Manager's approval, subject to pricing review, and in accordance with all Terms and Conditions stated herein unless otherwise provided in writing by the City.

3. Compensation.

3.1 Compensation. City shall compensate Contractor as set forth in Exhibit C, provided, however, that full, total and complete amount payable to Contractor shall not exceed **Nine Hundred Fifty Five Thousand Eight Hundred Ninety Nine Dollars (\$955,899)** for


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services during the City’s fiscal year ending **June 30, 2025**, including all out-of-pocket expenses, unless additional compensation is approved by the City Manager or City Council. City shall not withhold any federal, state or other taxes, or other deductions. However, City shall withhold not more than ten percent (10%) of any invoice amount pending receipt of any deliverables reflected in such invoice. Under no circumstance shall Contractor be entitled to compensation for services not yet satisfactorily performed.

The parties further agree that compensation may be adjusted in accordance with Section 1.2 to reflect subsequent changes to the Scope of Services. City shall compensate Contractor for any authorized extra services as set forth in Exhibit C.

4. Method of Payment.

4.1 Invoices. Contractor shall submit to City monthly invoices for the Services performed pursuant to this Agreement. The invoices shall describe in detail the Services rendered during the period and shall separately describe any authorized extra services. Any invoice claiming compensation for extra services shall include appropriate documentation of prior authorization of such services. All invoices shall be remitted to the City of Rancho Cucamonga, California.

4.2 City shall review such invoices and notify Contractor in writing within ten (10) business days of any disputed amounts.

4.3 City shall pay all undisputed portions of the invoice within thirty (30) calendar days after receipt of the invoice up to the not-to-exceed amounts set forth in Section 3.

4.4 All records, invoices, time cards, cost control sheets and other records maintained by Contractor relating to services hereunder shall be available for review and audit by the City.

5. Representatives.

5.1 City Representative. For the purposes of this Agreement, the contract administrator and City representative shall be **Micah Martin, Public Works Services Director**, or such other person as designated in writing by the City (“City Representative”). It shall be Contractor’s responsibility to assure that the City Representative is kept informed of the progress of the performance of the services, and Contractor shall refer any decisions that must be made by City to the City Representative. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the City Representative.

5.2 Contractor Representative. For the purposes of this Agreement, **Cameron Hall, Regional Vice President**, is hereby designated as the principal and representative of Contractor authorized to act in its behalf with respect to the services specified herein and make all decisions in connection therewith (“Contractor’s Representative”). It is expressly understood that the experience, knowledge, capability and reputation of the Contractor’s Representative were


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a substantial inducement for City to enter into this Agreement. Therefore, the Contractor's Representative shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. Contractor may not change the Responsible Principal without the prior written approval of City.

6. Contractor's Personnel.

6.1 All Services shall be performed by Contractor or under Contractor's direct supervision, and all personnel shall possess the qualifications, permits, and licenses required by State and local law to perform such Services, including, without limitation, a City business license as required by the City's Municipal Code.

6.2 Contractor shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the Services and compliance with the standard of care set forth in Section 1.4.

6.3 Contractor shall be responsible for payment of all employees' and subcontractors' wages and benefits, and shall comply with all requirements pertaining to employer's liability, workers' compensation, unemployment insurance, and Social Security. By its execution of this Agreement, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code that require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code and agrees to comply with such provisions before commencing the performance of the Services.

6.4 Contractor shall indemnify, defend and hold harmless City and its elected officials, officers and employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs and expenses of any nature to the extent arising from Contractor's violations of personnel practices and/or any violation of the California Labor Code. City shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification arising under this Section 6.

7. Ownership of Work Product.

7.1 Ownership. All documents, ideas, concepts, electronic files, drawings, photographs and any and all other writings, including drafts thereof, prepared, created or provided by Contractor in the course of performing the Services, including any and all intellectual and proprietary rights arising from the creation of the same (collectively, "Work Product"), are considered to be "works made for hire" for the benefit of the City. Upon payment being made, and provided Contractor is not in breach of this Agreement, all Work Product shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Basic survey notes, sketches, charts, computations and similar data prepared or obtained by Contractor under this Agreement shall, upon request, be made available to City. None of the Work Product


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shall be the subject of any common law or statutory copyright or copyright application by Contractor. In the event of the return of any of the Work Product to Contractor or its representative, Contractor shall be responsible for its safe return to City. Under no circumstances shall Contractor fail to deliver any draft or final designs, plans, drawings, reports or specifications to City upon written demand by City for their delivery, notwithstanding any disputes between Contractor and City concerning payment, performance of the contract, or otherwise. This covenant shall survive the termination of this Agreement. City's reuse of the Work Product for any purpose other than the Project, shall be at City's sole risk.

7.2. Assignment of Intellectual Property Interests: Upon execution of this Agreement and to the extent not otherwise conveyed to City by Section 7.1, above, the Contractor shall be deemed to grant and assign to City, and shall require all of its subcontractors to assign to City, all ownership rights, and all common law and statutory copyrights, trademarks, and other intellectual and proprietary property rights relating to the Work Product and the Project itself, and Contractor shall disclaim and retain no rights whatsoever as to any of the Work Product, to the maximum extent permitted by law. City shall be entitled to utilize the Work Product for any and all purposes, including but not limited to constructing, using, maintaining, altering, adding to, restoring, rebuilding and publicizing the Project or any aspect of the Project.

7.3 Title to Intellectual Property. Contractor warrants and represents that it has secured all necessary licenses, consents or approvals to use any instrumentality, thing or component as to which any intellectual property right exists, including computer software, used in the rendering of the Services and the production of the Work Product and/or materials produced under this Agreement, and that City has full legal title to and the right to reproduce any of the Work Product. Contractor shall defend, indemnify and hold City, and its elected officials, officers, employees, servants, attorneys, designated volunteers, and agents serving as independent contractors in the role of City officials, harmless from any loss, claim or liability in any way related to a claim that City's use is violating federal, state or local laws, or any contractual provisions, relating to trade names, licenses, franchises, patents or other means of protecting intellectual property rights and/or interests in products or inventions. Contractor shall bear all costs arising from the use of patented, copyrighted, trade secret or trademarked documents, materials, software, equipment, devices or processes used or incorporated in the Services and materials produced under this Agreement. In the event City's use of any of the Work Product is held to constitute an infringement and any use thereof is enjoined, Contractor, at its expense, shall: (a) secure for City the right to continue using the Work Product by suspension of any injunction or by procuring a license or licenses for City; or (b) modify the Work Product so that it becomes non-infringing. This covenant shall survive the termination of this Agreement.

8. Status as Independent Contractor. Contractor is, and shall at all times remain as to City, a wholly independent contractor. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act as an agent of City. Neither City nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of City. Contractor shall pay all required taxes on amounts paid to Contractor under this Agreement, and to defend,


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indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Contractor shall fully comply with the workers' compensation law regarding Contractor and Contractor's employees

9. Confidentiality. Contractor may have access to financial, accounting, statistical, and personnel data of individuals and City employees. Contractor covenants that all data, documents, discussion, or other information developed or received by Contractor or provided for performance of this Agreement are confidential and shall not be disclosed by Contractor without prior written authorization by City. City shall grant such authorization if applicable law requires disclosure. All City data shall be returned to City upon the termination of this Agreement. Contractor's covenant under this Section shall survive the termination of this Agreement. This provision shall not apply to information in whatever form that is in the public domain, nor shall it restrict the Contractor from giving notices required by law or complying with an order to provide information or data when such an order is issued by a court, administrative agency or other legitimate authority, or if disclosure is otherwise permitted by law and reasonably necessary for the Contractor to defend itself from any legal action or claim.

10. Conflict of Interest.

10.1 Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the Services, or which would conflict in any manner with the performance of the Services. Contractor further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Contractor shall avoid the appearance of having any interest, which would conflict in any manner with the performance of the Services. Contractor shall not accept any employment or representation during the term of this Agreement which is or may likely make Contractor "financially interested" (as provided in California Government Code §§1090 and 87100) in any decision made by City on any matter in connection with which Contractor has been retained.

10.2 Contractor further represents that it has not employed or retained any person or entity, other than a *bona fide* employee working exclusively for Contractor, to solicit or obtain this Agreement. Contractor has not paid or agreed to pay any person or entity, other than a *bona fide* employee working exclusively for Contractor, any fee, commission, gift, percentage, or any other consideration contingent upon the execution of this Agreement. Upon any breach or violation of this warranty, City shall have the right, at its sole and absolute discretion, to terminate this Agreement without further liability, or to deduct from any sums payable to Contractor hereunder the full amount or value of any such fee, commission, percentage or gift.

10.3 Contractor has no knowledge that any officer or employee of City has any interest, whether contractual, noncontractual, financial, proprietary, or otherwise, in this transaction or in the business of Contractor, and that if any such interest comes to the knowledge of Contractor at any time during the term of this Agreement, Contractor shall immediately make a complete, written disclosure of such interest to City, even if such interest would not be

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deemed a prohibited “conflict of interest” under applicable laws as described in subsection 10.1.

11. Indemnification.

11.1 To the maximum extent permitted by law, the Contractor shall defend, indemnify and hold the City, and its elected officials, officers, employees, servants, volunteers, and agents serving as independent contractors in the role of City officials, (collectively, “Indemnitees”), free and harmless with respect to any and all damages, liabilities, losses, reasonable defense costs or expenses (collectively, “Claims”), including but not limited to Claims relating to death or injury to any person and injury to any property, which arise out of, pertain to, or relate to the acts, omissions, activities or operations of Contractor or any of its officers, employees, subcontractors, Contractors, or agents in the performance of this Agreement. Contractor shall defend Indemnitees in any action or actions filed in connection with any such Claims with counsel of City’s choice, and shall pay all costs and expenses, including actual attorney’s fees and experts’ costs incurred in connection with such defense. The indemnification obligation herein shall not in any way be limited by the insurance obligations contained in this Agreement provided, however, that the Contractor shall have no obligation to indemnify for Claims arising out of the sole negligence or willful misconduct of any of the Indemnitees.

11.2 Nonwaiver of Rights. Indemnitees do not, and shall not, waive any rights that they may possess against Contractor because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement.

11.3 Waiver of Right of Subrogation. Except as otherwise expressly provided in this Agreement, Contractor, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the Contractor.

11.4 Survival. The provisions of this Section 11 shall survive the termination of the Agreement and are in addition to any other rights or remedies which Indemnitees may have under the law. Payment is not required as a condition precedent to an Indemnitee’s right to recover under this indemnity provision, and an entry of judgment against Contractor shall be conclusive in favor of the Indemnitee’s right to recover under this indemnity provision.

12. Insurance.

12.1 Liability Insurance. Contractor shall procure and maintain in full force and effect for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the services hereunder by Contractor, and/or its agents, representatives, employees or subcontractors.

12.2 Minimum Scope of Insurance. Unless otherwise approved by City, coverage shall be at least as broad as:


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- (1) Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
- (2) Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
- (3) Worker's Compensation insurance as required by the State of California, and Employer's Liability Insurance.

12.3 Minimum Limits of Insurance. Contractor shall maintain limits no less than:

- (1) Commercial General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. Commercial General Liability Insurance or other form with a general aggregate limit shall apply separately to this Agreement or the general limit shall be twice the required occurrence limit.
- (2) Automobile Liability: \$2,000,000 per accident for bodily injury and property damage.
- (3) Employer's Liability: \$1,000,000 per accident and in the aggregate for bodily injury or disease and Workers' Compensation Insurance in the amount required by law.
- (4) The Insurance obligations under this Agreement shall be the greater of (i) the Insurance coverages and limits carried by the Contractor; or (ii) the minimum Insurance coverages and limits shown in this Agreement. Any insurance proceeds in excess of the specified limits and coverage required which are applicable to a given loss, shall be available to the City. No representation is made that the minimum Insurance requirements of this Agreement are sufficient to cover the obligations of the Contractor under this agreement.

12.4 Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City and shall not reduce the limits of coverage. City reserves the right to obtain a full certified copy of any required insurance policy and endorsements.

12.5 Other Insurance Provisions.

- (1) The commercial general liability and automobile liability policies are to contain the following provisions on a separate additionally insured endorsement naming the City, its officers, officials,


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employees, designated volunteers and agents serving as independent contractors in the role of City officials, as additional insureds as respects: liability arising out of activities performed by or on behalf of Contractor; products and completed operations of Contractor; premises owned, occupied or used by Contractor; and/or automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no limitations on the scope of protection afforded to City, its officers, officials, employees, designated volunteers or agents serving as independent contractors in the role of City officials which are not also limitations applicable to the named insured.

- (2) For any claims related to this Agreement, Contractor's insurance coverage shall be primary insurance as respects City, its officers, officials, employees, designated volunteers and agents serving as independent contractors in the role of City officials. Any insurance or self-insurance maintained by City, its officers, officials, employees, designated volunteers or agents serving as independent contractors in the role of City officials shall be in excess of Contractor's insurance and shall not contribute with it.
- (3) Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (4) Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Contractor shall forthwith obtain and submit proof of substitute insurance. Should Contractor fail to immediately procure other insurance, as specified, to substitute for any canceled policy, the City may procure such insurance at Contractor's sole cost and expense.
- (5) Each insurance policy required by this clause shall expressly waive the insurer's right of subrogation against City, its elected officials, officers, employees, servants, attorneys, designated volunteers, and agents serving as independent contractors in the role of City officials.
- (6) Each policy shall be issued by an insurance company approved in writing by City, which is admitted and licensed to do business in the State of California and which is rated A:VII or better according to the most recent A.M. Best Co. Rating Guide.


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- (7) Each policy shall specify that any failure to comply with reporting or other provisions of the required policy, including breaches of warranty, shall not affect the coverage required to be provided.
- (8) Each policy shall specify that any and all costs of adjusting and/or defending any claim against any insured, including court costs and attorneys' fees, shall be paid in addition to and shall not deplete any policy limits.
- (9) Contractor shall provide any and all other insurance, endorsements, or exclusions as required by the City in any request for proposals applicable to this Agreement.

12.6 Evidence of coverage. Prior to commencing performance under this Agreement, the Contractor shall furnish the City with certificates and original endorsements, or copies of each required policy, effecting and evidencing the insurance coverage required by this Agreement including (1) Additional Insured Endorsement(s), (2) Worker's Compensation waiver of subrogation endorsement, and (3) General liability declarations or endorsement page listing all policy endorsements. The endorsements shall be signed by a person authorized by the insurer(s) to bind coverage on its behalf. All endorsements or policies shall be received and approved by the City before Contractor commences performance. If performance of this Agreement shall extend beyond one year, Contractor shall provide City with the required policies or endorsements evidencing renewal of the required policies of insurance prior to the expiration of any required policies of insurance.

12.7 Contractor agrees to include in all contracts with all subcontractors performing work pursuant to this Agreement, the same requirements and provisions of this Agreement including the indemnity and insurance requirements to the extent they apply to the scope of any such subcontractor's work. Contractor shall require its subcontractors to be bound to Contractor and City in the same manner and to the same extent as Contractor is bound to City pursuant to this Agreement, and to require each of its subcontractors to include these same provisions in its contract with any sub-subcontractor.

13. Cooperation. In the event any claim or action is brought against City relating to Contractor's performance or services rendered under this Agreement, Contractor shall render any reasonable assistance and cooperation that City might require. City shall compensate Contractor for any litigation support services in an amount to be agreed upon by the parties.

14. Termination. City shall have the right to terminate this Agreement at any time for any or no reason on not less than ten (10) days prior written notice to Contractor. In the event City exercises its right to terminate this Agreement, City shall pay Contractor for any services satisfactorily rendered prior to the effective date of the termination, provided Contractor is not then in breach of this Agreement. Contractor shall have no other claim against City by reason of such termination, including any claim for compensation. City may terminate for cause following


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a default remaining uncured more than five (5) business days after service of a notice to cure on the breaching party.

Contractor may terminate this Agreement for cause upon giving the City ten (10) business days prior written notice for any of the following: (1) uncured breach by the City of any material term of this Agreement, including but not limited to Payment Terms; (2) material changes in the conditions under which this Agreement was entered into, coupled with the failure of the parties to reach accord on the fees and charges for any Additional Services required because of such changes.

15. Notices. Any notices, bills, invoices, or reports authorized or required by this Agreement shall be in writing and shall be deemed received on (a) the day of delivery if delivered by hand or overnight courier service during Contractor's and City's regular business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses set forth in this Section, or to such other addresses as the parties may, from time to time, designate in writing pursuant to the provisions of this Section.

All notices shall be addressed as follows:

If to City: **Micah Martin**
City of Rancho Cucamonga
Public Works Services Department
8794 Lion Street
Rancho Cucamonga, CA 91730

If to Contractor: **Cameron Hall, Regional Vice President**
CCS Facility Services
3001 Red Hill Avenue, #6-220
Costa Mesa, CA 92626

16. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Contractor shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation. Contractor will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.

17. Assignment and Subcontracting. Contractor shall not assign or transfer any interest in this Agreement or subcontract the performance of any of Contractor's obligations hereunder without City's prior written consent. Except as provided herein, any attempt by Contractor to so assign, transfer, or subcontract any rights, duties, or obligations arising hereunder shall be null, void and of no effect.


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18. Compliance with Laws. Contractor shall comply with all applicable federal, state and local laws, ordinances, codes and regulations in force at the time Contractor performs the Services. Contractor is aware of the requirements of California Labor Code Section 1720, *et seq.*, and 1770, *et seq.*, as well as California Code of Regulations, Title 8, Section 16000, *et seq.*, (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and compliance with other requirements on “public works” and “maintenance” projects. If the Services are being performed as part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. The applicable prevailing wage rate determinations can be found at <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services, available to interested parties upon request, and shall post copies at the Contractor’s principal place of business and at the Project site. Contractor shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

19. Non-Waiver of Terms, Rights and Remedies. Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by City of any payment to Contractor constitute or be construed as a waiver by City of any breach of covenant, or any default which may then exist on the part of Contractor, and the making of any such payment by City shall in no way impair or prejudice any right or remedy available to City with regard to such breach or default.

20. Attorney’s Fees. In the event that either party to this Agreement shall commence any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover its costs of suit, including reasonable attorney’s fees and costs of experts.

21. Exhibits; Precedence. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

22. Applicable Law and Venue. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the State of California. Venue for any action relating to this Agreement shall be in the San Bernardino County Superior Court.

23. Construction. In the event of any asserted ambiguity in, or dispute regarding the interpretation of any matter herein, the interpretation of this Agreement shall not be resolved by any rules of interpretation providing for interpretation against the party who causes the uncertainty to exist or against the party who drafted the Agreement or who drafted that portion of the Agreement.

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24. Entire Agreement. This Agreement consists of this document, and any other documents, attachments and/or exhibits referenced herein and attached hereto, each of which is incorporated herein by such reference, and the same represents the entire and integrated agreement between Contractor and City. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by the parties which expressly refers to this Agreement.

IN WITNESS WHEREOF, the parties, through their respective authorized representatives, have executed this Agreement as of the date first written above.

CCS Facility Services

City of Rancho Cucamonga

By: DocuSigned by:
Cameron Hall 5/29/2024 | 8:47 AM
TC972EC818AA40F...
Name Date

By: DocuSigned by:
L. Dennis Michael 5/30/2024 | 10:59 AM PDT
E1ED487E5A05421...
Name Date

Senior Vice President
Title

Mayor/President
Title

By: DocuSigned by:
Cameron Hall 5/29/2024 | 8:47 AM PDT
TC972EC818AA40F...
Name Date

Senior Vice President

Title
(two signatures required if corporation)

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ATTACHMENTS

- **Attachment A – Sample Additional Insured Endorsement, Ongoing Operations**
- **Attachment B – Sample Additional Insured Endorsement, Completed Operations**
- **Attachment C – Sample Waiver of Subrogation**

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Attachment A – Sample Additional Insured Endorsement, Ongoing Operations

POLICY NUMBER: [REDACTED]

COMMERCIAL GENERAL LIABILITY
CG 20 10 10 01

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization: The City of Rancho Cucamonga, It's Officers, Officials, Employees, designated Volunteers and agents serving as independent contractors in the role of City Officials.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. Section II – Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:

2. Exclusions

This insurance does not apply to "bodily injury" or "property damage" occurring after:

(1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or

(2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

DS
C

Vendor Initials

Attachment B – Sample Additional Insured Endorsement, Completed Operations

POLICY NUMBER: [REDACTED]

COMMERCIAL GENERAL LIABILITY
CG 20 37 10 01

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<p>Name of Person or Organization: The City of Rancho Cucamonga, It's Officers, Officials, Employees, designated Volunteers and agents serving as independent contractors in the role of City officials.</p> <p>Attn: Public Works 10500 Civic Center Dr. Rancho Cucamonga, CA 91730</p>
<p>Location And Description of Completed Operations: [REDACTED]</p>
<p>Additional Premium: Included</p>

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

Section II – Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" at the location designated and described in the schedule of this endorsement performed for that insured and included in the "products-completed operations hazard".

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Vendor Initials

Attachment C – Sample Waiver of Subrogation

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 24 04 10 93

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

City of Rancho Cucamonga and its elected officials, officers, employees, servants, attorneys, designated volunteers, and agents serving as independent contractors in the role of City officials.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

CG 24 04 10 93

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Page 1 of 1 □

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Vendor Initials

SCOPE OF WORK

Scope of Work Contents:

- **Exhibit A – RFP #24/25-001**
- **Exhibit B – CCS Facility Services proposal, dated February 15, 2024**
- **Exhibit C – BAFO/Unit Costs**



Vendor Initials



**RANCHO
CUCAMONGA**

REQUEST FOR PROPOSAL ("RFP") #24/25-001

FOR

CITYWIDE JANITORIAL SERVICES

**City of Rancho Cucamonga
Procurement Division
10500 Civic Center Drive
Rancho Cucamonga, California 91730**

The City of Rancho Cucamonga
Request for Proposal (“RFP”) #24/25-001
for
Citywide Janitorial Services

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1. OVERVIEW

1.1. GENERAL BACKGROUND

The City of Rancho Cucamonga (hereinafter “City”) and the Rancho Cucamonga Fire Protection District (hereinafter “RCFPD”) is inviting qualified Vendors (hereinafter “Vendor”) to submit a proposal response for Request for Proposals (“RFP”) #24/25-001 for Citywide Janitorial Services in accordance with the minimum Scope of Services and Specifications indicated herein.

Vendors wishing to participate in the RFP solicitation must be registered as a Consultant on Planet Bids through the City website at <https://www.cityofrc.us/your-government/procurement>. Only those responses received from registered Vendors will be accepted. Responses must be submitted by the named Consultant that has downloaded the RFP, this information is indicated in the bid system and provides the ability to tabulate the responses in accordance to the named Vendors. Submitting a response under a Consultant name that does not appear to be on the Prospective Bidders list will be deemed as non-responsive and disqualify said response from further consideration.

1.2. PROPOSAL DELIVERY AND SCHEDULE OF EVENTS

Complete RFP responses must be received electronically via Planet Bids prior to the due date and time specified in the below Schedule of Events. Please note, there will be no paper responses accepted. The City and RCFPD shall not be responsible for any delays by transmission errors.

Schedule of Events

Event Description	Date & Time
Post RFP	December 18, 2023
Questions Due	January 22, 2024, 10:00 am
Addendum Issued	January 25, 2024
RFP Response Due Date	February 1, 2024, 10:00 am

(The City and RCFPD reserves the right to change schedule of events without prior notice or responsibility to Vendor.)

1.3. DISCREPANCIES OR OMISSIONS

Vendors finding discrepancies or omissions in the RFP or having any doubts as to the meaning or intent of any part thereof shall submit such questions or concerns in writing electronically via Planet Bids. The City and RCFPD bears no responsibility for oral instructions or representations. Addenda to this RFP shall be considered a part of this RFP and shall become part of any final Contract that may be derived from this RFP.

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1.4. CONTINGENCIES

This RFP should not be considered as a contract to purchase goods or services but is a Request for Proposal in accordance with the terms and conditions herein and **will not necessarily give rise to a Contract**. However, RFP responses should be as detailed and complete as possible to facilitate the formation of a contract based on the RFP response(s) that are pursued should the City and RCFPD decide to do so.

Completion of this RFP form and its associated appendices are a requirement. Failure to do so may disqualify your RFP response submittal. Vendors must submit signed RFP responses by the due date and time as specified herein. Vendors will be considered non-responsive if the above requirements are not submitted as requested. If only one RFP response is received, the City and RCFPD reserves the right to reject the response and re-bid the RFP.

Any scope of services, contingencies, special instruction and/or terms and conditions applicable to this RFP and any purchase order derived thereafter shall be effective as of the issue date of a purchase order for the requested work (the “Effective Date”), and shall remain in full force and effect until sixty (60) days after the City and RCFPD has accepted the work in writing and has made final payment, unless sooner terminated by written agreement signed by both parties.

1.5. QUESTIONS AND CLARIFICATIONS

All questions or clarification requests must be submitted directly through the City’s bid system no later than the due date and time indicated in the above Schedule of Events. Answers and/or clarifications will be provided in the form of an Addendum and will be posted for download from the City and RCFPD’s bid system in accordance with the above “Schedule of Events”.

From the issuance date of this RFP until a Vendor is awarded, Vendors are not permitted to communicate with any City and RCFPD staff or officials regarding this procurement, other than during interviews, demonstrations, and/or site visits, except at the direction of Ruth Cain, CPPB, Procurement Manager, the designated representative of the City of Rancho Cucamonga.

1.6. DISPOSITION OF MATERIAL AND CONFIDENTIAL OR PROPRIETARY INFORMATION

All materials submitted in response to this RFP solicitation will become the property of the City and RCFPD and will be returned only at the City and RCFPD’s option and at the expense of the Vendor submitting the RFP response. A copy of the RFP response will be retained for official files and become a public record. Any material that a Vendor considers as confidential but does not meet the disclosure exemption requirements of the California Public Records Act may be made available to the public regardless of a notation or markings of confidentiality or otherwise.

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1.7. BRAND NAMES

Any reference to brand names and/or numbers in the solicitation is intended to be descriptive, but not restrictive, unless otherwise specified. RFP responses offering equivalent items meeting the standards of quality specified may be considered, unless otherwise specified, providing the RFP response clearly describes the article offered and how it differs from the referenced brand. Unless a Vendor specifies otherwise, it is understood that the Vendor is offering a referenced brand item as specified in the solicitation. The City and RCFPD reserves the right to determine whether a substitute offer is equivalent to and meets the standards of quality indicated by the brand name references, and the City and RCFPD may require the supply of additional descriptive material and a sample.

1.8. KNOWLEDGE OF REQUIREMENTS

The Vendor shall carefully review all documents referenced and made a part of the solicitation document to ensure that all information required to properly respond has been submitted or made available and all requirements are priced in the RFP response. Failure to examine any documents, drawings, specifications, or instructions will be at the Vendor's sole risk.

Vendors shall be responsible for knowledge of all items and conditions contained in their RFP responses and in this RFP, including any City and RCFPD issued clarifications, modifications, amendments, or addenda. The City and RCFPD will provide notice of any changes and clarifications to perspective Vendors by way of addenda to Planet Bids; however, it is the Vendor's responsibility to ascertain that the RFP response includes all addenda issued prior to the RFP due date.

1.9. RESERVATION OF RIGHTS

The issuance of this RFP does not constitute an agreement by the City and RCFPD that any contract will be entered by the City and RCFPD. The City and RCFPD expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, RFP, or RFP procedure.
- Reject any or all RFPs.
- Reissue a Request for RFPs.
- Prior to submission deadline for RFPs, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment, or services to be provided under this RFP, or the requirements for contents or format of the RFPs.
- The City and RCFPD recognizes that price is only one of several criteria to be used in judging a product or service, and the City and RCFPD is not legally bound to accept the lowest RFP response.
- The City and RCFPD reserves the right to conduct pre-award discussions and/or pre-Contract negotiations with any or all responsive and responsible Vendors who submit RFP responses.
- Procure any materials, equipment or services specified in this RFP by any other means.
- Determine that no project will be pursued.

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- The City and RCFPD reserves the right to inspect the Vendor's place of business prior to award or at any time during the contract term or any extension thereof, to determine the Vendor's capabilities and qualifications.

1.10. CALIFORNIA'S PUBLIC RECORDS ACT

The City and RCFPD complies with the California Public Records Act, Government Code Section 6250 et seq, Public records are open to inspection always during the office hours of the state or local agency and every person has a right to inspect any public record, except as hereafter provided. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law.

Neither an RFP in its entirety, nor proposed prices shall be considered confidential and proprietary. Notwithstanding the foregoing, companies are hereby notified that all materials submitted in response to this RFP are subject to California's Public Records Act. The City and RCFPD's receipt, review, evaluation or any other act or omission concerning any such information shall not create an acceptance by the City and RCFPD or any obligation or duty to prevent the disclosure of any such information except as required by Government Code Section 6253. Companies who submit information they believe should be exempt from disclosure under the Public Records Act shall clearly mark each document as confidential, proprietary or exempt, and state the legal basis for the exemption with supporting citations to the California Code. Pursuant to California Law, if the information is requested under the Public Records Act, the City and RCFPD shall make a final determination if any exemption exists for the City and RCFPD to deny the request and prevent disclosure. The City and RCFPD will withhold such information from public disclosure under the Public Records Act only if the City and RCFPD determines, in its sole discretion, that there is a legal basis to do so.

2. MINIMUM REQUIREMENTS

2.1. BUSINESS LICENSE

A selected Vendor awarded a contract shall be required to obtain a Rancho Cucamonga Business License no later than five (5) business days from notification of award prior to being issued a Purchase Order. A selected Vendor must possess and maintain all appropriate licenses/certifications necessary in the performance of duties required under this RFP and will provide copies of licenses/certifications immediately upon request throughout the term of the Contract.

2.2. PREVAILING WAGES

Where labor is required for a public work as a part of any requirement covered by this RFP, pursuant to the provisions of the Labor Code of the State of California and/or the federal Davis-Bacon Act, a selected Vendor(s) shall pay no less than those minimum wages unless an exemption applies. In certain cases, an exemption from the prevailing wage requirement may apply to the scope of work. (See Cal. Labor Code § 1720(c)(1), (5); 42 USC

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§ 5310(a). However, the City and RCFPD makes no representations in this RFP that such an exemption will apply or that prevailing wages will not be required for a scope of work covered by this RFP.

2.3. REPRESENTATIVES

Should a selected Vendor require the services of a third-party to complete the Scope of Services indicated in this RFP, the awarded Vendor will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof. Any attempt by the awarded Vendor to so assign, transfer, or subcontract any rights, duties, or obligations arising hereunder shall be null, void and of no effect.

The awarded Vendor shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the Services including Vendors subcontractor. All Services shall be performed by the awarded Vendor or under the awarded Vendor's direct supervision, and all personnel shall possess the qualifications, permits, and licenses required by state and local law to perform such services.

The awarded Vendor shall be responsible for payment of all employees' and subcontractors' wages and benefits and shall comply with all requirements pertaining to employer's liability, workers' compensation, unemployment insurance, and Social Security. By its execution of this Agreement, Vendor certifies that it is aware of the provisions of Section 3700 of the California Labor Code that require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code and agrees to comply with such provisions before commencing the performance of the services.

In case of default by the Vendor, the City and RCFPD may take the following actions which shall include but not be limited to; cancellation of any purchase order, procurement of the articles or service from other sources and may deduct from unpaid balance due to the Vendor, or may bill for excess costs so paid, and the prices paid by the City and RCFPD shall be considered the prevailing market prices paid at the time such purchase is made, withholding of payment until final resolution. Cost of transportation, handling, and/or inspection on deliveries, or Vendors for delivery, which do not meet specifications, will be for the account of the Vendor.

City and RCFPD Representative:

For the purposes of this Agreement, the contract administrator and City and RCFPD's representative shall be _____, or such other person as designated in writing by City and RCFPD ("City and RCFPD's Representative"). It shall be the Vendor's responsibility to assure that City and RCFPD's Representative is kept informed of the progress of the performance of the services, and the Vendor shall refer any decisions that must be made by City and RCFPD to City and RCFPD Representative. Unless otherwise specified herein, any approval of City and RCFPD required hereunder shall mean the approval of the City and RCFPD Representative.

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Vendor Representative:

The response to this RFP shall designate the representative of the Vendor authorized to act in its behalf with respect to the services specified herein and make all decisions in connection therewith ("Vendor's Representative"). It is expressly understood that the experience, knowledge, capability, and reputation of the Vendor's Representative will be a substantial inducement for City and RCFPD to enter into an Agreement with the Vendor. Therefore, the Vendor's Representative shall be responsible during the term of any Agreement for directing all activities of Vendor and devoting enough time to personally supervise the services hereunder. The successful Vendor may not change the Vendor's Representative without the prior written approval of City and RCFPD's Representative.

2.4. EMPLOYEE CONDUCT

All Vendor personnel must observe all City and RCFPD regulations in effect at the location where the Services are being conducted. While on City and RCFPD property, the Vendor's personnel shall be subject to oversight by City and RCFPD staff. Under no circumstances shall the Vendor's or Vendor's sub-contractor personnel be deemed as employees of the City and RCFPD. Vendor or Vendor's subcontractor personnel shall not represent themselves to be employees of the City and RCFPD.

Vendor's personnel will always make their best efforts to be responsive, polite, and cooperative when interacting with representatives of the City and RCFPD and City and RCFPD employees. The Vendor's personnel shall be required to work in a pleasant and professional manner with City and RCFPD employees, outside Vendors and the public. Nothing contained in this RFP shall be construed as granting the Vendor the sole right to supply personal or contractual services required by the City and RCFPD or without the proper City and RCFPD approval and the issuance of a Purchase Order.

3. RFP RESPONSE FORMAT AND SUBMISSION REQUIREMENTS

Completion of this RFP form and its associated Exhibits are a requirement. To be considered responsive and evaluate RFP responses fairly and completely Vendors must comply with the format and submission requirements set out in this RFP, and provide all information requested. Failure to comply with this instruction will deem said RFP response as non-responsive and will not receive further consideration in the evaluation process.

If only one RFP response is received, the City and RCFPD reserves the right to discard the response, re-bid or proceed with an RFP review and negotiations.

RFP responses are due on the date and time indicated in the above schedule of events. Submittals shall be submitted electronically via Planet Bids; no paper RFP responses will be accepted. RFP responses must include the information required by this RFP.

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3.1. COVER LETTER / INTRODUCTION

RFP responses must include the complete name and address of Vendor and the name, mailing address, and telephone number of the contact person regarding the RFP response. A signature by an authorized representative must be included on each RFP response. Said signature will be considered confirmation of the Vendors ability and willingness to comply with all provisions stated herein.

3.2. TABLE OF CONTENTS

The Table of Contents must be a comprehensive listing of the contents included in your RFP response. This section must include a clear definition of the material, exhibits and supplemental information identified by sequential page numbers and by section reference numbers. Each section of the RFP response will be separated by a title page at the beginning of each section.

3.3. EXECUTIVE SUMMARY

The Executive Summary shall condense and highlight the contents of the Vendor's RFP response to provide the Evaluation Committee with a broad understanding of the Vendor's approach, proposal, experience, and staffing.

3.4. EXPERIENCE

The Vendor shall provide a concise statement demonstrating the Vendor's qualifications, experience, expertise, and capability to perform the requirements of this RFP. Provide a brief history of your company, including;

- The number of years in business,
- The firm's service commitment to customers,
- If the firm is involved in any pending litigation that may affect its ability to provide its proposed solution or ongoing maintenance or support of its products and services.

A statement as to whether your firm is an individual proprietorship, partnership, corporation, or private nonprofit firm, and the date your company was formed or incorporated.

3.5. THIRD-PARTY / SUBCONTRACTORS

If the Vendor intends to subcontract, a detailed list of any sub-contractors, partners, or third-party Vendors who will be involved in the implementation of the proposed services including but not limited to:

- Description of the Vendor's experience with each of the proposed subcontractors,
- Three (3) customer references for each subcontractor to include references names, addresses, and telephone numbers, for products and services like those described in this RFP,
- Describe the specific role of each.

3.6. STAFF BIOGRAPHIES

Submit the resumes of the individuals who will be performing the services for the City and RCFPD. Resumes shall be formatted in the following order:

- Position with the Company,

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- Length of time with the Company,
- Licenses, registrations and certifications as required by law to perform the Scope of Work described herein,
- Educational background,
- Role in the Project,
- Experience with the minimum requirements stated herein,
- Work history on similar or like projects with the other municipalities.

3.7. PROPOSAL RESPONSE

Under this section Vendors shall provide a full, detailed response to the City and RCFPD’s Scope of Services listed herein. Vendors should be as thorough as possible in their response as it may be the only opportunity to convey information regarding your business, ability, and qualifications to complete the services needed.

3.8. EXHIBITS A THROUGH H

The following named Exhibits A through H are a requirement and must be complete and signed where required. **Exhibits are not to be included in your proposal response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.** Failure to comply with this instruction will deem your RFP submittal as non-responsive.

3.9. NON-DISCLOSURE CONFLICT OF INTEREST

Specify any possible conflicts of interest with your current clients or staff members and the City and RCFPD. A signed **“Exhibit A, Conflict of Interest and Non-Disclosure Agreement”** included herein, must be submitted in Planet Bids system under the Response Types tab “Exhibits A – G”.

3.10. PROFESSIONAL SERVICE AGREEMENT

In addition to the acceptance of the City and RCFPD’s Terms and Conditions, the successful Vendor will be required to enter into a Professional Services Agreement (“PSA”) with the City and RCFPD, a “Sample” of which is attached in the City and RCFPD’s bid system for review. All requirements of said PSA must be completed by the successful Vendor and signed by both applicable parties prior to any services being rendered. This RFP sets forth some of the general provisions which may be included in the final PSA. In submitting a response to this RFP, Vendor will be deemed to have agreed to each clause unless otherwise indicated in **“Exhibit B, Professional Services Agreement Exceptions Summary”** and the City and RCFPD agrees to either accept the objection or deviation or change the PSA language in writing. Failure to raise any objections at the time of this RFP response submittal will result in a waiver of objection to any of the contractual language in the PSA at any other time. The signed Exception Summary shall be submitted in Planet Bids system under the Response Types tab “Exhibits A – G”.

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3.11. ACKNOWLEDGEMENT OF INSURANCE

Vendors must meet all insurance requirements as outlined in the Professional Services Agreement. Ability to comply with said requirements must be indicated with signature of **“Exhibit C, Acknowledgement of Insurance Requirements and Certification of Ability to Provide and Maintain Coverages Specified”**, which must be submitted in Planet Bids system under the Response Types tab “Exhibits A – G”. The awarded Vendor will be responsible for providing the required Certificates of Insurance and must be the Named Insured on the Certificates. Certificates of Insurance from any other entity other than the awarded Vendor, will not be accepted.

3.12. ADDENDUM ACKNOWLEDGEMENT

The Vendor shall hereby acknowledge they have received all posted Addendums, if any. It is the Vendor’s responsibility to log into the Bid System to identify and download the number of addenda that have been posted. Addenda issued in correspondence to this RFP shall be considered a part of this RFP and shall become part of any final Contract that may be derived from this RFP. Vendors must indicate their acknowledgement of any Addendums by way of signature on **“Exhibit D, Addendum Acknowledgement”** and must be submitted in Planet Bids system under the Response Types tab “Exhibits A – G”.

3.13. DEBARMENT AND SUSPENSION

Bidding Vendors must verify by way of signature to **“Exhibit E, Vendor Certification Form”** that they are not listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the guidelines under [2 CFR 200](#) that implement Executive Orders 12549 ([3 CFR part 1986](#) Comp., p. 189) and 12689 ([3 CFR part 1989](#) Comp., p. 235), and that neither Vendor nor any of its proposed subcontractors are tax delinquent with the State of California. The signed exhibit must be submitted in Planet Bids system under the Response Types tab “Exhibits A – G”.

3.14. PARTICIPATION CLAUSE

Vendors shall provide a completed **“Exhibit F, Participation Clause”**, submitted in Planet Bids system under the Response Types tab “Exhibits A – G”. This will indicate a Vendors agreement to or not to allow other entities to utilize the RFP response and awarded contract as a piggyback option.

3.15. SIGNATURE OF AUTHORITY

“Exhibit G”, Signature of Authority must be submitted in Planet Bids system under the Response Types tab “Exhibits A – G”. Unsigned RFP responses will not be accepted. The Signature of Authority declares that the Vendor has carefully examined the instruction indicated herein including all terms and condition and specifications, and hereby proposes and agrees, if the Vendors RFP response is accepted, Vendor agrees to furnish all material in accordance with the instruction and specifications in the time and manner prescribed for the unit cost amounts set forth in the Vendors RFP response.

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3.16. COMPANY REFERENCES

Provide a minimum of four (4) references, preferably with other municipalities in which similar services are being performed. References must be for work performed or completed within the past three (3) years. “**Exhibit H, Reference Worksheet**”, must be complete and uploaded into the Planet Bid system under the “Response Type” section identified as “**Exhibit H**”. While the Reference Worksheet accompanies your RFP response it is not to be discussed in any other area of the RFP response other than the “Response Type, Exhibit H” in Planet Bids.

3.17. LINE ITEM PRICING

Line item pricing for this RFP must be provided directly in the Planet Bids system under the “Line Items” tab. This pricing is not an estimate and is firm fixed price for each item listed. Vendors pricing quotes outside of the pricing listed in Planet Bids under the “Line Items” tab will not be accepted or considered for award. Any additional cost required should be noted in the additional cost line item and a summary of the cost provided in the notes section of the line item. While Line item pricing accompanies your RFP response it is not to be discussed in any other area of the RFP response other than the “Line Item” tab in Planet Bids. The City and RCFPD will not be obligated to any estimated pricing or pricing not identified in the “Line Item” tab in Planet Bids. Failure to provide the required Line Item pricing in the required format will cause Vendors RFP response to be considered as non-responsive and be eliminated from proceeding any further in the process. Any questions or clarifications regarding how to correctly submit Line Item pricing should be submitted by the “Questions Due” date and time indicated in the schedule of events.

4. SCOPE OF SERVICES

Contractor shall furnish all labor, supervision, cleaning materials, equipment, cleaning supplies, insurance and administrative services necessary to perform all janitorial services set forth in these specifications. The contractor will be responsible for any damage to or loss of personal and/or City property during the performance of these services.

4.1. CONTRACT PROVISIONS

4.1.1. CONTRACT TERM

Service Provider shall provide Services under this Contract commencing on the contract start date identified in the Notice to Proceed and shall continue through June 30, 2025.

4.1.2. RENEWAL OF CONTRACT

Parties to this agreement may, by mutual consent, exercise the option to renew the Contract for one year periods beginning July 1, 2025, up to a total of Six (6) additional years. Options to renew are contingent upon the City Manager’s approval, subject to pricing review and in accordance with all terms and conditions stated herein unless otherwise provided in writing by the City. In the event of contract renewal, the requested rate

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increase shall not be increased by more than the percentage increase in the Consumer Price Index (CPI) for the relevant year. The CPI used for this purpose shall be the most recent published figure available at the time of the rate adjustment calculation.

4.2. TOTAL AREA AND NUMBER OF LOCATIONS

4.2.1. TOTAL AREA CLEANED

During the contract term resulting from the award of this solicitation, the selected vendor is advised that the City may open additional buildings or suspend service at existing locations. Should a new building open, City may choose to increase the scope of work during the initial contract term, and it is the City's desire that the selected contractor will be willing and capable of accepting an increased scope of work, and that any additional work will achieve the same high quality services as required per these specifications. This paragraph refers only to the possibility of additional work and this possibility shall in no way be a guarantee that an increase in the scope of work will be forthcoming.

4.2.2. CHANGES IN SCOPE OF WORK

Any changes to the services requested or in the total area cleaned or number of locations cleaned will be specifically referenced or otherwise described, in writing, and submitted to Contractor by the City's authorized representative, regardless of whether such changes are considered temporary or permanent in nature. Temporary changes to the nightly cleaning services are to be expected throughout the term of this agreement and the type of changes may vary from one location to another location. Costs associated with any changes in scope of work shall be reflected accordingly (increase or decrease) on that month's invoice.

4.2.3. PRICING FOR INCREASED SCOPE OF WORK

Pricing for services to any new locations shall be calculated in the same manner as the prices quoted in the RFP response for similar types of buildings or facilities (professional office building, community center, maintenance facility, etc.).

4.3. SITE INSPECTIONS OF REFERENCED FACILITIES

Vendors are hereby notified that City representatives will conduct on-site inspections before the final selection and award of contract is made. The sites visited will be chosen from among the locations cleaned by Vendor and submitted on the reference sheets returned with Vendors original RFP response. The level of cleanliness at the City Hall Building on the date of the pre-proposal job walk, will serve as the minimum level of cleanliness acceptable to the City for all work provided at all facilities cleaned. As such, City Hall Building will also serve as the baseline for comparison during the on-site inspections at Vendor's referenced facilities visited by City staff during the on-site inspections. It is expected that the referenced facilities will provide an accurate and valid representation of Vendor's work.

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4.4. ADEQUATE STAFFING

Upon request, Contractor shall furnish all labor, supervision, cleaning materials, equipment, cleaning supplies, and insurance, training, and administrative services necessary to perform all janitorial services set forth in these specifications. The Contractor shall maintain and show evidence of an adequate back-up labor force to be able to assist immediately in case of flood, fire, natural or man-made disasters, or any other emergency.

4.5. SUBCONTRACTORS

Contractor shall not assign or transfer any interest in this Agreement or the performance of any of Contractor's obligations without the prior written consent of City.

4.6. DEFINITIONS

A. City - The City of Rancho Cucamonga

B. Contract Price - The contract price is the not to exceed amount, in dollars, awarded to the vendor by the City Council of the City of Rancho Cucamonga and/or the Board of Directors of the Rancho Cucamonga Fire Protection District. This amount includes regular scheduled services plus a contingency for extra work.

C. Disinfect - To kill 100% of existing bacteria and microorganisms. Disinfecting shall be accomplished by scrubbing or wiping with the approved cleansing and disinfecting agent, followed with a final rinse of clean water as appropriate. Disinfecting shall be done only with an approved agent and method, and Contractor's employees shall use only the amount of the agent and/or cleaning product as recommended on the label.

D. Extra Work - Services requested by the City on an as needed basis beyond the scope of regular scheduled services. There is no guarantee of extra work being performed during the contract term.

E. Public Works Services Director - The Public Works Services Director of the City of Rancho Cucamonga or his designated representative.

F. Sanitize - Sanitizing shall mean to kill 99% of all bacteria present with the use of an approved quaternary compound. Sanitizing shall be accomplished by scrubbing or wiping with the approved cleansing and disinfecting agent, followed with a final rinse of clean water as appropriate. Sanitizing shall be done only with an approved agent and method, and Contractor's employees shall use only the amount of the agent and/or cleaning product as recommended on the label.

G. Speed Buffing - The only acceptable method for the application of speed buffing compounds requires they be mopped onto the floor (not sprayed); the compounds used must be compatible with the type and speed of equipment that will be used at each location. (Refer to the section on Materials and Equipment section of these General Specifications for more detailed information.)

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4.7. PRICING

4.7.1. MONTHLY SERVICES

Price(s) submitted must include all costs incurred to provide all specified services on a monthly basis and shall be broken down to reflect cost per square foot based on the nominal area of each facility. From time to time, the City may request certain services be excluded, and such requests will be submitted by the City's official representative and confirmed in writing and reflected accordingly on that month's invoice.

4.7.2. ADDITIONAL LOCATIONS / INCREASED OR DECREASED SCOPE

The cost for service at any new location shall be calculated on a per square foot basis, at a rate comparable to the rates then in effect at each location, or other similar City- owned locations the Contractor may so service. Any new areas or services added to the cleaning schedule shall be made a part of this agreement, with associated costs to begin with the first date of service at any given location.

4.7.3. TEMPORARY REDUCTION OF SERVICES

When regular services are temporarily suspended there shall be a pro rata reduction in the monthly fee for the facility based on the number of scheduled working days services were not provided. If services are only suspended for a portion of a building; the daily cost reduction shall be proportional to the area for which service is suspended compared to the total area for the facility listed in this RFP.

4.7.4. ADDITIONAL SERVICES

Pricing is also requested for a variety of "additional services." Such additional services are not the same as the "regular" work, which is, provided daily. If the City does request any of the additional services for which pricing is requested, Contractor agrees to accept such requests for service and honor the pricing submitted herein.

4.7.5. EMERGENCY AND/OR AFTER-HOURS SERVICES (NON-REMEDIAL IN NATURE)

From time to time, the City may require assistance from Contractor for a variety of non-routine, services which must be completed outside of the regular working schedule and will be considered emergency in nature. It is the intent that Contractor be willing and capable of accepting these requests for service, and that these emergency services be completed in the same high quality manner as all other services covered within these specifications.

4.7.6. DAY PORTER ROUTINE SERVICES

The City may require assistance from Contractor for a variety of routine services which must be completed outside of the regular scope or work. It is the intent that Contractor be willing and capable of providing Day Porter services for these requests for service, and that these Day Porter services be completed in the same high quality manner as all other services covered within these specifications.

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4.7.7. DAY PORTER SERVICES FOR SPECIAL EVENTS

The City may require assistance from Contractor for a variety of special event services which must be completed outside of the regular scope of work and regular working schedule. It is the intent that Contractor be willing and capable of providing Day Porter services for these requests for special event service, and that these Day Porter special event services be completed in the same high quality manner as all other services covered within these specifications.

4.8. INVOICING

- A. Payment to the Contractor will be made only for work actually completed in accordance with the specifications and schedules.
- B. The quantities and unit prices listed in the proposal schedule will not govern over actual work performed.
- C. At the end of each month, the Contractor shall submit a separate completely itemized invoice based on work completed that month for each location.
- D. Invoices shall be submitted in duplicate. Copies of the work orders or Notices to Proceed (for damage and repair/extra work) shall accompany each invoice. Note: One invoice per work order or Notice to Proceed.
- E. Invoices shall be submitted on standard company letterhead forms and shall include:
 - 1. Invoice number
 - 2. Invoice period (dates)
 - 3. Facility name
 - 4. Dollar total per facility per the original proposal
 - 5. Total amount requested
 - 6. Addendums as required
 - 7. Delivery receipts of any/all products, materials and supplies utilized under the specifications
 - 8. Invoices shall be emailed to the City's authorized representative.
 - 9. Payment will be made subject to approval by the Public Works Services Director and normal processing requirements.

4.9. DEDUCTIONS

Deductions from monthly payments shall be divided into three categories: Performance on Schedule, Deficient Performance, and Non-Performance.

Payment deductions shall not be construed a penalty but as adjustment of payment to the Contractor for only the work performed, or as the cost to the City for inspection and other related costs from failure of the Contractor to complete the work according to schedule.

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4.9.1. PERFORMANCE ON SCHEDULE

- A. Failure of the Contractor to timely perform will result in additional inspection and administrative costs being incurred by the City.
- B. The sum of One Hundred Dollars (\$100.00) will be deducted from payments to the Contractor for each work day where an item of work is not completed in accordance with the schedule.
- C. The maximum cumulative deduction per month for “Performance on Schedule” shall be One Hundred Dollars (\$100.00) times the number of working days in the month.

4.9.2. DEFICIENT PERFORMANCE

Refer to City of Rancho Cucamonga Janitorial maintenance Specifications Schedules 1 thru 3 for specific requirements not contained herein.

- A. Performance deficiency. Some examples include failure to comply with conditions, specifications, reports, schedules and/or directives from the Public Works Services Director. Any such deficiency will result in a deficiency deduction of One Hundred Dollars (\$100.00) per instance per workday.
- B. Minimum Manpower: Failure of the Contractor to comply with minimum required manpower, as listed in Schedule 3 submitted with the proposal, will result in a deficiency deduction of One Hundred Dollars (\$100.00) per person, per workday.
- C. Failure to provide adequate equipment necessary to do the work, and in compliance with City specifications and/or as requested by the Public Works Services Director will result in a deduction of One Hundred Dollars (\$100.00) per instance per workday.
- D. Failure to adequately complete all scheduled tasks, including but not limited to vacuuming, mopping, sweeping, picking up trash/debris, cleaning/disinfecting and applying chemicals per Schedule 2, is subject to a deduction of One Hundred Dollars (\$100.00) per occurrence per building per workday.
- E. The maximum cumulative deduction per month for “Deficient Performance” shall be 25% of the sum of the monthly fees for all locations.

4.9.3. NON-PERFORMANCE

- A. Failure of the contractor to provide services to a facility on a scheduled working day shall result in a deduction equal to the average fee per working day for the facility.

4.10. DEFICIENT PERFORMANCE – NOTIFICATION AND CORRECTIVE ACTION

- A. The Contractor shall be notified both verbally and in writing, each time its performance is unsatisfactory and corrective action is necessary.
- B. Upon notification of deficient performance, the Contractor will be immediately subject to the deductions listed in Section 4.9. Deductions.
- C. The Contractor shall complete corrective action within the following time frames after verbal

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notification:

- 1 Daily Duties (See Schedule 2)
 - a. Deficient performance of Daily Duties shall be corrected within four (4) hours of verbal notification of deficiency.
 - b. If corrective work is completed within the four (4) hour time frame, the deductions outlined in Section 4.9.2., Deficient Performance, will be waived.
- 2 Weekly, Bi-Weekly, Monthly and Quarterly Duties (See Schedule 2)
 - a. Deficient performance of Weekly, Bi-Weekly, Monthly and Quarterly Duties shall be corrected during the first regularly scheduled shift following verbal notification of deficiency.
 - b. If corrective work is completed during the first regularly scheduled shift following verbal notification of deficiency, the deductions outlined in Section 4.9.2., Deficient Performance, will be waived.

4.11. CONTRACTOR'S RESPONSIBILITIES

4.11.1. SUPERVISION

Supervisor shall notify the City's facility maintenance representative of any damage, breakage, water, electrical or plumbing problems, regardless of the apparent cause, including graffiti and vandalism. Contractor must provide access to supervisory personnel seven days a week, 24-hours per day, 365 days per year. Contractor is responsible to provide adequate supervision and direction of employees, agents and servants providing services to City hereunder to ensure all work is correctly performed and per the contract requirements. The Supervisor shall act as agent for the Contractor and shall be fully qualified to implement the contract specifications set forth in the Contract Documents and shall be available on call at all other times as may be required by City.

1. The Supervisor's duties shall include, but are not limited to, quality control of services provided hereunder, maintenance of cleanliness standard, work scheduling, sequencing operations, on-site inspections, stock requisitioning and material issuance, inventory and storage control, report writing, general problem solving, and to investigate all janitorial complaints as reported by the City's designated representative. The Supervisor shall conduct weekly on-site inspections with assigned cleaning crews of each facility covered under this contract. In addition, the Contractor's Supervisor shall attend bi-weekly meetings/walk-throughs with City staff to review performance under this contract.
2. The Contractor must submit a list of at least three (3) emergency telephone numbers of management level supervisory personnel who are authorized to dispatch back-up working crews in the event of an emergency service request by the designated City Representative. These emergency telephone numbers shall be different than and in addition to the day-time office or regular answering service

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number from where the Contractor does business. The Contractor will update these emergency numbers as required throughout the term of the Agreement.

3. Contractor shall provide a list of all employees who will be working in City facilities. Contractor shall also include a "Live Scan" report for each employee prior to entering City facilities.

4.11.2. CONTRACTOR PERSONNEL

1. Contractor's employees shall be in a Contractor-supplied uniform at all times when working on City property. A Contractor-provided, clearly readable name identification device consisting of the employee's name, photograph and the company name shall be worn at all times. Prior to access into any City Facility, the Contractor shall complete employee and subcontractor employee "Live Scan" background checks. "Live Scan" reports are required prior to any work occurring on any City property.
2. Contractor shall provide on-site at all times, at least one employee who is fluent in the English language.
3. Contractor's personnel shall be instructed not to move, adjust or put away items found on desktops, worktables, counters, etc., nor are they to place any items on top of them.
4. Contractor's employees shall not handle or use any office equipment, food or personal property of any building occupant.
5. The Contractor shall maintain and show evidence of an adequate back-up labor force to be able to assist immediately in case of flood, fire, natural or man-made disasters, or any other emergency.
6. Contractor shall employ only competent, careful, and orderly employees. If the City determines that an employee is detrimental to the performance of the work, not qualified to perform the assigned work or guilty of improper conduct, the City may require removal of such employee. The determination to remove any undesirable employee of the contractor will be determined by an authorized representative of the City.
7. Contractor shall adhere to all requirements of the California Labor Code, Sections 1060 - 1065.

4.11.3. QUALITY AND WORKMANSHIP

1. Contractor agrees to provide adequate supervision and take any necessary measures to assure that all work is completed in a workmanlike manner by qualified, careful and efficient workers. Contractor agrees to perform such work in strict accordance with the applicable specifications. In the event of substandard workmanship or defective materials furnished by the Contractor, the City may at any time require the Contractor to expeditiously remedy such failure or defect at no cost or delay to the City. Substandard workmanship or defective materials will be determined by an authorized representative of the City.
2. Unless otherwise specified in the Purchase Order, materials shall be new and both workmanship and

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material shall be of the highest quality. All manufactured articles, materials and equipment shall be applied, installed, connected, erected, used, cleaned, and conditioned in accordance with the manufacturer's instructions, as applicable.

3. The Contractor shall provide cleaning services of a character customarily provided in Class A commercial office buildings, regardless of whether such services are to be provided on a routine basis as per these specifications, or whether such services may be requested at a future date, and considered the same as additional services. The authorized City Representative shall be the sole judge of the quality of materials and service provided hereunder.

4.11.4. RIGHTS-TO-WORK

~~Contractor shall be able to prove legitimate right to work using eVerify services.~~

4.11.5. SECURITY

1. Contractor shall be responsible for security within each facility during the hours that his personnel are working within each particular location.
2. City will issue all necessary keys or access devices to the Contractor. Under no circumstances shall the Contractor or any employee of the Contractor reproduce any City keys or access devices. Contractor shall be responsible for all keys issued. If keys are lost or misplaced, Contractor agrees to pay the cost of rekeying locks that were operable by the lost or misplaced keys. Keys shall not be left unattended or dangling from locks at any time and all exterior building doors shall remain locked while contractor's employees are on the premises. Contractor's employees shall be instructed in the proper use of keys, locked, or secured areas, and any special alarm systems that may be in use.
3. Contractors' personnel will not admit anyone into the facility or any other locked area within the job site at any time, or for any reason. Personnel entitled to enter the facility will hold their own keys and are required to use them or seek assistance for entry from an authorized City representative.
4. Upon leaving, the employees of Contractor shall ensure that all doors and windows previously designated are locked, all lights, unless otherwise instructed, are turned off and alarms set as directed.

4.11.6. TRAINING

The Contractor is to have a formal, comprehensive training program for all personnel assigned to perform services in the building. The training program shall cover techniques, methods, equipment and materials used in cleaning. In addition, training shall cover the handling, use, and safe disposal of materials used in cleaning pursuant to the City's municipal national pollution discharge elimination system (NPDES) permit and the City's municipal code.

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4.11.7. EQUIPMENT AND EQUIPMENT STORAGE

The Contractor will provide all equipment necessary for the cleaning of the building in accordance with the intent and letter of the specifications. All cleaning equipment shall be of the latest type consistent with good cleaning practices. All equipment shall be always kept in a clean and neat condition. All equipment shall also be always kept in first-class working order and shall be replaced when obsolete or defective as determined by City. All equipment will be of such a nature as to cause no damage to any of the architectural finishes of the property including but not limited to all floor and wall surfaces. All electrically operated equipment must have a three-pronged grounded plug and cord and meet all local safety regulations. City will provide an on-site area for the storage of contractor's tools, equipment, and materials at each jobsite.

4.11.8. SUPPLIES

The City of Rancho Cucamonga will be responsible for providing all paper supplies for use in the building, (i.e. toilet paper and paper towels.) Also, to be provided by the City are deodorizers, feminine products, trash bags and liquid hand soap. Contractor is to provide all equipment and supplies necessary for cleaning and otherwise maintaining the facility as specified herein.

4.11.9. MATERIALS

The Contractor shall furnish all the necessary materials and supplies required to complete the work as specified herein.

1. Within ten (10) working days of the "Notice to Proceed" the Contractor shall provide a full and complete list of materials and supplies as specified or to be provided.
2. The Contractor shall provide a list of all materials to be used in performance of these services.
3. The list shall be tabulated by each specification section and have the following information:
 - a. Name and address of manufacturer,
 - b. Name and address of supplier; Trade name,
 - c. Model or catalog designation,
 - d. Manufacturer's data: including SDS sheets that shall be located at the facility,
 - e. Performance and test data,
 - f. Reference standards,
 - g. Green Industry Designation,
4. All materials and supplies shall be "Green" by industry standards,
5. All materials and supplies shall have a minimum of one and /or a combination of certifications or recognitions from industry groups. Examples are: U.S. Green Building Council (USGBC), Green Seal Certified, Green Guard Certified, EPA Design for the Environment (DFE) Approval, EPA Comprehensive Procurement Guidelines (CPG),
6. All materials and supplies shall be new, high quality, free of defects, and designed for the

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intended use and shall be subject to the Inspector's approval,

7. Required materials and supplies shall include, but not be limited to, chemicals and paper products for cleaning/scrubbing floors, floor wax strippers, metal polishes, dusting/polishing furniture, sanitizing/disinfecting restroom fixtures, window cleaner, hand soaps, trash can liners, toilet tissue, paper towels and disposable seat covers,
8. The Contractor shall supply the City at each monthly billing cycle with all delivery tickets/receipts for materials utilized within the billing time frame.

4.12. DISPOSAL

4.12.1. CLEANING MATERIALS

The Vendor and its subcontractors shall handle, use and dispose of all materials used in cleaning or otherwise in a manner consistent with the City's NPDES permit and the City's municipal code. Disposal of any materials into streets, gutters or catch basins shall not be permitted and subject to fines.

4.12.2. REFUSE

Contractor will dispose of all trash collected during the routine cleaning services each evening. All trash shall be deposited into the appropriate containers provided at each facility. Care will be taken to keep all trash enclosures clean and free of loose debris.

4.12.3. RECYCLING

To help ensure our City meets the state mandated diversion requirements of AB 939, our organization currently encourages recycling by all occupants. Disposal of recyclable solid waste in non-recyclable solid waste containers will not be permitted.

4.13. RESPONSE TIMES

4.13.1. CORRECTIVE OR REMEDIAL SERVICES

If it is determined that required services have not been performed according to the established schedule or if service provided is not adequate, the Contractor may be required to respond and correct those items or absorb the City's cost to correct such items. The determination of who will correct such deficiencies, the City or the Contractor, shall be made by the authorized City representative. In the event of substandard workmanship or use of defective materials, Contractor shall make every effort to correct the situation without any undue delay, and any such corrective work must be completed within the timeframes listed in Section XI Deficient performance.

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4.13.2. EMERGENCY CALL-OUT (NON-SCHEDULED) SERVICE

In the event City requires additional or routine services on an immediate, or emergency basis, Contractor shall have capacity to respond within two (2) hours. Prices for such services shall adhere to those prices submitted on the extra work section of the cost proposal and shall remain valid throughout the term of this agreement, unless otherwise amended in writing and accepted by all parties.

4.13.3. WORKING HOURS

1. Regular working hours are defined per site in Schedule 1.
2. Holiday hours are recognized City Holidays only.
3. After hours are all hours excluding regular hours referenced in Scheduled 1 and recognized City holidays
4. Extra working hours are defined as work outside of the defined working hours referenced in Schedule 1 and tasks and frequencies by site as referenced in Schedule 2
5. The Contractor shall be capable of dispatching work crews 24 hours/ 7 days a week including weekends and holidays.
6. All work shall be scheduled at the convenience of the City as not to interfere with normal operations.

4.14. SCHEDULES & REPORTING PROCEDURES

Contractor shall immediately notify the City's authorized representative of any damage, breakage, water, electrical or plumbing problems, regardless of the apparent cause, including graffiti and vandalism, and must follow up on all such incidents and problems by submitting the information on the required forms.

4.14.1. FORMS

Following award of this Proposal, the City will provide Contractor with one complete set of all report forms that Contractor is required to submit on a routine basis. It is the Contractor's responsibility to retain these original report forms for duplicating purposes throughout the term of this contract. In the event additional copies are required, Contractor is aware that reimbursement to City for any added costs for such duplications are reimbursable to the City immediately upon the City's written request.

4.14.2. REPORTS

Contractor shall submit all required reports a minimum of once per week, and more frequently when the situation demands immediate attention. All reports shall be in writing and will include (but may not be limited to) the following: requests for paper supplies; report any required services which are not completed per the established schedules, with a detailed explanation for each item listed; notification of all non-emergency service or repair items which the City must address within any location cleaned by the Contractor; safety concerns and graffiti reports. Contractor is required to complete all routine and emergency reports nightly,

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Monday through Sunday, and all reports must be submitted to the authorized City Representative a minimum of once per week.

4.14.3. SAFETY REPORTS

Submitted by contractor immediately upon discovery and reported by telephone to the emergency telephone number provided by City representative at time contract award.

4.14.4. GRAFFITI LOCATION REPORT

Shall be reported by contractor at the end of each nightly cleaning shift to the telephone number provided by City representative. Report to include facility location, location of graffiti, and type of graffiti involved for each instance found that day.

4.14.5. ROUTINE SERVICE SCHEDULE

This schedule will provide a basis for the daily inspections at all facilities and will be instrumental in determining where and when adjustments to routine services may be required. Changes to the Routine Service Schedule may be made by the City’s authorized representative; and any such changes in service will be based upon the frequency of activities or events held at any one facility.

4.14.6. EXTENDED SERVICE SCHEDULE

Within 30 days after the award of this Proposal, the selected contractor must provide the authorized City representative a comprehensive cleaning schedule identifying which day(s) of the week and during which month(s) Contractor will complete weekly, bi-weekly, monthly, quarterly, and other periodic services (such as buffing, high dusting, steam cleaning carpets, etc.) This Extended Service Schedule shall also identify what days certain services will be completed that are otherwise considered additional work yet are typically requested on a routine basis for one or more locations. The routine, but additional services will be identified in detail following the award of this Proposal and schedules worked out with the selected vendor following the award of Proposal.

5. EVALUATION AND VENDOR SELECTION PROCESS

5.1. INITIAL SCREENING

All RFP responses will undergo an initial review to determine responsiveness to the instructions herein. Those RFP responses initially determined to be responsive by meeting the RFP requirement as indicated herein will proceed to the next phase of the evaluation process.

5.2. EVALUATION ACTIVITIES

RFP responses deemed as having met the standard RFP requirements as indicated herein are then evaluated by an Evaluation Committee. The RFP submittals are scored and assigned a ranking of zero (0) through ten (10),

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ten being the highest possible score. The following criteria have been assigned percentages that the criteria will be scored against, based upon but not limited to the following evaluation criteria factors:

<u>Criteria</u>	
Criteria Description	Assigned Percentage
Vendor Expertise	25
Quality of proposed services or goods	30
Extent to which the Vendors services or goods meet the City and RCFPD's needs	30
Cost	15

5.3. COST EVALUATION

Cost Proposals are evaluated and scored based on the following calculations;

Score = Lowest Proposal Cost / Cost of Proposal being scored X Maximum Points Available (10)

The score is then added to the spreadsheet criteria scores.

5.4. REFERENCE CHECKS

If determined to be required reference checks are conducted by the Procurement Division and the requesting department may or may not be present during the process. The reference checks may be conducted by phone with the information being scribed or conducted by a written form, submitted to the Vendor's reference contact. Reference contacts will be asked several predetermined questions for response and to provide a score from one (1) to ten (10), ten being the highest. Scores are then tabulated and added to the spreadsheet with the criteria scores. It is imperative that Vendors provide up to date and accurate information regarding contact information for reference checks. All scores are then tabulated into the final Vendor ranking.

Evaluators do not see the Vendor References or pricing line items. The proposed pricing is evaluated by the Procurement Division during the initial review of the RFP response, only to ensure that the proposed cost is not over the City and RCFPD's budgeted amount or Not-to-Exceed amount for the project.

5.5. DEMONSTRATIONS/ INTERVIEWS

Upon completion of the RFP evaluations and data analysis, and only, if necessary, selected top ranked Vendors will be provided an opportunity to interview and conduct a demonstration or presentation to further expand on their RFP response. Vendor interviews/demonstrations are scored and assigned a ranking of one (1) through ten (10), ten being the highest possible score, based upon but not limited to the evaluation criteria factors as stated within the RFP.

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5.6. FINANCIAL DOCUMENTATION

Vendors that proceed to the short-list may be required to submit financial documentation as proof of its firm's financial stability and strength. A financial review will be conducted by the City and RCFPD Finance Department. Should a Vendor wish for its financial documentation to be treated as proprietary or be returned upon completion of the review, the documentation must clearly be marked as such. The following documentation will be required of each Vendor on the short-list:

- A copy of the Vendor's most recent annual report.
- Audited (by a third party), balance sheets and income statements for the past three (3) years.
- If audited data is not available, Vendor shall submit copies of complete tax returns for the past three (3) years.
- Describe any regulatory censure and past or pending litigation related to services provided by the Vendor.
- Indicate all applicable information regarding Vendor ownership changes in the last three (3) years.

5.7. BEST AND FINAL OFFER

Upon completion of Vendor presentations, the City and RCFPD reserves the right to conduct pre-award discussions and/or pre-contract negotiations with all or only top ranked Vendors. At which time the City and RCFPD may request a Best and Final Offer to be submitted from one or all finalists.

5.8. VENDOR SELECTION

The final Vendor selection is based on which Vendor is the most responsive, meeting the City and RCFPD's requirements, offering the best value at the most competitive price. The City and RCFPD is not obligated to award to the lowest price proposal.

The City and RCFPD may conduct negotiations with several Vendors simultaneously. The City and RCFPD may also negotiate contract terms with the selected Vendors prior to award. The City and RCFPD, at its sole discretion, reserves the right, unless otherwise stated, to accept or reject all or any RFP responses, or any part thereof, either separately or to waive any informality and to split or make the award in any manner determined to be in the best interest of the City and RCFPD.

5.9. LETTER OF INTENT TO AWARD

After a final Vendor selection is determined, a Letter of Intent to Award (LOI) will be posted for review by all participating, responsive Vendors. Negotiations shall be confidential and not subject to disclosure to competing Vendors unless an agreement is reached. If contract negotiations cannot be concluded successfully, City and RCFPD may negotiate a contract with the next highest scoring Vendor or withdraw the RFP entirely.

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"EXHIBIT A, CITY AND RCFPD OF RANCHO CUCAMONGA CONFLICT OF INTEREST/NON-DISCLOSURE STATEMENT"

It is the policy of the City and RCFPD to prevent personal or organizational conflict of interest, or the appearance of such conflict of interest, in the award and administration of City and RCFPD Contracts, including, but not limited to Contracts for Professional Services Agreements ("PSA") with potential Vendors.

I do not have specific knowledge of confidential information regarding RFP responses received in response to the **Request for Proposal ("RFP") #24/25-001 for Citywide Janitorial Services.**

I agree not to disclose or otherwise divulge any information pertaining to the contents, status, or ranking of any RFP response to anyone. I understand the terms and "disclose or otherwise divulge" to include, but are not limited to, verbal conversations, written correspondence, reproduction of any part or any portion of any RFP response, or removal of same from designated areas.

I, the undersigned, hereby certify that the following statements are true and correct and that I understand and agree to be bound by commitments contained herein.

_____ (Print Name)

_____ (Relationship to the City and RCFPD)

_____ (Relationship to the Vendors)

_____ (Signature)

_____ (Date)

Exhibits are not to be included in your bid response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.

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“EXHIBIT B, PROFESSIONAL SERVICES AGREEMENT EXCEPTIONS SUMMARY”

Mark the appropriate choice, below:

_____ Vendors accepts the PSA without exception.

OR

_____ Vendors proposes exceptions to the PSA.

Summarize all exceptions on a separate document. Enclose a written summary of each change and title as “Exception Summary”, which shall include the Vendors’ rationale for proposing each such exception. Each exception must be labeled with the Section number in the PSA. Failure to properly reference exceptions in the submitted summary may deem the response as non-responsive.

Signature

Printed Name

Title

Date

Exhibits are not to be included in your bid response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.

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"EXHIBIT C, ACKNOWLEDGMENT OF INSURANCE REQUIREMENTS AND CERTIFICATION OF ABILITY TO PROVIDE AND MAINTAIN COVERAGES SPECIFIED"

I, _____ the _____
(President, Secretary, Manager, Owner or
Representative)

of _____, certify that the
(Name of Company, Corporation or Owner)

Specifications and General Provisions regarding insurance requirements as stated within the Professional Services Agreement (PSA), for the Purchase Contract designated **Request for Proposal ("RFP") #24/25-001 for Citywide Janitorial Services** have been read and understood and that our Vendors is able to provide and maintain the coverage as specified in the PSA. Failure to provide said coverage, upon request to finalize the PSA prior to award shall be enough cause for immediate disqualification of award. Failure to maintain said coverage shall result in termination of the contract.

Signature

Printed Name

Title

Date

Exhibits are not to be included in your bid response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.

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“EXHIBIT D, ADDENDUM ACKNOWLEDGEMENT”

The Vendors hereby acknowledges the following Addenda Number(s) to this RFP have been received, if any. Vendors understands failure to acknowledge any addenda issued may cause the RFP response to be considered non-responsive. It is the Vendors’ responsibility to log into the Bid System to identify and download the number of addenda that have been posted.

- _____
- _____
- _____
- _____

Signature

Printed Name

Title

Date

Exhibits are not to be included in your bid response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.

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“EXHIBIT E, DEBARMENT and SUSPENSION CERTIFICATION FORM”

I certify that neither _____ (Vendor) nor any of its proposed subcontractors are not currently listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the guidelines under 2 CFR 200 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), and that neither Vendor nor any of its proposed subcontractors are tax delinquent with the State of California.

I acknowledge that if Vendors or any of its subcontractors subsequently are placed under suspension or debarment by a local, state or federal government entity, or if Vendors or any of its subcontractors subsequently become delinquent in California taxes, our Proposal will be disqualified.

Signature

Printed Name

Title

Date

Exhibits are not to be included in your bid response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.

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“EXHIBIT F, PARTICIPATION CLAUSE”

It is hereby understood that other government entities, such as cities, counties, and special/school districts may utilize this RFP response at their option for equipment or services at the RFP response price for a period of _____ days. Said entities shall have the option to participate in any award made because of this solicitation. Any such piggy-back awards will be made independently by each agency, and the City and RCFPD is not an agent, partner or representative of these agencies and is not obligated or liable for any action of debts that may arise out of such independently negotiated piggy-back procurement. Each public agency shall accept sole responsibility of its own order placement and payments of the Vendors.

Successful Vendors will extend prices as proposed herein to other governmental agencies, please specify.

YES _____ NO _____

Exhibits are not to be included in your bid response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.

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"EXHIBIT G, SIGNATURE OF AUTHORITY"

The undersigned firm declares that he has carefully examined the specifications and read the above terms and conditions, and hereby proposes and agrees, if this RFP response is accepted, to furnish all material in accordance with the specifications and instructions, in the time and manner therein prescribed for the unit cost amounts set forth in the following RFP response.

THE VENDOR IN SUBMITTING THIS RFP RESPONSE MUST FILL IN THE FOLLOWING INFORMATION. FAILURE TO DO SO MAY DEEM YOUR RFP RESPONSE AS NON-RESPONSIVE.

Company Name:	<u>Address:</u> (Street, Su. # City, State, Zip)
Telephone #:	
Fax #:	
E-mail address:	Web Address:
Authorized Representative: (print)	Title:
Signature:	Date:

Exhibits are not to be included in your bid response. All referenced Exhibits must be submitted in Planet Bids system under the Response Types, Exhibits A – G.

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"EXHIBIT H" REFERENCES WORKSHEET

The following References Worksheet must be complete, please do not mark "See Attached". Provide a minimum of four (4) clients that are similar in size to the City of Rancho Cucamonga that your company has conducted comparable or like services. Preferred references should be government agencies and be a current customer within the past three (3) years. Please verify accuracy of contact information.

Reference 1	
Company Name	
Contact Name and Title	
Company Address	
Contact Telephone Number	
Contact Email	
Description of Comparative Services and Project Cost (please be specific)	
Reference 2	
Company Name	
Contact Name and Title	
Company Address	
Contact Telephone Number	
Contact Email	
Description of Comparative Services and Project Cost (please be specific)	

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Reference 3	
Company Name	
Contact Name and Title	
Company Address	
Contact Telephone Number	
Contact Email	
Description of Comparative Services and Project Cost (please be specific)	
Reference 4	
Company Name	
Contact Name and Title	
Company Address	
Contact Telephone Number	
Contact Email	
Description of Comparative Services and Project Cost (please be specific)	

Schedule 1
Site List and Special Conditions

**Animal Care and Adoption Center
11780 Arrow Route
Rancho Cucamonga, CA 91730**

I. SCOPE

Cleaning services shall be provided for approximately 5,500 square feet of space. Contractor shall perform the following specified services throughout the premises, including all office space, lobbies, entry doors, restrooms, lunchrooms, public areas, kitchens, and conference rooms, exterior patios, and all exterior entrances. The only areas to be excluded from service include the mechanical rooms, utility rooms, equipment and materials storage areas surgery room, cat rooms, and kennel area.

II. GENERAL

1. Schedule: All cleaning services shall be performed seven (7) nights per week, Sunday through Saturday between the hours of 8 p.m. and 6 a.m. No regular services are required for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas, unless otherwise requested by the City. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days.
2. Pricing: Price quoted shall be for monthly service and shall include all services requested herein.
3. Special Procedures
 - A. General:
 1. No propping open any exterior doors.
 2. Review and initial daily log of occupant complaints and/or cleaning related messages.
 3. Turn off all lights when leaving, unless otherwise noted.
 4. Leave each interior office door as found upon entering: either open or closed, and locked or unlocked.
 5. Do not open any doors interior or exterior for anyone (for security reasons).
 6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See "Schedule 2 – Tasks and Frequencies by Site"

**Archibald Library
7368 Archibald Ave
Rancho Cucamonga, CA 91730**

I. SCOPE

Cleaning services shall be provided for approximately 25,000 square feet of space. Contractor shall perform the following specified services throughout the premises, including all office space, lobbies, entry doors, restrooms, lunchrooms, public areas, kitchens, book store and conference rooms, Study Rooms, exterior patios, and all exterior entrances. The only areas to be excluded from service include the mechanical rooms, utility rooms, and equipment and materials storage areas.

II. GENERAL

1. Schedule: All cleaning services shall be performed seven (7) nights per week, Sunday through Saturday between the hours of 10 p.m. and 6 a.m. No regular services are required for the following holidays : New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas, unless otherwise requested by the City. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days.
2. Pricing: Price quoted shall be for monthly service and shall include all services requested herein.
3. Special Procedures

A. General:

1. No propping open any exterior doors.
2. Review and initial daily log of occupant complaints and/or cleaning related messages.
3. Turn off all lights when leaving, unless otherwise noted.
4. Leave each interior office door as found upon entering: either open or closed, and locked or unlocked.
5. Do not open any doors interior or exterior for anyone (for security reasons).
6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See "Schedule 2 – Tasks and Frequencies by Site"

**Central Park Community Center
11200 Baseline Road
Rancho Cucamonga, CA 91730**

I. SCOPE

Cleaning services shall be provided for approximately 57,000 square feet of space. Contractor shall perform the following specified services throughout the premises, including all office space, lobbies, entry doors, restrooms, lunchrooms, kitchens, Banquet Rooms, conference rooms, exterior patios, and all exterior entrances. The only areas to be excluded from service include the mechanical rooms, utility rooms, and equipment and materials storage areas.

II. GENERAL

1. Schedule: All cleaning services shall be performed seven (7) nights per week, Monday through Thursday between the hours of 10 p.m. and 6 a.m. and Friday through Sunday between the hours of 12 a.m. and 6 a.m. unless otherwise informed. No regular services are required for the following holidays: New Year's Day, Independence Day, Thanksgiving and Christmas, unless otherwise requested by the City. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days.
2. Pricing: Price quoted shall be for monthly service and shall include all services requested herein.
3. Special Procedures
 - A. General:
 1. No propping open any exterior doors.
 2. Review and initial daily log of occupant complaints and/or cleaning related messages.
 3. Turn off all lights when leaving, unless otherwise noted.
 4. Leave each interior office door as found upon entering: either open or closed, and locked or unlocked.
 5. Do not open any doors interior or exterior for anyone (for security reasons).
 6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See "Schedule 2 – Tasks and Frequencies by Site"

**City Hall
10500 Civic Center Drive
Rancho Cucamonga, CA 91730**

I. SCOPE

Cleaning services shall be provided for approximately 100,000 square feet of space. Contractor shall perform the following specified services throughout the premises, including all office space, lobbies, entry doors, restrooms, showers/locker rooms, lunchrooms, wellness rooms, kitchens, and conference rooms, exterior patios, all exterior entrances and Council Chambers. The only areas to be excluded from service include the vehicle parking garage, mechanical rooms, utility rooms, maintenance shop, and equipment and materials storage areas.

II. GENERAL

1. Schedule: All cleaning services shall be performed four (4) nights per week, Monday through Thursday between the hours of 6 p.m. and 6 a.m. No regular services are required on Friday, Saturday or Sunday or the following holidays : New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas, unless otherwise requested by the City. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days.

2. Pricing: Price quoted shall be for monthly service and shall include all services requested herein.

3. Special Procedures

A. General:

1. No propping open any exterior doors.
2. Review and initial daily log of occupant complaints and/or cleaning related messages.
3. Turn off all lights when leaving, unless otherwise noted.
4. Leave each interior office door as found upon entering: either open or closed, and locked or unlocked.
5. Do not open any doors interior or exterior for anyone (for security reasons).
6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See “Schedule 2 – Tasks and Frequencies by Site”

**Fleet Services
9153 9th Street
Rancho Cucamonga, CA 91730**

I. SCOPE

Cleaning services shall be provided for approximately 6,000 square feet of space. Contractor shall perform the following specified services throughout the premises, including all office space, lobbies, training rooms, wellness room, entry doors, restrooms, lunchrooms, kitchens, conference rooms, exterior patios, and all exterior entrances. The only areas to be excluded from service include mechanical rooms, utility rooms, and equipment and materials storage areas.

II. GENERAL

1. Schedule: All cleaning services shall be performed four (4) nights per week, Monday through Thursday between the hours of 6 p.m. and 4 a.m. No regular services are required on Friday, Saturday or Sunday or the following holidays : New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas, unless otherwise requested by the City. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days. Special Procedures

A. General:

1. No propping open any exterior doors.
2. Review and initial daily log of occupant complaints and/or cleaning related messages.
3. Turn off all lights when leaving, unless otherwise noted.
4. Leave each interior office door as found upon entering: either open or closed and or locked or unlocked.
5. Do not open any doors interior or exterior for anyone (for security reasons).
6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See "Schedule 2 – Tasks and Frequencies by Site"

**The Epicenter
8408 Rochester Ave.
Rancho Cucamonga, CA 91730**

I. SCOPE

Regular cleaning services shall be provided for approximately 1,590 square feet of interior space. Contractor shall perform the following specified services in the designated areas only. Regular services to the third floor restrooms, hall, lobby and one City occupied office shall be performed daily. Cleaning services to be provided on game days when directed may include the Skyboxes (1,800 sq. ft.), Grandstand seats, concourse restrooms, locker rooms, and Café spectator areas in addition to the third floor restrooms, hall, lobby and one City occupied office.

II. GENERAL

1. Schedule: Regular cleaning services shall be performed five (5) nights per week, Monday through Friday between the hours of 6 p.m. and 6 a.m. No regular services are required for the following holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving and Christmas, unless otherwise requested by the City. All regular and additional cleaning services to be provided on game days shall be performed between the hours of 10 p.m. and 6 a.m. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days.
2. Pricing: Price quoted for regular services shall be for monthly service and shall include all regular services requested herein. Price quoted for each additional service is to be given on a per game/event basis.
3. Special Procedures
 - A. General:
 1. No propping open any exterior doors.
 2. Review and initial daily log of occupant complaints and/or cleaning related messages.
 3. Turn off all lights when leaving, unless otherwise noted.
 4. Leave each interior office door as found upon entering: either open or closed, and locked or unlocked.
 5. Do not open any doors interior or exterior for anyone (for security reasons).
 6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See "Schedule 2 – Tasks and Frequencies by Site"

**Lions Center East
9191 Baseline Rd.
Rancho Cucamonga, CA 91730**

I. SCOPE

Cleaning services shall be provided for approximately 12,000 square feet of space. Contractor shall perform the following specified services throughout the premises, including all office space, lobbies, classrooms, entry doors, restrooms, lunchrooms, kitchens, and conference rooms, exterior patios, and all exterior entrances. The only areas to be excluded from service include mechanical rooms, utility rooms, and equipment and materials storage areas.

II. GENERAL

1. Schedule: All cleaning services shall be performed one (1) night per week, Monday nights between the hours of 10 p.m. and 6 a.m. No regular services are required for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas, unless otherwise requested by the City. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days.
2. Pricing: Price quoted shall be for monthly service and shall include all services requested herein.
3. Special Procedures

A. General:

1. No propping open any exterior doors.
2. Review and initial daily log of occupant complaints and/or cleaning related messages.
3. Turn off all lights when leaving, unless otherwise noted.
4. Leave each interior office door as found upon entering: open or closed and or locked or unlocked.
5. Do not open any doors interior or exterior for anyone (for security reasons).
6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See "Schedule 2 – Tasks and Frequencies by Site"

**Lions Center West
9161 Baseline Rd.
Rancho Cucamonga, CA 91730**

I. SCOPE

Cleaning services shall be provided for approximately 10,000 sq feet of space. Contractor shall perform the following specified services throughout the premises, including all office space, lobbies, classrooms, entry doors, restrooms, lunchrooms, kitchens, and conference rooms, exterior patios, and all exterior entrances. The only areas to be excluded from service include mechanical rooms, utility rooms, and equipment and materials storage areas.

II. GENERAL

1. Schedule: All cleaning services shall be performed one (1) night per week, Monday nights between the hours of 10 p.m. and 6 a.m.. No regular services are required for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas, unless otherwise requested by the City. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days.
2. Pricing: Price quoted shall be for monthly service and shall include all services requested herein.
3. Special Procedures

A. General:

1. No propping open any exterior doors.
2. Review and initial daily log of occupant complaints and/or cleaning related messages.
3. Turn off all lights when leaving, unless otherwise noted.
4. Leave each interior office door as found upon entering: either open or closed and or locked or unlocked.
5. Do not open any doors interior or exterior for anyone (for security reasons).
6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.
- 7.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See "Schedule 2 – Tasks and Frequencies by Site"

**Paul A Biane Library
12505 Cultural Center Dr.
Rancho Cucamonga, CA 91730**

I. SCOPE

Cleaning services shall be provided for approximately 35,000 square feet of space. Contractor shall perform the following specified services throughout the premises, including all office space, lobbies, entry doors, restrooms, lunchrooms, public areas, kitchens, book store and conference rooms, study rooms, exterior patios, and all exterior entrances. The only areas to be excluded from service include the mechanical rooms, utility rooms, and equipment and materials storage areas.

II. GENERAL

1. Schedule: All cleaning services shall be performed seven (7) nights per week, Monday through Sunday between the hours of 10 p.m. and 6 a.m. No regular services are required for the following holidays : New Years Day, Independence Day, Thanksgiving and Christmas, unless otherwise requested by the City. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days.
2. Pricing: Price quoted shall be for monthly service and shall include all services requested herein.
3. Special Procedures
 - A. General:
 1. No propping open any exterior doors.
 2. Review and initial daily log of occupant complaints and/or cleaning related messages.
 3. Turn off all lights when leaving, unless otherwise noted.
 4. Leave each interior office door as found upon entering: either open or closed, and locked or unlocked.
 5. Do not open any doors interior or exterior for anyone (for security reasons).
 6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See “Schedule 2 – Tasks and Frequencies by Site”

**Public Safety (Police Department)
10510 Civic Center Drive
Rancho Cucamonga, CA 91730**

I. SCOPE

Cleaning services shall be provided for approximately 40,000 square feet of space. Contractor shall perform the following specified services throughout the premises, including all office space, lobbies, entry doors, restrooms, showers/locker rooms, lunchrooms, wellness rooms, kitchens, and conference rooms, exterior patios, and all exterior entrances. The only areas to be excluded from service include the vehicle parking garage, mechanical rooms, utility rooms, maintenance shop, and equipment and materials storage areas.

II. GENERAL

1. Schedule: All cleaning services shall be performed seven (7) nights per week, Sunday through Saturday between the hours of 6 p.m. and 6 a.m. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days.
2. Pricing: Price quoted shall be for monthly service and shall include all services requested herein.
3. Special Procedures

A. General:

1. No propping open any exterior doors.
2. Review and initial daily log of occupant complaints and/or cleaning related messages.
3. Turn off all lights when leaving, unless otherwise noted.
4. Leave each interior office door as found upon entering: either open or closed, and locked or unlocked.
5. Do not open any doors interior or exterior for anyone (for security reasons).
6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See "Schedule 2 – Tasks and Frequencies by Site"

**Rancho Cucamonga Family Resource Center
9791 Arrow Highway
Rancho Cucamonga, CA 91730**

I. SCOPE

Cleaning services shall be provided for approximately 11,000 sq feet of space. Contractor shall perform the following specified services throughout the premises, including all office space, lobbies, classrooms, entry doors, restrooms, lunchrooms, kitchens, and conference rooms, exterior patios, and all exterior entrances. The only areas to be excluded from service include mechanical rooms, utility rooms, maintenance shop, and equipment and materials storage areas.

II. GENERAL

1. Schedule: All cleaning services shall be performed seven (7) nights per week, Sunday through Saturday between the hours of 10 p.m. and 6 a.m. No regular services are required for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas, unless otherwise requested by the City. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days.
2. Pricing: Price quoted shall be for monthly service and shall include all services requested herein.
3. Special Procedures

A. General:

1. No propping open any exterior doors.
2. Review and initial daily log of occupant complaints and/or cleaning related messages.
3. Turn off all lights when leaving, unless otherwise noted.
4. Leave each interior office door as found upon entering: either open or closed and or locked or unlocked.
5. Do not open any doors interior or exterior for anyone (for security reasons).
6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See "Schedule 2 – Tasks and Frequencies by Site"

**Rancho Cucamonga Family Sports Center
8303 Rochester Ave.
Rancho Cucamonga, CA 91730**

I. SCOPE

Cleaning services shall be provided for approximately 31,000 square feet of space. Contractor shall perform the following specified services throughout the premises, including all office space, lobbies, entry doors, restrooms, , lunchrooms, kitchens, gymnasium, concession stand and conference rooms, exterior patios, and all exterior entrances. The only areas to be excluded from service include outdoor courts, mechanical rooms, utility rooms, and equipment and materials storage areas.

II. GENERAL

1. Schedule: All cleaning services shall be performed seven (7) nights per week, Sunday through Saturday between the hours of 10 p.m. and 6 a.m. No regular services are required for the following holidays: New Years Day, Independence Day, Thanksgiving and Christmas, unless otherwise requested by the City. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days.
2. Pricing: Price quoted shall be for monthly service and shall include all services requested herein.
3. Special Procedures: Interior Gymnasium Wood Floors: DRY DUST MOP ONLY. Do not use ANY cleaning agent or chemical solution.

A. General:

1. No propping open any exterior doors.
2. Review and initial daily log of occupant complaints and/or cleaning related messages.
3. Turn off all lights when leaving, unless otherwise noted.
4. Leave each interior office door as found upon entering: either open or closed, and locked or unlocked.
5. Do not open any doors interior or exterior for anyone (for security reasons).
6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See “Schedule 2 – Tasks and Frequencies by Site”

**Stadium Park Maintenance Facility
8408 Rochester Ave.
Rancho Cucamonga, CA 91730**

I. SCOPE

Cleaning services shall be provided for approximately 1,000 square feet of space. Contractor shall perform the following specified services throughout the premises, including all office space, entry doors, restrooms, lunchrooms, kitchens, and all exterior entrances. The only areas to be excluded from service include the mechanical rooms, utility rooms, and equipment and materials storage areas.

II. GENERAL

1. Schedule: All cleaning services shall be performed seven (7) nights per week, Sunday through Saturday between the hours of 6 p.m. and 6 a.m. on non-game days and 10 p.m. and 6 a.m. on game days. No regular services are required for the following holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving and Christmas, unless otherwise requested by the City. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days.
2. Pricing: Price quoted shall be for monthly service and shall include all services requested herein.
3. Special Procedures

A. General:

1. No propping open any exterior doors.
2. Review and initial daily log of occupant complaints and/or cleaning related messages.
3. Turn off all lights when leaving, unless otherwise noted.
4. Leave each interior office door as found upon entering: either open or closed, and locked or unlocked.
5. Do not open any doors interior or exterior for anyone (for security reasons).
6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See "Schedule 2 – Tasks and Frequencies by Site"

**Victoria Gardens Cultural Center
12505 Cultural Center Dr.
Rancho Cucamonga, CA 91730**

I. SCOPE

Cleaning services shall be provided for approximately 67,000 square feet of space. Contractor shall perform the following specified services throughout the premises, including all office space, lobbies, entry doors, restrooms, lunchrooms, kitchens, banquet rooms, conference rooms, dressing rooms, theater, exterior patios, and all exterior entrances. The only areas to be excluded from service include the mechanical rooms, utility rooms, and equipment and materials storage areas.

II. GENERAL

1. Schedule: All cleaning services shall be performed seven (7) nights per week, Sunday through Saturday between the hours of 11 p.m. and 6 a.m. No regular services are required for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas, unless otherwise requested by the City. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days.
2. Pricing: Price quoted shall be for monthly service and shall include all services requested herein.
3. Special Procedures

A. General:

1. No propping open any exterior doors.
2. Review and initial daily log of occupant complaints and/or cleaning related messages.
3. Turn off all lights when leaving, unless otherwise noted.
4. Leave each interior office door as found upon entering: either open or closed, and locked or unlocked.
5. Do not open any doors interior or exterior for anyone (for security reasons).
6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See "Schedule 2 – Tasks and Frequencies by Site"

**Victoria Gardens Police Substation
7743 Kew Ave.
Rancho Cucamonga, CA 91730**

I. SCOPE

Cleaning services shall be provided for approximately 3,500 square feet of space. Contractor shall perform the following specified services throughout the premises, including all office space, lobbies, entry doors, restrooms, showers/locker rooms, lunchrooms, kitchens, and conference rooms, exterior patios, and all exterior entrances. The only areas to be excluded from service include mechanical rooms, utility rooms, and equipment and materials storage areas.

II. GENERAL

1. Schedule: All cleaning services shall be performed seven (7) nights per week, Sunday through Saturday between the hours of 8 p.m. and 6 a.m. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days.

2. Pricing: Price quoted shall be for monthly service and shall include all services requested herein.

3. Special Procedures

A. General:

1. No propping open any exterior doors.
2. Review and initial daily log of occupant complaints and/or cleaning related messages.
3. Turn off all lights when leaving, unless otherwise noted.
4. Leave each interior office door as found upon entering: either open or closed, and locked or unlocked.
5. Do not open any doors interior or exterior for anyone (for security reasons).
6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See "Schedule 2 – Tasks and Frequencies by Site"

**Public Works Service Center
8794 Lion St.
Rancho Cucamonga, CA 91730**

I. SCOPE

Cleaning services shall be provided for approximately 29,000 square feet of space. Contractor shall perform the following specified services throughout the premises, including all office space, lobbies, training rooms, wellness room, entry doors, restrooms, lunchrooms, kitchens, conference rooms, exterior patios, and all exterior entrances. The only areas to be excluded from service include mechanical rooms, utility rooms, and equipment and materials storage areas.

II. GENERAL

1. Schedule: All cleaning services shall be performed four (4) nights per week, Monday through Thursday between the hours of 6 p.m. and 5 a.m. No regular services are required for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas, unless otherwise requested by the City. The City may modify this cleaning schedule from time to time and will provide contractor with a written advance notice of at least ten days.

2. Special Procedures

A. General:

1. No propping open any exterior doors.
2. Review and initial daily log of occupant complaints and/or cleaning related messages.
3. Turn off all lights when leaving, unless otherwise noted.
4. Leave each interior office door as found upon entering: either open or closed and or locked or unlocked.
5. Do not open any doors interior or exterior for anyone (for security reasons).
6. If applicable, all security alarms must be deactivated during services time and re-activated upon janitorial staff departure.

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See "Schedule 2 – Tasks and Frequencies by Site"

(ADDITIVE/ALTERNATE BID)
Park Restroom Lockup and Cleaning
Various Locations

I. SCOPE

Park Restroom Cleaning: All restroom cleaning services shall be performed on an as-needed basis. All restrooms shall be cleaned thoroughly in accordance with the tasks listed in Schedule 2, and all tasks shall be completed prior to 6 a.m. unless otherwise specifically authorized by the Public Works Services Director. Restroom cleaning may not begin prior to the park lockup time noted in Schedule 2. Unless otherwise directed. The City may modify this cleaning schedule and will provide contractor with a written advance notice of at least ten days.

II. LOCATIONS

- | | |
|---|--|
| 1. Bear Gulch Park, 9094 Arrow Hwy | 16. Milliken Park, 7699 Milliken Ave |
| 2. Church Park, 10190 Church St | 17. Mountain View Park, 11701 Terra Vista Pkwy |
| 3. Coyote Canyon Park, 10987 Terra Vista Pkwy | 18. Old Town Park, 10033 Feron Blvd |
| 4. Day Creek Park, 12350 Banyan St | 19. Olive Grove Park, 13931 Youngs Canyon Rd |
| 5. East Beryl Park, 6524 Beryl St | 20. Ralph M. Lewis Park, 7898 Elm St |
| 6. Ellena Park, 7139 Kenyon Way | 21. Rancho Summit Park, 5958 Soledad Way |
| 7. Etiwanda Creek Park, 5939 East Ave | 22. Red Hill Park, 7484 Vineyard Ave |
| 8. Foothill Trailhead, 8500 Foothill Blvd | 23. Spruce Park, 7730 Spruce Ave |
| 9. Garcia Park, 13150 Garcia Drive | 24. Victoria Arbors Park, 7429 Arbor Lane |
| 10. Golden Oak Park, 9345 Golden Oak Rd | 25. Victoria Groves Park, 6840 Fairmont |
| 11. Heritage Park, 5546 Beryl St | 26. Vintage Park, 11745 Victoria Park Ln |
| 12. Hermosa Park, 6787 Hermosa Ave | 27. West Beryl Park, 6501 Carnelian St |
| 13. Kenyon Park, 11481 Kenyon Way | 28. West Greenway Park, 7756 Meadowcrest Ct |
| 14. Legacy Park, 5858 Santa Ynez Pl | 29. Windrows Park, 6849 Victoria Park Ln |
| 15. Los Amigos Park, 8632 Madrone Avenue | |

III. FREQUENCY OF PERFORMANCE/REQUIRED SERVICES

See “Schedule 2 – Tasks and Frequencies by Site”

Schedule 2

Tasks and Frequencies by Site

Animal Care and Adoption Center
11780 Arrow Route, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms

Task	D	W	BW	M	Q
1 Drinking fountains and water coolers cleaned and sanitized.	■				
2 Clean and sanitize all doors and door hardware.	■				
3 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
4 Carpets shall be vacuumed and spot cleaned.	■				
5 Clean and sanitize all surface areas and counters.	■				
6 Replace all items in exact location found.	■				
7 Clean all walk off mats.	■				
8 Damp mop floors using detergent disinfectant. No film to be left on floor.	■				
9 Remove all scuff and heel marks on composition and tile floors.	■				
10 Clean and sanitize all tabletops.	■				
11 Spot clean all walls. (To Be Completed Monday Night)		■			
12 Clean all directional and office signage.		■			
13 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
14 Clean all partition glass and glass doors. (To Be Completed Monday Night)		■			
15 Remove scuff and heel marks from chair mats.		■			
16 Fingerprints removed from doors, frames and light switches.		■			
17 Sweep and mop exterior decks and wipe down tables and chairs.		■			
18 All carpet edge vacuumed.		■			
19 Wet mop stairwells (stairs and landings.)		■			
20 Wipe down cabinet doors.		■			
21 Clean all floor corners.		■			
22 Clean soil marks from desks, counter tops, walls and partitions.		■			
23 Vacuum all upholstered furniture.		■			
24 Spot clean all glasswork.		■			
25 Dust all high areas (sills, ledges, molding, pictures, etc.)			■		
26 Machine buff all composition and tile floors.			■		
27 Clean all kick plates and base cove.				■	
28 Remove any cobwebs around ceiling area.				■	

Animal Care and Adoption Center
11780 Arrow Route, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms

Task	D	W	BW	M	Q
29 Clean all baseboards remove any dirt and scuff marks.				■	
30 Machine buff and wax all composition and tile floors.				■	
31 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
32 Vacuum/dust all blinds and window seals.				■	
33 Machine scrub staircase and landing.				■	
34 Dust/clean all ceiling vents.					■
35 Clean, strip and wax all composition and tile floors.					■
36 Detail clean all interior glasswork.					■

Animal Care and Adoption Center
11780 Arrow Route, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 2: Kitchen Areas, Break-Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize all sinks.	■				
2 Clean and sanitize all counters and cabinet faces.	■				
3 Empty all trash receptacles and recycle bins, replace liners as needed.	■				
4 Clean all kitchen appliances.	■				
5 Sweep and mop floors.	■				
6 Clean and sanitize all tabletops.	■				
7 Spot clean walls, doors, baseboards and trash receptacles as needed.	■				
8 Vacuum all upholstered furniture.		■			
9 Clean/sanitize all floor matting.		■			
10 Damp wipe all chairs.		■			
11 Machine buff all composition and tile floors.			■		
12 Thoroughly clean all trash receptacles.				■	
13 Machine buff and wax all composition and tile floors.				■	
14 Machine extract all upholstered furniture.				■	
15 Clean all ceiling vents.					■
16 Clean, strip and wax all composition and tile floors.					■

Animal Care and Adoption Center
11780 Arrow Route, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 3: Lobby Area/ Public Areas

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2 Carpets shall be vacuumed and spot cleaned.	■				
3 Replace all items in exact location found.	■				
4 Drinking fountains and water coolers cleaned and sanitized.	■				
5 Clean and sanitize all doors and door hardware.	■				
6 Clean and sanitize all surface areas and counters.	■				
7 Clean all walk off mats.	■				
8 Damp mop floors. No film to be left on floor.	■				
9 Clean and sanitize all tabletops.	■				
10 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, tables, cabinets, blinds, thermostats, bookshelves etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
11 Clean all partition glass and glass doors.		■			
12 Spot clean all walls.		■			
13 Clean all directional and office signage.		■			
14 Clean all kick plates and base cove.		■			
15 Vacuum all upholstered furniture.		■			
16 Machine buff all composition and tile floors.		■			
17 Clean/sanitize all floor matting.		■			
18 Damp wipe all chairs.		■			
19 Dust all high areas (sills, ledges, molding, pictures, etc.)			■		
20 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
21 Vacuum/dust all blinds and window seals.				■	
22 Vacuum all fabric walls.				■	
23 Detail clean main lobby entrance glass doors.				■	
24 Thoroughly clean all trash receptacles.				■	
25 Dust/clean, all ceiling/wall vents.					■
26. Clean, strip and wax all composition and tile floors.					■

**Animal Care and Adoption Center
11780 Arrow Route, Rancho Cucamonga, CA 91730**

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 4: Restrooms

Task	D	W	BW	M	Q
1 Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.	■				
2 Polish all chrome.	■				
3 Empty all trash receptacles and replace liners.	■				
4 Empty all sanitary napkin receptacles.	■				
5 Clean all mirrors.	■				
6 Clean and sanitize walls and tile base.	■				
7 Stock all dispensers.	■				
8 Fully clean all showers.	■				
9 Clean all locker surfaces.	■				
10 Machine scrub all floors to include tile wall base.		■			
11 Scrub tile in all showers.		■			
12 Clean and disinfect all shower curtains and seats.		■			
13 Detail clean all partitions and hinges.		■			
14 Detail clean all lockers.				■	
15 Machine scrub floors and apply a minimum of three coats of finish.				■	
16 Dust all high areas.				■	
17 Dust/clean, all ceiling air vents.					■

Archibald Library
7368 Archibald Ave., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms

Task		D	W	BW	M	Q
1	Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2	Carpets shall be vacuumed and spot cleaned.	■				
3	Replace all items in exact location found.	■				
4	Drinking fountains and water coolers cleaned and sanitized.	■				
5	Clean and sanitize all doors and door hardware.	■				
6	Clean and sanitize all surface areas and counters.	■				
7	Clean all walk off mats.	■				
8	Damp mop floors using detergent disinfectant. No film to be left on floor.	■				
9	Remove all scuff and heel marks on composition and tile floors.	■				
10	Clean and sanitize all tabletops.	■				
11	Dust all horizontal surfaces that can be reached without a ladder with a Treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
12	Clean all partition glass and glass doors.		■			
13	Spot clean all walls.		■			
14	Clean all directional and office signage.		■			
15	Remove scuff and heel marks from chair mats.		■			
16	Fingerprints removed from doors, frames and light switches.		■			
17	All carpet edge vacuumed.		■			
18	Wet mop stairwells (stairs and landings.)		■			
19	Wipe down cabinet doors.		■			
20	Clean all floor corners.		■			
21	Clean soil marks from desks, counter tops, walls and partitions.		■			
22	Vacuum all upholstered furniture.		■			
23	Machine buff all composition and tile floors.		■			
24	Spot clean all glasswork.		■			
25	Dust all high areas (sills, ledges, molding, pictures, etc.)			■		
26	Clean all kick plates and base cove.				■	
27	Remove any cobwebs around ceiling area..				■	
28	Clean all baseboards remove any dirt and scuff marks.				■	
29	Machine buff and wax all composition and tile floors.				■	

Archibald Library
7368 Archibald Ave., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms

Task	D	W	BW	M	Q
30 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
31 Vacuum/dust all blinds and window seals.				■	
32 Machine scrub staircase and landing.				■	
33 Dust/clean all ceiling vents.					■
34 Clean, strip and wax all composition and tile floors.					■
35 Detail clean all interior glasswork.					■

Archibald Library
7368 Archibald Ave., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 2: Kitchen Areas, Break-Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize all sinks.	■				
2 Clean and sanitize all counters and cabinet faces.	■				
3 Empty all trash receptacles and recycle bins, replace liners as needed.	■				
4 Clean all kitchen appliances.	■				
5 Sweep and mop floors.	■				
6 Clean and sanitize all tabletops.	■				
7 Spot clean walls, doors, baseboards and trash receptacles as needed.	■				
8 Vacuum all upholstered furniture.		■			
9 Clean/sanitize all floor matting.		■			
10 Damp wipe all chairs.		■			
11 Machine buff all composition and tile floors.			■		
12 Thoroughly clean all trash receptacles.				■	
13 Machine buff and wax all composition and tile floors.				■	
14 Machine extract all upholstered furniture.				■	
15 Clean all ceiling vents.					■
16 Clean, strip and wax all composition and tile floors.					■

Archibald Library
7368 Archibald Ave., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 3: Lobby Area/ Public Areas

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2 Carpets shall be vacuumed and spot cleaned.	■				
3 Replace all items in exact location found.	■				
4 Drinking fountains and water coolers cleaned and sanitized.	■				
5 Clean and sanitize all doors and door hardware.	■				
6 Clean and sanitize all surface areas and counters.	■				
7 Clean all walk off mats.	■				
8 Damp mop floors . No film to be left on floor.	■				
9 Clean and sanitize all tabletops.	■				
10 Vacuum elevator carpet.	■				
11 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, tables, cabinets, blinds, thermostats, book shelves etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
12 Clean all partition glass and glass doors.		■			
13 Spot clean all walls.		■			
14 Clean all directional and office signage.		■			
15 Vacuum all upholstered furniture.		■			
16 Clean/sanitize all floor matting.		■			
17 Damp wipe all chairs.		■			
18 Dust all bookshelves.		■			
19 Clean exterior benches		■			
20 Machine buff all composition and tile floors.			■		
21 Clean all kick plates and base cove.				■	
22 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
23 Vacuum/dust all blinds and window seals.				■	
24 Machine scrub Public stairs.				■	
25 Vacuum all fabric walls.				■	
26 Detail clean main lobby entrance glass doors.				■	
27 Thoroughly clean all trash receptacles.				■	
28 Dust/clean, all ceiling/wall vents.					■
29. Clean, strip and wax all composition and tile floors.					■

Archibald Library
7368 Archibald Ave., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 4: Restrooms

Task	D	W	BW	M	Q
1 Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.	■				
2 Polish all chrome.	■				
3 Empty all trash receptacles and replace liners.	■				
4 Empty all sanitary napkin receptacles.	■				
5 Clean all mirrors.	■				
6 Clean and sanitize walls and tile base.	■				
7 Stock all dispensers and air freshener.	■				
8 Machine scrub all floors to include tile wall base.		■			
9 Detail clean all partitions and hinges.		■			
10 Machine scrub floors and apply a minimum of three coats of finish.				■	
11 Dust all high areas.				■	
12 Dust/clean, all ceiling air vents.					■

Central Park Community Center
11200 Base Line Road, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms, Banquet Halls and Classrooms

Task		D	W	BW	M	Q
1	Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2	Carpets shall be vacuumed and spot cleaned.	■				
3	Replace all items in exact location found.	■				
4	Drinking fountains and water coolers cleaned and sanitized.	■				
5	Clean and sanitize all doors and door hardware.	■				
6	Clean and sanitize all surface areas and counters.	■				
7	Clean all walk off mats.	■				
8	Damp mop floors using detergent disinfectant. No film to be left on floor.	■				
9	Remove all scuff and heel marks on composition and tile floors.	■				
10	Clean and sanitize all tabletops.	■				
11	Machine buff all vct/ marmoleum flooring.		■			
12	Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
13	Clean all partition glass and glass doors.		■			
14	Spot clean all walls.		■			
15	Clean all directional and office signage.		■			
16	Remove scuff and heel marks from chair mats.		■			
17	Fingerprints removed from doors, frames and light switches.		■			
18	Sweep and mop exterior decks and wipe down tables and chairs.		■			
19	All carpet edge vacuumed.		■			
20	Wipe down cabinet doors.		■			
21	Clean all floor corners.		■			
22	Clean soil marks from desks, counter tops, walls and partitions.		■			
23	Vacuum all upholstered furniture.		■			
24	Machine buff all composition and tile floors.		■			
25	Spot clean all glasswork.		■			
26	Extraction clean all carpets and walk off mats; no spin bonnet machines allowed.		■			
27	Dust all high areas (sills, ledges, molding, pictures, etc.)			■		
28	Clean all kick plates and base cove.				■	

Central Park Community Center
11200 Base Line Road, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms, Banquet Halls and Classrooms

Task	D	W	BW	M	Q
29 Remove any cobwebs around ceiling area.				■	
30 Clean all baseboards remove any dirt and scuff marks.				■	
31 Machine buff and wax banquet halls.				■	
32 Machine buff and wax all composition and tile floors.				■	
33 Vacuum/dust all blinds and window seals.				■	
34 Dust/clean all ceiling vents.					■
35. Clean, strip and wax all composition and tile floors.					■

Central Park Community Center
11200 Base Line Road, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 2: Kitchen Areas, Break-Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize all sinks.	■				
2 Clean and sanitize all counters and cabinet faces.	■				
3 Empty all trash receptacles and recycle bins, replace liners as needed.	■				
4 Clean all kitchen appliances	■				
5 Sweep and mop floors.	■				
6 Clean and sanitize all tabletops.	■				
7 Spot clean walls, doors, baseboards and trash receptacles as needed.	■				
8 Vacuum all upholstered furniture.		■			
9 Machine buff all composition and tile floors.		■			
10 Clean/sanitize all floor matting.		■			
11 Damp wipe all chairs.		■			
12 Thoroughly clean all trash receptacles.				■	
13 Machine buff and wax all composition and tile floors.				■	
14 Clean all ceiling vents.					■
15. Clean, strip and wax all composition and tile floors.					■

Central Park Community Center
11200 Base Line Road, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 3: Restrooms

Task	D	W	BW	M	Q
1 Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.	■				
2 Polish all chrome.	■				
3 Empty all trash receptacles and replace liners.	■				
4 Empty all sanitary napkin receptacles.	■				
5 Clean all mirrors.	■				
6 Clean and sanitize walls and tile base.	■				
7 Stock all dispensers and air freshener.	■				
8 Machine scrub all floors to include tile wall base.		■			
9 Detail clean all partitions and hinges.		■			
10 Detail clean all lockers.				■	
11 Machine scrub floors.				■	
12 Dust all high areas.				■	
13 Dust/clean, all ceiling air vents.					■

City Hall
10500 Civic Center Drive, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2 Carpets shall be vacuumed and spot cleaned.	■				
3 Vacuum elevator interiors.	■				
4 Replace all items in exact location found.	■				
5 Drinking fountains and water coolers cleaned and sanitized.	■				
6 Clean and sanitize all doors and door hardware.	■				
7 Clean and sanitize all surface areas and counters.	■				
8 Clean all walk off mats.	■				
9 Damp mop floors using detergent disinfectant. No film to be left on floor.	■				
10 Remove all scuff and heel marks on composition and tile floors.	■				
11 Clean and sanitize all tabletops.	■				
12 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
13 Clean all partition glass and glass doors.		■			
14 Spot clean all walls.		■			
15 Clean all directional and office signage.		■			
16 Clean all glass on cubicles.		■			
17 Remove scuff and heel marks from chair mats.		■			
18 Fingerprints removed from doors, frames and light switches.		■			
19 Sweep and mop exterior decks and wipe down tables and chairs.		■			
20 All carpet edge vacuumed.		■			
21 Wet mop stairwells (stairs and landings.)		■			
22 Wipe down cabinet doors.		■			
23 Clean all floor corners.		■			
24 Clean soil marks from desks, counter tops, walls and partitions.		■			
25 Vacuum all upholstered furniture.		■			
26 Machine buff all composition and tile floors.		■			
27 Spot clean all glasswork.		■			
28 Dust all high areas (sills, ledges, molding, pictures, etc.)			■		
29 Clean all kick plates and base cove.				■	

City Hall**10500 Civic Center Drive, Rancho Cucamonga, CA 91730****(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)****Area 1: Offices, Work Areas, Conference Rooms**

Task	D	W	BW	M	Q
30 Remove any cobwebs around ceiling area.				■	
31 Clean all baseboards remove any dirt and scuff marks.				■	
32 Clean all fingerprints from interior and exterior of elevators.				■	
				■	
33 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
34 Vacuum/dust all blinds and window seals.				■	
35 Dust/clean all ceiling vents.					■
36 Clean, strip and wax all composition and tile floors.					■
37 Detail clean all glasswork.					■
38 Detail clean interior and exterior of elevators.					■

City Hall
10500 Civic Center Drive, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Kitchen Areas, Break-Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize all sinks.	■				
2 Clean and sanitize all counters and cabinet faces.	■				
3 Empty all trash receptacles and recycle bins, replace liners as needed.	■				
4 Clean all kitchen appliances	■				
5 Sweep and mop floors.	■				
6 Clean and sanitize all tabletops.	■				
7 Spot clean walls, doors, baseboards and trash receptacles as needed.	■				
8 Vacuum all upholstered furniture.		■			
9 Machine buff all composition and tile floors.		■			
10 Clean/sanitize all floor matting.		■			
11 Damp wipe all chairs.		■			
12 Thoroughly clean all trash receptacles.				■	
.				■	
13 Machine extract all upholstered furniture.				■	
14 Clean all ceiling vents.					■
15 Clean, strip and wax all composition and tile floors.					■

City Hall
10500 Civic Center Drive, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 3: Lobby Area and Rotunda

	Task	D	W	BW	M	Q
1	Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2	Carpets shall be vacuumed and spot cleaned to include main staircase, main entrance, and Rotunda area.	■				
3	Replace all items in exact location found.	■				
4	Drinking fountains and water coolers cleaned and sanitized.	■				
5	Clean and sanitize all doors and door hardware.	■				
6	Clean and sanitize all surface areas and counters.	■				
7	Clean all walk off mats.	■				
8	Damp mop floors. No film to be left on floor.	■				
9	Clean and sanitize all tabletops.	■				
10	Vacuum elevator carpet.	■				
11	Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
12	Clean all partition glass and glass doors.		■			
13	Spot clean all walls.		■			
14	Clean all directional and office signage.		■			
15	Clean all kick plates and base cove.		■			
16	Machine buff all composition and tile floors.		■			
17	Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
18	Vacuum/dust all blinds and window seals.				■	
19	Clean and polish all wood casework.				■	
20	Vacuum all fabric walls.				■	
21	Detail clean main lobby entrance glass doors.				■	
22	Thoroughly clean all trash receptacles.				■	
23	Dust/clean, all ceiling/wall vents.					■
24	Clean, strip and wax all composition and tile floors.					■

City Hall
10500 Civic Center Drive, Rancho Cucamonga, CA 91730

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Area 4: Restrooms

Task	D	W	BW	M	Q
1 Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.	■				
2 Polish all chrome.	■				
3 Empty all trash receptacles and replace liners.	■				
4 Empty all sanitary napkin receptacles.	■				
5 Clean all mirrors.	■				
6 Clean and sanitize walls and tile base.	■				
7 Stock all dispensers and air freshener.	■				
8 Fully clean all showers.	■				
9 Clean all locker surfaces.	■				
10 Machine scrub all floors to include tile wall base.		■			
11 Scrub tile in all showers.		■			
12 Clean and disinfect all shower curtains and seats.		■			
13 Detail clean all partitions and hinges.		■			
14 Detail clean all lockers.				■	
15 Machine scrub floors and apply a minimum of three coats of finish.				■	
16 Dust all high areas.				■	
17 Dust/clean, all ceiling air vents.					■

City Hall**10500 Civic Center Drive, Rancho Cucamonga, CA 91730****(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)****Area 5: Wellness Room**

Task	D	W	BW	M	Q
1 Wipe down and disinfect all equipment.	■				
2 Vacuum all carpets and mats.	■				
3 Spot clean all mirrors.	■				
4 Stock all paper towel dispensers.	■				
5 Check and stock all air freshener dispensers as needed.	■				
6 Clean all door handles and drinking fountains.	■				
7 Scrub and disinfect all equipment.		■			
8 Disinfect all benches, seats, and handles.		■			
9 Extract all carpets.		■			
10 Clean and disinfect all mats.		■			
11 Detail clean all mirrors.		■			
12 Spot clean all walls.		■			
13 Clean all ceiling vents.					■

City Hall**10500 Civic Center Drive, Rancho Cucamonga, CA 91730****(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)****Area 6: Council Chambers**

Task	D	W	BW	M	Q
1 Vacuum all carpeted areas.	■				
2 Empty all trash receptacles.	■				
3 Spot clean all glasswork.	■				
4 Clean and disinfect all counters.	■				
5 Spot clean carpet as needed.	■				
6 Polish all wood casework.		■			
7 Detail clean all glasswork.		■			
8 Wipe down and disinfect all chairs.		■			
9 Disinfect all trash receptacles.		■			
10 Extract all carpet and walk off mats.				■	
11 Clean all vents.				■	
12 Dust all high areas (sills, ledges, molding, pictures, plaques, etc).				■	
13 Vacuum all wall panels.				■	

City Hall**10500 Civic Center Drive, Rancho Cucamonga, CA 91730****(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)****Area 7: Exterior Entrances and Patios**

Task	D	W	BW	M	Q
1 Empty trash receptacles and replace liners.	■				
2 Vacuum clean exterior mats.	■				
3 Trash patrol entrance areas and patios.	■				
4 Spot clean glass doors.	■				
5 Clean all table and bench surfaces.	■				
6 Clean trash receptacles interior/exterior.		■			
7 Extract/hose off interior/exterior mats.		■			
8 Detail clean glass doors.		■			

Fleet Services (Formerly Corporate Yard)
9153 9th Street, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms and Training Rooms

Task		D	W	BW	M	Q
1	Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2	Carpets shall be vacuumed and spot cleaned.	■				
3	Replace all items in exact location found.	■				
4	Drinking fountains and water coolers cleaned and sanitized.	■				
5	Clean and sanitize all doors and door hardware.	■				
6	Clean and sanitize all surface areas and counters.	■				
7	Clean all walk off mats.	■				
8	Damp mop floors using detergent disinfectant. No film to be left on floor.	■				
9	Remove all scuff and heel marks on composition and tile floors.	■				
10	Clean and sanitize all tabletops.	■				
11	Spot clean all mirrors.	■				
12	Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
13	Clean all partition glass and glass doors.		■			
14	Spot clean all walls.		■			
15	Clean all directional and office signage.		■			
16	Clean all kick plates and base cove.		■			
17	Dust all high areas (sills, ledges, molding, pictures, etc.)		■			
18	Remove scuff and heel marks from chair mats.		■			
19	Fingerprints removed from doors, frames and light switches.		■			
20	Sweep and mop exterior decks and wipe down tables and chairs.		■			
21	All carpet edge vacuumed.		■			
22	Wet mop stairwells (stairs and landings.)		■			
23	Wipe down cabinet doors.		■			
24	Remove any cobwebs around ceiling area.		■			
25	Clean all baseboards remove any dirt and scuff marks.		■			
26	Clean all floor corners.		■			
27	Clean soil marks from desks, counter tops, walls and partitions.		■			
28	Machine buff all composition and tile floors.		■			
29	Spot clean all glasswork.		■			

Fleet Services (Formerly Corporate Yard)
9153 9th Street, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms and Training Rooms

Task	D	W	BW	M	Q
30 Vacuum all upholstered furniture.				■	
31 Machine buff and wax all composition and tile floors.				■	
32 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
33 Vacuum/dust all blinds and window seals.				■	
34 Dust/clean all ceiling vents.				■	
35 Clean, strip and wax all composition and tile floors.					■
36 Detail clean all glasswork.					■

Fleet Services (Formerly Corporate Yard)
9153 9th Street, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 2: Restrooms and Locker Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.	■				
2 Polish all chrome.	■				
3 Empty all trash receptacles and replace liners.	■				
4 Empty all sanitary napkin receptacles.	■				
5 Clean all mirrors.	■				
6 Clean and sanitize walls and tile base.	■				
7 Stock all dispensers and air freshener.	■				
8 Fully clean all showers.	■				
9 Clean all locker surfaces.	■				
10 Vacuum all carpet areas.	■				
11 Spot clean carpet stains.	■				
12 Machine scrub all floors to include tile wall base.		■			
13 Scrub tile in all showers.		■			
14 Clean and disinfect all shower curtains and seats.		■			
15 Detail clean all partitions and hinges.		■			
16 Dust/clean, all ceiling air vents.				■	
17 Detail clean all lockers.				■	
18 Machine scrub floors and apply a minimum of three coats of finish.				■	
19 Dust all high areas.				■	
20 Machine extract all carpet areas.				■	

Fleet Services (Formerly Corporate Yard)
9153 9th Street, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 3: Exterior Entrances and Patios

Task	D	W	BW	M	Q
1 Empty trash receptacles and replace liners.	■				
2 Vacuum clean exterior mats.	■				
3 Trash patrol entrance areas and patios.	■				
4 Spot clean glass doors.	■				
5 Clean all table and bench surfaces.	■				
6 Clean trash receptacles interior/exterior.		■			
7 Extract/hose off interior/exterior mats.		■			
8 Detail clean all glass doors.		■			

Fleet Services (Formerly Corporate Yard)
9153 9th Street, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 4: Kitchen Areas and Break Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize all sinks.	■				
2 Clean and sanitize all counters and cabinet faces.	■				
3 Empty all trash receptacles and recycle bins, replace liners as needed.	■				
4 Clean all kitchen appliances.	■				
5 Sweep and mop floors.	■				
6 Clean and sanitize all tabletops.	■				
7 Spot clean walls, doors, baseboards and trash receptacles as needed.	■				
8 Vacuum all upholstered furniture.		■			
9 Machine buff all composition and tile floors.		■			
10 Clean/sanitize all floor matting.		■			
11 Damp wipe all chairs.		■			
12 Clean all ceiling vents.				■	
13 Thoroughly clean all trash receptacles.				■	
14 Machine buff and wax all composition and tile floors.				■	
15 Machine extract all upholstered furniture.				■	

Epicenter
8408 Rochester Ave. Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Office, Hall, Lobby

Task		D	W	BW	M	Q
1	Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2	Carpets shall be vacuumed and spot cleaned.	■				
3	Replace all items in exact location found.	■				
4	Drinking fountains and water coolers cleaned and sanitized.	■				
5	Clean and sanitize all doors and door hardware.	■				
6	Clean and sanitize all surface areas and counters.	■				
7	Clean all walk off mats.	■				
8	Damp mop floors using detergent disinfectant. No film to be left on floor.	■				
9	Remove all scuff and heel marks on composition and tile floors.	■				
10	Clean and sanitize all tabletops.	■				
11	Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
12	Clean all partition glass and glass doors.		■			
13	Spot clean all walls.		■			
14	Clean all directional and office signage.		■			
15	Clean all kick plates and base cove.		■			
16	Machine buff all vct/ marmoleum flooring.		■			
17	Dust all high areas (sills, ledges, molding, pictures, etc.)		■			
18	Remove scuff and heel marks from chair mats.		■			
19	Fingerprints removed from doors, frames and light switches.		■			
20	Sweep and mop exterior decks and wipe down tables and chairs.		■			
21	All carpet edge vacuumed.		■			
22	Wipe down cabinet doors.		■			
23	Remove any cobwebs around ceiling area.		■			
24	Clean all baseboards remove any dirt and scuff marks.		■			
25	Clean all floor corners.		■			
26	Clean soil marks from desks, counter tops, walls and partitions.		■			
27	Vacuum all upholstered furniture.		■			
28	Machine buff all composition and tile floors.		■			
29	Spot clean all glasswork.		■			

Epicenter
8408 Rochester Ave. Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Office, Hall, Lobby

Task	D	W	BW	M	Q
30 Extraction clean all carpets and walk off mats; no spin bonnet machines allowed.		■			
31 Machine buff and wax all composition and tile floors.				■	
32 Vacuum/dust all blinds and window seals.				■	
33 Dust/clean all ceiling vents.				■	
34. Clean, strip and wax all composition and tile floors.					■

Epicenter**8408 Rochester Ave. Rancho Cucamonga, CA 91730****(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)****Area 2: Third Floor Restrooms**

	Task	D	W	BW	M	Q
1	Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.	■				
2	Polish all chrome.	■				
3	Empty all trash receptacles and replace liners.	■				
4	Empty all sanitary napkin receptacles.	■				
5	Clean all mirrors.	■				
6	Clean and sanitize walls and tile base.	■				
7	Stock all dispensers and air freshener.	■				
8	Machine scrub all floors to include tile wall base.		■			
9	Detail clean all partitions and hinges.		■			
10	Dust/clean, all ceiling air vents.				■	
11	Machine scrub floors.				■	
12	Dust all high areas.				■	

Epicenter
8408 Rochester Ave. Rancho Cucamonga, CA 91730

Special Services following Games or Other Events

	Per Game or Event	Per Weekend Game or Event
Cafés		
Pick up and dispose of all trash in Café spectator areas.	■	
Grandstand		
Pick up and dispose of all trash in Grandstand spectator areas.	■	
Office (170 sq. ft.), Hall (880 sq. ft.), Lobby (220 sq. ft.)		
Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.		■
Carpets shall be vacuumed and spot cleaned.		■
Replace all items in exact location found.		■
Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■
Clean all partition glass and glass doors.		■
Spot clean all walls.		■
Clean all directional and office signage.		■
Drinking fountains and water coolers cleaned and sanitized.		■
Clean and sanitize all doors and door hardware.		■
Clean and sanitize all surface areas and counters.		■
Clean all walk off mats.		■
Clean all kick plates and base cove.		■
Damp mop floors using detergent disinfectant. No film to be left on floor.		■
Remove all scuff and heel marks on composition and tile floors.		■
Clean and sanitize all tabletops.		■
Machine buff all vct/ marmoleum flooring.		■

Epicenter
8408 Rochester Ave. Rancho Cucamonga, CA 91730

Special Services following Games or Other Events

	Per Game or Event	Per Weekend Game or Event
Third Floor and Concourse Restrooms		
Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.	■	
Polish all chrome.	■	
Empty all trash receptacles and replace liners.	■	
Empty all sanitary napkin receptacles.	■	
Clean all mirrors.	■	
Clean and sanitize walls and tile base.	■	
Stock all dispensers and air freshener.	■	
Skyboxes (1,800 sq.ft.)	■	
Wastebaskets, recycling containers and other trash receptacles shall be emptied.	■	
Carpets shall be vacuumed and spot cleaned.	■	
Replace all items in exact location found.	■	
Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as counters, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Chairs and waste receptacles are to be replaced in original positions.	■	
Clean all partition glass and glass doors.	■	
Clean all interior glass.	■	
Spot clean all walls.	■	
Clean all directional and office signage.	■	
Drinking fountains and water coolers cleaned and sanitized.	■	
Clean and sanitize all doors and door hardware.	■	
Clean and sanitize all surface areas and counters.	■	
Clean all walk off mats.	■	
Clean all kick plates and base cove.	■	
Remove all scuff and heel marks on composition and tile floors.	■	
Clean and sanitize all tabletops.	■	
Fingerprints removed from doors, frames and light switches.	■	
Wipe down cabinet doors.	■	
Remove any cobwebs around ceiling area.	■	

Lions Center East
9191 Baseline Road, Rancho Cucamonga, CA 91730

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Area 1: Offices, Work Areas, Conference Rooms and Classrooms

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.		■			
2 Carpets shall be vacuumed and spot cleaned.		■			
3 Replace all items in exact location found.		■			
4 Drinking fountains and water coolers cleaned and sanitized.		■			
5 Clean and sanitize all doors and door hardware.		■			
6 Clean and sanitize all surface areas and counters.		■			
7 Clean all walk off mats.		■			
8 Damp mop floors using detergent disinfectant. No film to be left on floor.		■			
9 Remove all scuff and heel marks on composition and tile floors.		■			
10 Clean and sanitize all tabletops.		■			
11 Spot clean all mirrors.		■			
12 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
13 Clean all partition glass and glass doors.		■			
14 Spot clean all walls.		■			
15 Clean all directional and office signage.		■			
16 Clean all kick plates and base cove.		■			
17 Dust all high areas (sills, ledges, molding, pictures, etc.)		■			
18 Remove scuff and heel marks from chair mats.		■			
19 Fingerprints removed from doors, frames and light switches.		■			
20 Sweep and mop exterior decks and wipe down tables and chairs.		■			
21 All carpet edge vacuumed.		■			
22 Wet mop stairwells (stairs and landings.)		■			
23 Wipe down cabinet doors.		■			
24 Remove any cobwebs around ceiling area.		■			
25 Clean all baseboards remove any dirt and scuff marks.		■			
26 Clean all floor corners.		■			
27 Clean soil marks from desks, counter tops, walls and partitions.		■			
28 Vacuum all upholstered furniture.		■			
29 Machine buff all composition and tile floors.		■			

Lions Center East
9191 Baseline Road, Rancho Cucamonga, CA 91730

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Area 1: Offices, Work Areas, Conference Rooms and Classrooms

Task	D	W	BW	M	Q
30 Spot clean all glasswork.		■			
31 Machine buff and wax all composition and tile floors.				■	
32 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
33 Vacuum/dust all blinds and window seals.				■	
34 Dust/clean all ceiling vents.				■	
35 Clean, strip and wax all composition and tile floors.					■
36 Detail clean all glasswork.					■

Lions Center East
9191 Baseline Road, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 2: Kitchen Areas, Break-Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize all sinks.		■			
2 Clean and sanitize all counters and cabinet faces.		■			
3 Empty all trash receptacles and recycle bins, replace liners as needed.		■			
4 Clean all kitchen appliances.		■			
5 Sweep and mop floors.		■			
6 Clean and sanitize all tabletops.		■			
7 Spot clean walls, doors, baseboards and trash receptacles as needed.		■			
8 Vacuum all upholstered furniture.		■			
9 Machine buff all composition and tile floors.		■			
10 Clean all ceiling vents.		■			
11 Clean/sanitize all floor matting.		■			
12 Damp wipe all chairs.		■			
13 Thoroughly clean all trash receptacles.				■	
14 Machine buff and wax all composition and tile floors.				■	
15 Machine extract all upholstered furniture.				■	
16 Clean, strip and wax all composition and tile floors.					■

Lions Center East
9191 Baseline Road, Rancho Cucamonga, CA 91730

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Area 3: Lobby Area and Hallways

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.		■			
2 Carpets shall be vacuumed and spot cleaned.		■			
3 Replace all items in exact location found.		■			
4 Drinking fountains and water coolers cleaned and sanitized.		■			
5 Clean and sanitize all doors and door hardware.		■			
6 Clean and sanitize all surface areas and counters.		■			
7 Clean all walk off mats.		■			
8 Damp mop floors, No film to be left on floor.		■			
9 Clean and sanitize all tabletops.		■			
10 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
11 Clean all partition glass and glass doors.		■			
12 Spot clean all walls.		■			
13 Clean all directional and office signage.		■			
14 Clean all kick plates and base cove.		■			
15 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
16 Vacuum/dust all blinds and window seals.				■	
17 Dust/clean, all ceiling/wall vents.				■	
18 Clean and polish all wood casework.				■	
19 Detail clean main lobby entrance glass doors.				■	
20 Thoroughly clean all trash receptacles.				■	
21 Machine buff and wax all composition and tile floors.				■	
22 Clean, strip and wax all composition and tile floors.					■
23 Machine extract all upholstered furniture.					■

Lions Center East
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Area 4: Restrooms

Task	D	W	BW	M	Q
1 Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.		■			
2 Polish all chrome.		■			
3 Empty all trash receptacles and replace liners.		■			
4 Empty all sanitary napkin receptacles.		■			
5 Clean all mirrors.		■			
6 Clean and sanitize walls and tile base.		■			
7 Stock all dispensers and air freshener.		■			
8 Fully clean all showers.		■			
9 Clean all locker surfaces.		■			
10 Vacuum all carpet areas.		■			
11 Spot clean carpet stains.		■			
12 Machine scrub all floors to include tile wall base.		■			
13 Scrub tile in all showers.		■			
14 Clean and disinfect all shower curtains and seats.		■			
15 Detail clean all partitions and hinges.		■			
16 Dust/clean, all ceiling air vents.				■	
17 Detail clean all lockers.				■	
18 Machine scrub floors and apply a minimum of three coats of finish.				■	
19 Dust all high areas.				■	
20 Machine extract all carpet areas.				■	

Lions Center East
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Area 5: Exterior Entrances and Patios

Task	D	W	BW	M	Q
1 Empty trash receptacles and replace liners.		■			
2 Vacuum clean exterior mats.		■			
3 Trash patrol entrance areas and patios.		■			
4 Spot clean glass doors.		■			
5 Clean all table and bench surfaces.		■			
6 Clean trash receptacles interior/exterior.		■			
7 Extract/hose off interior/exterior mats.		■			
8 Detail clean all glass doors.		■			

Lions Center West
9161 Baseline Road, Rancho Cucamonga, CA 91730

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Area 1: Offices, Work Areas, Conference Rooms and Classrooms

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.		■			
2 Carpets shall be vacuumed and spot cleaned.		■			
3 Replace all items in exact location found.		■			
4 Drinking fountains and water coolers cleaned and sanitized.		■			
5 Clean and sanitize all doors and door hardware.		■			
6 Clean and sanitize all surface areas and counters.		■			
7 Clean all walk off mats.		■			
8 Damp mop floors using detergent disinfectant. No film to be left on floor.		■			
9 Remove all scuff and heel marks on composition and tile floors.		■			
10 Clean and sanitize all tabletops.		■			
11 Spot clean all mirrors.		■			
12 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
13 Clean all partition glass and glass doors.		■			
14 Spot clean all walls.		■			
15 Clean all directional and office signage.		■			
16 Clean all kick plates and base cove.		■			
17 Dust all high areas (sills, ledges, molding, pictures, etc.)		■			
18 Remove scuff and heel marks from chair mats.		■			
19 Fingerprints removed from doors, frames and light switches.		■			
20 Sweep and mop exterior decks and wipe down tables and chairs.		■			
21 All carpet edge vacuumed.		■			
22 Wet mop stairwells (stairs and landings.)		■			
23 Wipe down cabinet doors.		■			
24 Remove any cobwebs around ceiling area.		■			
25 Clean all baseboards remove any dirt and scuff marks.		■			
26 Clean all floor corners.		■			
27 Clean soil marks from desks, counter tops, walls and partitions.		■			
28 Vacuum all upholstered furniture.		■			
29 Machine buff all composition and tile floors.		■			

Lions Center West
9161 Baseline Road, Rancho Cucamonga, CA 91730

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Area 1: Offices, Work Areas, Conference Rooms and Classrooms

Task	D	W	BW	M	Q
30 Spot clean all glasswork.		■			
31 Machine buff and wax all composition and tile floors.				■	
32 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
33 Vacuum/dust all blinds and window seals.				■	
34 Dust/clean all ceiling vents.				■	
35 Clean, strip and wax all composition and tile floors.					■
36 Detail clean all glasswork.					■

Lions Center West
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Area 2: Kitchen Areas, Break-Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize all sinks.		■			
2 Clean and sanitize all counters and cabinet faces.		■			
3 Empty all trash receptacles and recycle bins, replace liners as needed.		■			
4 Clean all kitchen appliances.		■			
5 Sweep and mop floors.		■			
6 Clean and sanitize all tabletops.		■			
7 Spot clean walls, doors, baseboards and trash receptacles as needed.		■			
8 Vacuum all upholstered furniture.		■			
9 Machine buff all composition and tile floors.		■			
10 Clean/sanitize all floor matting.		■			
11 Damp wipe all chairs.		■			
12 Clean all ceiling vents.				■	
13 Thoroughly clean all trash receptacles.				■	
14 Machine buff and wax all composition and tile floors.				■	
15 Machine extract all upholstered furniture.				■	
16 Clean, strip and wax all composition and tile floors.					■

Lions Center West
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Area 3: Lobby Area and Hallways

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.		■			
2 Carpets shall be vacuumed and spot cleaned.		■			
3 Replace all items in exact location found.		■			
4 Drinking fountains and water coolers cleaned and sanitized.		■			
5 Clean and sanitize all doors and door hardware.		■			
6 Clean and sanitize all surface areas and counters.		■			
7 Clean all walk off mats.		■			
8 Damp mop floors, No film to be left on floor.		■			
9 Clean and sanitize all tabletops.		■			
10 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
11 Clean all partition glass and glass doors.		■			
12 Spot clean all walls.		■			
13 Clean all directional and office signage.		■			
14 Clean all kick plates and base cove.		■			
15 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
16 Vacuum/dust all blinds and window seals.				■	
17 Dust/clean, all ceiling/wall vents.				■	
18 Clean and polish all wood casework.				■	
19 Detail clean main lobby entrance glass doors.				■	
20 Thoroughly clean all trash receptacles.				■	
21 Machine buff and wax all composition and tile floors.				■	
22 Clean, strip and wax all composition and tile floors.					■
23 Machine extract all upholstered furniture.					■

Lions Center West
9161 Baseline Road, Rancho Cucamonga, CA 91730

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Area 4: Restrooms

Task	D	W	BW	M	Q
1 Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.		■			
2 Polish all chrome.		■			
3 Empty all trash receptacles and replace liners.		■			
4 Empty all sanitary napkin receptacles.		■			
5 Clean all mirrors.		■			
6 Clean and sanitize walls and tile base.		■			
7 Stock all dispensers and air freshener.		■			
8 Fully clean all showers.		■			
9 Clean all locker surfaces.		■			
10 Vacuum all carpet areas.		■			
11 Spot clean carpet stains.		■			
12 Machine scrub all floors to include tile wall base.		■			
13 Scrub tile in all showers.		■			
14 Clean and disinfect all shower curtains and seats.		■			
15 Detail clean all partitions and hinges.		■			
16 Dust/clean, all ceiling air vents.		■			
17 Detail clean all lockers.		■			
18 Machine scrub floors and apply a minimum of three coats of finish.		■			
19 Dust all high areas.		■			
20 Machine extract all carpet areas.		■			

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Area 5: Exterior Entrances and Patios

Task	D	W	BW	M	Q
1 Empty trash receptacles and replace liners.		■			
2 Vacuum clean exterior mats.		■			
3 Trash patrol entrance areas and patios.		■			
4 Spot clean glass doors.		■			
5 Clean all table and bench surfaces.		■			
6 Clean trash receptacles interior/exterior.		■			
7 Extract/hose off interior/exterior mats.		■			
8 Detail clean all glass doors.		■			

Paul A Biane Library
12505 Cultural Center Dr., Rancho Cucamonga, CA 91739

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2 Carpets shall be vacuumed and spot cleaned.	■				
3 Replace all items in exact location found.	■				
4 Drinking fountains and water coolers cleaned and sanitized.	■				
5 Clean and sanitize all doors and door hardware.	■				
6 Clean and sanitize all surface areas and counters.	■				
7 Clean all walk off mats.	■				
8 Damp mop floors using detergent disinfectant. No film to be left on floor.	■				
9 Remove all scuff and heel marks on composition and tile floors.	■				
10 Clean and sanitize all tabletops.	■				
11 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
12 Clean all partition glass and glass doors.		■			
13 Spot clean all walls.		■			
14 Clean all directional and office signage.		■			
15 Clean all kick plates and base cove.		■			
16 Dust all high areas (sills, ledges, molding, pictures, etc.)		■			
17 Remove scuff and heel marks from chair mats.		■			
18 Fingerprints removed from doors, frames and light switches.		■			
19 Sweep and mop exterior decks and wipe down tables and chairs.		■			
20 All carpet edge vacuumed.		■			
21 Wet mop stairwells (stairs and landings.)		■			
22 Wipe down cabinet doors.		■			
23 Remove any cobwebs around ceiling area.		■			
24 Clean all baseboards remove any dirt and scuff marks.		■			
25 Clean all floor corners.		■			
26 Clean soil marks from desks, counter tops, walls and partitions.		■			
27 Vacuum all upholstered furniture.		■			
28 Machine buff all composition and tile floors.		■			
29 Spot clean all glasswork.		■			

Paul A Biane Library
12505 Cultural Center Dr., Rancho Cucamonga, CA 91739

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms

Task	D	W	BW	M	Q
30 Machine buff and wax all composition and tile floors.				■	
31 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
32 Vacuum/dust all blinds and window seals.				■	
33 Dust/clean all ceiling vents.				■	
34 Machine scrub staircase and landing.				■	
35 Clean, strip and wax all composition and tile floors.					■
36 Detail clean all interior glasswork.					■

Paul A Biane Library
12505 Cultural Center Dr., Rancho Cucamonga, CA 91739

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 2: Kitchen Areas, Break-Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize all sinks.	■				
2 Clean and sanitize all counters and cabinet faces.	■				
3 Empty all trash receptacles and recycle bins, replace liners as needed.	■				
4 Clean all kitchen appliances.	■				
5 Sweep and mop floors.	■				
6 Clean and sanitize all tabletops.	■				
7 Spot clean walls, doors, baseboards and trash receptacles as needed.	■				
8 Vacuum all upholstered furniture.		■			
9 Machine buff all composition and tile floors.		■			
10 Clean/sanitize all floor matting.		■			
11 Damp wipe all chairs.		■			
12 Clean all ceiling vents.				■	
13 Thoroughly clean all trash receptacles.				■	
14 Machine buff and wax all composition and tile floors.				■	
15 Machine extract all upholstered furniture.				■	
16 Clean, strip and wax all composition and tile floors.					■

Paul A Biane Library
12505 Cultural Center Dr., Rancho Cucamonga, CA 91739

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 3: Lobby Area/ Public Areas

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2 Carpets shall be vacuumed and spot cleaned.	■				
3 Replace all items in exact location found.	■				
4 Drinking fountains and water coolers cleaned and sanitized.	■				
5 Clean and sanitize all doors and door hardware.	■				
6 Clean and sanitize all surface areas and counters.	■				
7 Clean all walk off mats.	■				
8 Damp mop floors. No film to be left on floor.	■				
9 Clean and sanitize all tabletops.	■				
10 Vacuum elevator carpet.	■				
11 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, tables, cabinets, blinds, thermostats, book shelves etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
12 Clean all partition glass and glass doors.		■			
13 Spot clean all walls.		■			
14 Clean all directional and office signage.		■			
15 Clean all kick plates and base cove.		■			
16 Vacuum all upholstered furniture.		■			
17 Machine buff all composition and tile floors.		■			
18 Clean/sanitize all floor matting.		■			
19 Damp wipe all chairs.		■			
20 Dust all bookshelves		■			
21 Clean all ceiling vents.			■		
22 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
23 Vacuum/dust all blinds and window seals.				■	
24 Dust/clean, all ceiling/wall vents.				■	
25 Machine scrub Public stairs.				■	
26 Vacuum all fabric walls.				■	
27 Detail clean main lobby entrance glass doors.				■	
28 Thoroughly clean all trash receptacles.				■	

Paul A Biane Library
12505 Cultural Center Dr., Rancho Cucamonga, CA 91739

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Area 4: Restrooms

Task	D	W	BW	M	Q
1 Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.	■				
2 Polish all chrome.	■				
3 Empty all trash receptacles and replace liners.	■				
4 Empty all sanitary napkin receptacles.	■				
5 Clean all mirrors.	■				
6 Clean and sanitize walls and tile base.	■				
7 Stock all dispensers and air freshener.	■				
8 Fully clean all showers.	■				
9 Clean all locker surfaces.	■				
10 Machine scrub all floors to include tile wall base.		■			
11 Scrub tile in all showers.		■			
12 Clean and disinfect all shower curtains and seats.		■			
13 Detail clean all partitions and hinges.		■			
14 Dust/clean, all ceiling air vents.				■	
15 Detail clean all lockers.				■	
16 Machine scrub floors and apply a minimum of three coats of finish.				■	
17 Dust all high areas.				■	

Public Safety**10510 Civic Center Dr., Rancho Cucamonga, CA 91730****(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)****Area 1: Offices, Work Areas, Conference Rooms**

Task		D	W	BW	M	Q
1	Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2	Carpets shall be vacuumed and spot cleaned	■				
3	Replace all items in exact location found.	■				
4	Drinking fountains and water coolers cleaned and sanitized.	■				
5	Clean and sanitize all doors and door hardware.	■				
6	Clean and sanitize all surface areas and counters.	■				
7	Clean all walk off mats.	■				
8	Damp mop floors using detergent disinfectant. No film to be left on floor.	■				
9	Remove all scuff and heel marks on composition and tile floors.	■				
10	Clean and sanitize all tabletops.	■				
11	Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
12	Clean all partition glass and glass doors.		■			
13	Spot clean all walls.		■			
14	Clean all directional and office signage.		■			
15	Clean all kick plates and base cove.		■			
16	Dust all high areas (sills, ledges, molding, pictures, etc.)		■			
17	Remove scuff and heel marks from chair mats.		■			
18	Fingerprints removed from doors, frames and light switches.		■			
19	Sweep and mop exterior decks and wipe down tables and chairs.		■			
20	All carpet edge vacuumed.		■			
21	Wet mop stairwells (stairs and landings.)		■			
22	Wipe down cabinet doors.		■			
23	Remove any cobwebs around ceiling area.		■			
24	Clean all baseboards remove any dirt and scuff marks.		■			
25	Clean all floor corners.		■			
26	Clean soil marks from desks, counter tops, walls and partitions.		■			
27	Vacuum all upholstered furniture.		■			
28	Machine buff all composition and tile floors.		■			
29	Spot clean all glasswork.		■			

Public Safety**10510 Civic Center Dr., Rancho Cucamonga, CA 91730****(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)****Area 1: Offices, Work Areas, Conference Rooms**

Task	D	W	BW	M	Q
30 Machine buff and wax all composition and tile floors.				■	
31 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
32 Vacuum/dust all blinds and window seals.				■	
33 Dust/clean all ceiling vents.				■	
34 Clean, strip and wax all composition and tile floors.					■
35 Detail clean all glasswork.					■

Public Safety**10510 Civic Center Dr., Rancho Cucamonga, CA 91730****(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)****Area 2: Kitchen Areas, Break-Rooms**

Task	D	W	BW	M	Q
1 Clean and sanitize all sinks.	■				
2 Clean and sanitize all counters and cabinet faces.	■				
3 Empty all trash receptacles and recycle bins, replace liners as needed.	■				
4 Clean all kitchen appliances.	■				
5 Sweep and mop floors.	■				
6 Clean and sanitize all tabletops.	■				
7 Spot clean walls, doors, baseboards and trash receptacles as needed.	■				
8 Vacuum all upholstered furniture.		■			
9 Machine buff all composition and tile floors.		■			
10 Clean/sanitize all floor matting.		■			
11 Damp wipe all chairs.		■			
12 Clean all ceiling vents.				■	
13 Thoroughly clean all trash receptacles.				■	
14 Machine buff and wax all composition and tile floors.				■	
15 Machine extract all upholstered furniture.				■	
16 Clean, strip and wax all composition and tile floors.					■

Public Safety
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Area 3: Lobby Area and Hallways

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2 Carpets shall be vacuumed and spot cleaned.	■				
3 Replace all items in exact location found.	■				
4 Drinking fountains and water coolers cleaned and sanitized.	■				
5 Clean and sanitize all doors and door hardware.	■				
6 Clean and sanitize all surface areas and counters.	■				
7 Clean all walk off mats.	■				
8 Damp mop floors. No film to be left on floor.	■				
9 Clean and sanitize all tabletops.	■				
10 Vacuum elevator carpet.	■				
11 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
12 Clean all partition glass and glass doors.		■			
13 Spot clean all walls.		■			
14 Clean all directional and office signage.		■			
15 Clean all kick plates and base cove.		■			
16 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
17 Vacuum/dust all blinds and window seals.				■	
18 Dust/clean, all ceiling/wall vents.				■	
19 Clean and polish all wood casework.				■	
20 Vacuum all fabric walls.				■	
21 Detail clean main lobby entrance glass doors.				■	
22 Thoroughly clean all trash receptacles. Restrooms and Locker Rooms				■	

Public Safety**10510 Civic Center Dr., Rancho Cucamonga, CA 91730****(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)****Area 4: Restrooms and Locker Rooms**

Task	D	W	BW	M	Q
1 Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.	■				
2 Polish all chrome.	■				
3 Empty all trash receptacles and replace liners.	■				
4 Empty all sanitary napkin receptacles.	■				
5 Clean all mirrors.	■				
6 Clean and sanitize walls and tile base.	■				
7 Stock all dispensers and air freshener.	■				
8 Fully clean all showers.	■				
9 Clean all locker surfaces.	■				
10 Vacuum all carpet areas.	■				
11 Spot clean carpet stains.	■				
12 Machine scrub all floors to include tile wall base.		■			
13 Scrub tile in all showers.		■			
14 Clean and disinfect all shower curtains and seats.		■			
15 Detail clean all partitions and hinges.		■			
16 Dust/clean, all ceiling air vents.				■	
17 Detail clean all lockers.				■	
18 Machine scrub floors and apply a minimum of three coats of finish.				■	
19 Dust all high areas.				■	
20 Machine extract all carpet areas. Exterior Entrances and Patios				■	

Public Safety**10510 Civic Center Dr., Rancho Cucamonga, CA 91730****(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)****Area 5: Exterior Entrances and Patios**

Task	D	W	BW	M	Q
1 Empty trash receptacles and replace liners.	■				
2 Vacuum clean exterior mats.	■				
3 Trash patrol entrance areas and patios.	■				
4 Spot clean glass doors.	■				
5 Clean all table and bench surfaces.	■				
6 Clean trash receptacles interior/exterior.		■			
7 Extract/hose off interior/exterior mats.		■			
8 Detail clean all glass doors.		■			

**Rancho Cucamonga Family Resource Center
9791 Arrow Route, Rancho Cucamonga, CA 91730**

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms and Class Rooms

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2 Carpets shall be vacuumed and spot cleaned.	■				
3 Replace all items in exact location found.	■				
4 Drinking fountains and water coolers cleaned and sanitized.	■				
5 Clean and sanitize all doors and door hardware.	■				
6 Clean and sanitize all surface areas and counters.	■				
7 Clean all walk off mats.	■				
8 Damp mop floors using detergent disinfectant. No film to be left on floor.	■				
9 Remove all scuff and heel marks on composition and tile floors.	■				
10 Clean and sanitize all tabletops.	■				
11 Spot clean all mirrors.	■				
12 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
13 Clean all partition glass and glass doors.		■			
14 Spot clean all walls.		■			
15 Clean all directional and office signage.		■			
16 Clean all kick plates and base cove.		■			
17 Dust all high areas (sills, ledges, molding, pictures, etc.)		■			
18 Remove scuff and heel marks from chair mats.		■			
19 Fingerprints removed from doors, frames and light switches.		■			
20 Sweep and mop exterior decks and wipe down tables and chairs.		■			
21 All carpet edge vacuumed.		■			
22 Wet mop stairwells (stairs and landings.)		■			
23 Wipe down cabinet doors.		■			
24 Remove any cobwebs around ceiling area.		■			
25 Clean all baseboards remove any dirt and scuff marks.		■			
26 Clean all floor corners.		■			
27 Clean soil marks from desks, counter tops, walls and partitions.		■			
28 Vacuum all upholstered furniture.		■			
29 Machine buff all composition and tile floors.		■			

Rancho Cucamonga Family Resource Center
9791 Arrow Route, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms and Class Rooms

Task	D	W	BW	M	Q
30 Spot clean all glasswork.		■			
31 Machine buff and wax all composition and tile floors.				■	
32 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
33 Vacuum/dust all blinds and window seals.				■	
34 Dust/clean all ceiling vents.				■	
35 Clean, strip and wax all composition and tile floors.					■
36 Detail clean all glasswork.					■

Rancho Cucamonga Family Resource Center
9791 Arrow Route, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 2: Kitchen Areas, Break-Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize all sinks.	■				
2 Clean and sanitize all counters and cabinet faces.	■				
3 Empty all trash receptacles and recycle bins, replace liners as needed.	■				
4 Clean all kitchen appliances.	■				
5 Sweep and mop floors.	■				
6 Clean and sanitize all tabletops.	■				
7 Spot clean walls, doors, baseboards and trash receptacles as needed.	■				
8 Vacuum all upholstered furniture.		■			
9 Machine buff all composition and tile floors.		■			
10 Clean/sanitize all floor matting.		■			
11 Damp wipe all chairs.		■			
12 Clean all ceiling vents.				■	
13 Thoroughly clean all trash receptacles.				■	
14 Machine buff and wax all composition and tile floors.				■	
15 Machine extract all upholstered furniture.				■	
16 Clean, strip and wax all composition and tile floors.					■

Rancho Cucamonga Family Resource Center
9791 Arrow Route, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 3: Lobby Area and Hallways

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2 Carpets shall be vacuumed and spot cleaned.	■				
3 Replace all items in exact location found.	■				
4 Drinking fountains and water coolers cleaned and sanitized.	■				
5 Clean and sanitize all doors and door hardware.	■				
6 Clean and sanitize all surface areas and counters.	■				
7 Clean all walk off mats.	■				
8 Damp mop floors, No film to be left on floor.	■				
9 Clean and sanitize all tabletops.	■				
10 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
11 Clean all partition glass and glass doors.		■			
12 Spot clean all walls.		■			
13 Clean all directional and office signage.		■			
14 Clean all kick plates and base cove.		■			
15 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
16 Vacuum/dust all blinds and window seals.				■	
17 Dust/clean, all ceiling/wall vents.				■	
18 Clean and polish all wood casework.				■	
19 Detail clean main lobby entrance glass doors.				■	
20 Thoroughly clean all trash receptacles.				■	
21 Machine buff and wax all composition and tile floors.				■	
22 Clean, strip and wax all composition and tile floors.					■
23 Machine extract all upholstered furniture.					■

Rancho Cucamonga Family Resource Center
9791 Arrow Route, Rancho Cucamonga, CA 91730

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Area 4: Restrooms

Task		D	W	BW	M	Q
1	Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.	■				
2	Polish all chrome.	■				
3	Empty all trash receptacles and replace liners.	■				
4	Empty all sanitary napkin receptacles.	■				
5	Clean all mirrors.	■				
6	Clean and sanitize walls and tile base.	■				
7	Stock all dispensers and air freshener.	■				
8	Vacuum all carpet areas.	■				
9	Spot clean carpet stains.	■				
10	Machine scrub all floors to include tile wall base.		■			
11	Detail clean all partitions and hinges.		■			
12	Dust/clean, all ceiling air vents.			■		
13	Detail clean all lockers.			■		
14	Machine scrub floors and apply a minimum of three coats of finish.			■		
15	Dust all high areas.			■		
16	Machine extract all carpet areas.			■		

**Rancho Cucamonga Family Resource Center
9791 Arrow Route, Rancho Cucamonga, CA 91730**

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Area 5: Exterior Entrances and Patios

Task	D	W	BW	M	Q
1 Empty trash receptacles and replace liners.	■				
2 Vacuum clean exterior mats.	■				
3 Trash patrol entrance areas and patios.	■				
4 Spot clean glass doors.	■				
5 Clean all table and bench surfaces.	■				
6 Clean trash receptacles interior/exterior.		■			
7 Extract/hose off interior/exterior mats.		■			
8 Detail clean all glass doors.		■			

Rancho Cucamonga Family Sports Center
8303 Rochester Ave, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work areas, Conference rooms

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2 Carpets shall be vacuumed and spot cleaned	■				
3 Replace all items in exact location found.	■				
4 Drinking fountains and water coolers cleaned and sanitized.	■				
5 Clean and sanitize all doors and door hardware.	■				
6 Clean and sanitize all surface areas and counters.	■				
7 Clean all walk off mats.	■				
8 Damp mop floors using detergent disinfectant. No film to be left on floor.	■				
9 Remove all scuff and heel marks on composition and tile floors.	■				
10 Clean and sanitize all tabletops.	■				
11 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
12 Clean all partition glass and glass doors.		■			
13 Spot clean all walls.		■			
14 Clean all directional and office signage.		■			
15 Clean all kick plates and base cove.		■			
16 Dust all high areas (sills, ledges, molding, pictures, etc.)		■			
17 Remove scuff and heel marks from chair mats.		■			
18 Fingerprints removed from doors, frames and light switches.		■			
19 Sweep and mop exterior decks and wipe down tables and chairs.		■			
20 All carpet edge vacuumed.		■			
21 Wet mop stairwells (stairs and landings.)		■			
22 Wipe down cabinet doors.		■			
23 Remove any cobwebs around ceiling area.		■			
24 Clean all baseboards remove any dirt and scuff marks.		■			
25 Clean all floor corners.		■			
26 Clean soil marks from desks, counter tops, walls and partitions.		■			
27 Vacuum all upholstered furniture.		■			
28 Machine buff all composition and tile floors.		■			
29 Spot clean all glasswork.		■			

Rancho Cucamonga Family Sports Center
8303 Rochester Ave, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work areas, Conference rooms

Task	D	W	BW	M	Q
30 Machine buff and wax all composition and tile floors.				■	
31 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
32 Vacuum/dust all blinds and window seals.				■	
33 Dust/clean all ceiling vents.				■	
34 Clean, strip and wax all composition and tile floors.					■
35 Detail clean all glasswork.					■

Rancho Cucamonga Family Sports Center
8303 Rochester Ave, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 2: Kitchen Areas, Break-Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize all sinks.	■				
2 Clean and sanitize all counters and cabinet faces.	■				
3 Empty all trash receptacles and recycle bins, replace liners as needed.	■				
4 Clean all kitchen appliances.	■				
5 Sweep and mop floors.	■				
6 Clean and sanitize all tabletops.	■				
7 Spot clean walls, doors, baseboards and trash receptacles as needed.	■				
8 Vacuum all upholstered furniture.		■			
9 Machine buff all composition and tile floors.		■			
10 Clean/sanitize all floor matting.		■			
11 Damp wipe all chairs.		■			
12 Clean all ceiling vents.				■	
13 Thoroughly clean all trash receptacles.				■	
14 Machine buff and wax all composition and tile floors.				■	
15 Machine extract all upholstered furniture.				■	
16 Clean, strip and wax all composition and tile floors.					■

Rancho Cucamonga Family Sports Center
8303 Rochester Ave, Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 3: Lobby Area and Hallways

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2 Carpets shall be vacuumed and spot cleaned.	■				
3 Replace all items in exact location found.	■				
4 Drinking fountains and water coolers cleaned and sanitized.	■				
5 Clean and sanitize all doors and door hardware.	■				
6 Clean and sanitize all surface areas and counters.	■				
7 Clean all walk off mats.	■				
8 Damp mop floors. No film to be left on floor.	■				
9 Clean and sanitize all tabletops.	■				
10 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
11 Clean all partition glass and glass doors.		■			
12 Spot clean all walls.		■			
13 Clean all directional and office signage.		■			
14 Clean all kick plates and base cove.		■			
15 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
16 Vacuum/dust all blinds and window seals.				■	
17 Dust/clean, all ceiling/wall vents.				■	
18 Clean and polish all wood casework.				■	
19 Vacuum all fabric walls.				■	
20 Detail clean main lobby entrance glass doors.				■	
21 Thoroughly clean all trash receptacles.				■	

Rancho Cucamonga Family Sports Center
8303 Rochester Ave, Rancho Cucamonga, CA 91730

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Area 4: Restrooms and Locker Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.	■				
2 Polish all chrome.	■				
3 Empty all trash receptacles and replace liners.	■				
4 Empty all sanitary napkin receptacles.	■				
5 Clean all mirrors.	■				
6 Clean and sanitize walls and tile base.	■				
7 Stock all dispensers and air freshener.	■				
8 Fully clean all showers.	■				
9 Clean all locker surfaces.	■				
10 Vacuum all carpet areas.	■				
11 Spot clean carpet stains.	■				
12 Machine scrub all floors to include tile wall base.		■			
13 Scrub tile in all showers.		■			
14 Clean and disinfect all shower curtains and seats.		■			
15 Detail clean all partitions and hinges.		■			
16 C. Monthly		■			
17 Dust/clean, all ceiling air vents.		■			
18 Detail clean all lockers.		■			
19 Machine scrub floors and apply a minimum of three coats of finish.		■			
20 Dust all high areas.		■			
21 Machine extract all carpet areas.		■			

Rancho Cucamonga Family Sports Center
8303 Rochester Ave, Rancho Cucamonga, CA 91730

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Area 5: Gymnasium Basketball Courts/Racquetball Courts

Task	D	W	BW	M	Q
1 Remove all trash and drink bottles left on courts.	■				
2 Empty all trash receptacles.	■				
3 Touch up clean all glass court dividers.	■				
4 Dust mop all court floors.	■				
5 Spot clean walls.		■			
6 Detail clean all glasswork.		■			
7 Detail clean both sides of all doors.		■			
8 Wipe down clean all wall padding.		■			
9 Remove marks on all walls.		■			

Rancho Cucamonga Family Sports Center
8303 Rochester Ave., Rancho Cucamonga, CA 91730

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Area 6: Exterior Entrances and Patios

Task	D	W	BW	M	Q
1 Empty trash receptacles and replace liners.	■				
2 Vacuum clean exterior mats.	■				
3 Trash patrol entrance areas and patios.	■				
4 Spot clean glass doors.	■				
5 Clean all table and bench surfaces.	■				
6 Clean trash receptacles interior/exterior.		■			
7 Extract/hose off interior/exterior mats.		■			
8 Detail clean all glass doors.		■			

Stadium Park Maintenance Facility
8408 Rochester Ave., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2 Carpets shall be vacuumed and spot cleaned.	■				
3 Replace all items in exact location found.	■				
4 Drinking fountains and water coolers cleaned and sanitized.	■				
5 Clean and sanitize all doors and door hardware.	■				
6 Clean and sanitize all surface areas and counters.	■				
7 Clean all walk off mats.	■				
8 Damp mop floors using detergent disinfectant. No film to be left on floor.	■				
9 Remove all scuff and heel marks on composition and tile floors.	■				
10 Clean and sanitize all tabletops.	■				
11 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
12 Clean all partition glass and glass doors.		■			
13 Spot clean all walls.		■			
14 Clean all directional and office signage.		■			
15 Clean all kick plates and base cove.		■			
16 Dust all high areas (sills, ledges, molding, pictures, etc.)		■			
17 Remove scuff and heel marks from chair mats.		■			
18 Fingerprints removed from doors, frames and light switches.		■			
19 Sweep and mop exterior decks and wipe down tables and chairs.		■			
20 All carpet edge vacuumed.		■			
21 Wet mop stairwells (stairs and landings.)		■			
22 Wipe down cabinet doors.		■			
23 Remove any cobwebs around ceiling area.		■			
24 Clean all baseboards remove any dirt and scuff marks.		■			
25 Clean all floor corners.		■			
26 Clean soil marks from desks, counter tops, walls and partitions.		■			
27 Vacuum all upholstered furniture.		■			
28 Machine buff all composition and tile floors.		■			
29 Spot clean all glasswork.		■			

Stadium Park Maintenance Facility
8408 Rochester Ave., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms

Task	D	W	BW	M	Q
30 Machine buff and wax all composition and tile floors.				■	
31 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
32 Vacuum/dust all blinds and window seals.				■	
33 Dust/clean all ceiling vents.				■	
34 Clean, strip and wax all composition and tile floors.					■
35 Detail clean all interior glasswork.					■

Stadium Park Maintenance Facility
8408 Rochester Ave., Rancho Cucamonga, CA 91730

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Area 2: Kitchen Areas, Break-Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize all sinks.	■				
2 Clean and sanitize all counters and cabinet faces.	■				
3 Empty all trash receptacles and recycle bins, replace liners as needed.	■				
4 Clean all kitchen appliances.	■				
5 Sweep and mop floors.	■				
6 Clean and sanitize all tabletops.	■				
7 Spot clean walls, doors, baseboards and trash receptacles as needed.	■				
8 Vacuum all upholstered furniture.		■			
9 Machine buff all composition and tile floors.		■			
10 Clean/sanitize all floor matting.		■			
11 Damp wipe all chairs.		■			
12 Clean all ceiling vents.				■	
13 Thoroughly clean all trash receptacles.				■	
14 Machine buff and wax all composition and tile floors.				■	
15 Machine extract all upholstered furniture.				■	
16 Clean, strip and wax all composition and tile floors.					■

Stadium Park Maintenance Facility
8408 Rochester Ave., Rancho Cucamonga, CA 91730

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Area 3: Restrooms

Task	D	W	BW	M	Q
1 Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.	■				
2 Polish all chrome.	■				
3 Empty all trash receptacles and replace liners.	■				
4 Empty all sanitary napkin receptacles.	■				
5 Clean all mirrors.	■				
6 Clean and sanitize walls and tile base.	■				
7 Stock all dispensers and air freshener.	■				
8 Fully clean all showers.	■				
9 Clean all locker surfaces.	■				
10 Machine scrub all floors to include tile wall base.		■			
11 Scrub tile in all showers.		■			
12 Clean and disinfect all shower curtains and seats.		■			
13 Detail clean all partitions and hinges.		■			
14 Dust/clean, all ceiling air vents.				■	
15 Detail clean all lockers.				■	
16 Machine scrub floors and apply a minimum of three coats of finish.				■	
17 Dust all high areas.				■	

Victoria Gardens Cultural Center
12505 Cultural Center Dr., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms, Dressing Rooms and Banquet Rooms

Task		D	W	BW	M	Q
1	Offices, Work areas, Conference rooms, Dressing Rooms and Banquet Rooms	■				
2	Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
3	Carpets shall be vacuumed and spot cleaned.	■				
4	Replace all items in exact location found.	■				
5	Drinking fountains and water coolers cleaned and sanitized.	■				
6	Clean and sanitize all doors and door hardware.	■				
7	Clean and sanitize all surface areas and counters.	■				
8	Clean all walk off mats.	■				
9	Damp mop floors using detergent disinfectant. No film to be left on floor.	■				
10	Remove all scuff and heel marks on composition and tile floors.	■				
11	Clean and sanitize all tabletops.	■				
12	Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
13	Clean all partition glass and glass doors.		■			
14	Spot clean all walls.		■			
15	Clean all directional and office signage.		■			
16	Clean all kick plates and base cove.		■			
17	Dust all high areas (sills, ledges, molding, pictures, etc.)		■			
18	Remove scuff and heel marks from chair mats.		■			
19	Fingerprints removed from doors, frames and light switches.		■			
20	Sweep and mop exterior decks and wipe down tables and chairs.		■			
21	All carpet edge vacuumed.		■			
22	Wet mop stairwells (stairs and landings.)		■			
23	Wipe down cabinet doors.		■			
24	Remove any cobwebs around ceiling area.		■			
25	Clean all baseboards remove any dirt and scuff marks.		■			
26	Clean all floor corners.		■			
27	Clean soil marks from desks, counter tops, walls and partitions.		■			
28	Vacuum all upholstered furniture.		■			

Victoria Gardens Cultural Center
12505 Cultural Center Dr., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms, Dressing Rooms and Banquet Rooms

Task	D	W	BW	M	Q
29 Machine buff all composition and tile floors.		■			
30 Spot clean all glasswork.		■			
31 Machine buff and wax all composition and tile floors.				■	
32 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
33 Vacuum/dust all blinds and window seals.				■	
34 Dust/clean all ceiling vents.				■	
35 Machine scrub staircase and landing.				■	
36 Clean, strip and wax all composition and tile floors.					■
37 Detail clean all interior glasswork.					■

Victoria Gardens Cultural Center
12505 Cultural Center Dr., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 2: Kitchen areas, Break-rooms

Task	D	W	BW	M	Q
1 Clean and sanitize all sinks.	■				
2 Clean and sanitize all counters and cabinet faces.	■				
3 Empty all trash receptacles and recycle bins, replace liners as needed.	■				
4 Clean all kitchen appliances.	■				
5 Sweep and mop floors.	■				
6 Clean and sanitize all tabletops.	■				
7 Spot clean walls, doors, baseboards and trash receptacles as needed.	■				
8 Vacuum all upholstered furniture.		■			
9 Machine buff all composition and tile floors.		■			
10 Clean/sanitize all floor matting.		■			
11 Damp wipe all chairs.		■			
12 Clean all ceiling vents.				■	
13 Thoroughly clean all trash receptacles.				■	
14 Machine buff and wax all composition and tile floors.				■	
15 Machine extract all upholstered furniture.				■	
16 Clean, strip and wax all composition and tile floors.					■

Victoria Gardens Cultural Center
12505 Cultural Center Dr., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 3: Restrooms

Task	D	W	BW	M	Q
1 Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.	■				
2 Polish all chrome.	■				
3 Empty all trash receptacles and replace liners.	■				
4 Empty all sanitary napkin receptacles.	■				
5 Clean all mirrors.	■				
6 Clean and sanitize walls and tile base.	■				
7 Stock all dispensers and air freshener.	■				
8 Fully clean all showers.	■				
9 Clean all locker surfaces.	■				
10 Machine scrub all floors to include tile wall base.		■			
11 Scrub tile in all showers.		■			
12 Clean and disinfect all shower curtains and seats.		■			
13 Detail clean all partitions and hinges.		■			
14 Dust/clean, all ceiling air vents.				■	
15 Detail clean all lockers.				■	
16 Machine scrub floors.				■	
17 Dust all high areas.				■	

Victoria Gardens Cultural Center
12505 Cultural Center Dr., Rancho Cucamonga, CA 91730

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Area 4: Theater (Lewis Family Playhouse)

Task	D	W	BW	M	Q
1 Vacuum all Carpets.	■				
2 Empty all trash receptacles.	■				
3 Spot clean carpet stain	■				
4 Drinking fountains and water coolers cleaned and sanitized.	■				
5 Clean and sanitize all doors and door hardware.	■				
6 Spot clean windows and display cases.	■				
7 Clean and sanitize all surface areas and counters.	■				
8 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt; no feather dusters are to be used.		■			
9 Spot clean walls.		■			
10 Clean all directional signage.		■			
11 Clean all baseboards, remove any scuffmarks.		■			
12 Vacuum all upholstered theater seating.		■			
13 Spot clean stains on all theater seating.		■			
14 Carpet extract all carpet areas (no spin bonnet machines).				■	

Victoria Gardens Police Substation
7743 Kew Ave., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2 Carpets shall be vacuumed and spot cleaned.	■				
3 Replace all items in exact location found.	■				
4 Drinking fountains and water coolers cleaned and sanitized.	■				
5 Clean and sanitize all doors and door hardware.	■				
6 Clean and sanitize all surface areas and counters.	■				
7 Clean all walk off mats.	■				
8 Damp mop floors using detergent disinfectant. No film to be left on floor.	■				
9 Remove all scuff and heel marks on composition and tile floors.	■				
10 Clean and sanitize all tabletops.	■				
11 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
12 Clean all partition glass and glass doors.		■			
13 Spot clean all walls.		■			
14 Clean all directional and office signage.		■			
15 Clean all kick plates and base cove.		■			
16 Dust all high areas (sills, ledges, molding, pictures, etc.)		■			
17 Remove scuff and heel marks from chair mats.		■			
18 Fingerprints removed from doors, frames and light switches.		■			
19 Sweep and mop exterior decks and wipe down tables and chairs.		■			
20 All carpet edge vacuumed.		■			
21 Wipe down cabinet doors.		■			
22 Remove any cobwebs around ceiling area.		■			
23 Clean all baseboards remove any dirt and scuff marks.		■			
24 Clean all floor corners.		■			
25 Clean soil marks from desks, counter tops, walls and partitions.		■			
26 Vacuum all upholstered furniture.		■			
27 Machine buff all composition and tile floors.		■			
28 Spot clean all glasswork.		■			
29 Machine buff and wax all composition and tile floors.				■	

Victoria Gardens Police Substation
7743 Kew Ave., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms

Task	D	W	BW	M	Q
30 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
31 Vacuum/dust all blinds and window seals.				■	
32 Dust/clean all ceiling vents.				■	
33 Clean, strip and wax all composition and tile floors.					■
34 Detail clean all glasswork.					■

Victoria Gardens Police Substation
7743 Kew Ave., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 2: Kitchen Areas, Break-Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize all sinks.	■				
2 Clean and sanitize all counters and cabinet faces.	■				
3 Empty all trash receptacles and recycle bins, replace liners as needed.	■				
4 Clean all kitchen appliances.	■				
5 Sweep and mop floors.	■				
6 Clean and sanitize all tabletops.	■				
7 Spot clean walls, doors, baseboards and trash receptacles as needed.	■				
8 Vacuum all upholstered furniture.		■			
9 Machine buff all composition and tile floors.		■			
10 Clean/sanitize all floor matting.		■			
11 Damp wipe all chairs.		■			
12 Clean all ceiling vents.				■	
13 Thoroughly clean all trash receptacles.				■	
14 Machine buff and wax all composition and tile floors.				■	
15 Machine extract all upholstered furniture.				■	
16 Clean, strip and wax all composition and tile floors.					■

Victoria Gardens Police Substation
7743 Kew Ave., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 3: Lobby Area and Hallways

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2 Carpets shall be vacuumed and spot cleaned.	■				
3 Replace all items in exact location found.	■				
4 Drinking fountains and water coolers cleaned and sanitized.	■				
5 Clean and sanitize all doors and door hardware.	■				
6 Clean and sanitize all surface areas and counters.	■				
7 Clean all walk off mats.	■				
8 Damp mop floors. No film to be left on floor.	■				
9 Clean and sanitize all tabletops.	■				
10 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
11 Clean all partition glass and glass doors.		■			
12 Spot clean all walls.		■			
13 Clean all directional and office signage.		■			
14 Clean all kick plates and base cove		■			
15 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
16 Vacuum/dust all blinds and window seals.				■	
17 Dust/clean, all ceiling/wall vents.				■	
18 Clean and polish all wood casework.				■	
19 Vacuum all fabric walls.				■	
20 Detail clean main lobby entrance glass doors.				■	
21 Thoroughly clean all trash receptacles.				■	

Victoria Gardens Police Substation
7743 Kew Ave., Rancho Cucamonga, CA 91730

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 4: Restrooms and Locker Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.	■				
2 Polish all chrome.	■				
3 Empty all trash receptacles and replace liners.	■				
4 Empty all sanitary napkin receptacles.	■				
5 Clean all mirrors.	■				
6 Clean and sanitize walls and tile base.	■				
7 Stock all dispensers and air freshener.	■				
8 Fully clean all showers.	■				
9 Clean all locker surfaces.	■				
10 Vacuum all carpet areas.	■				
11 Spot clean carpet stains.	■				
12 Machine scrub all floors to include tile wall base.		■			
13 Scrub tile in all showers.		■			
14 Clean and disinfect all shower curtains and seats.		■			
15 Detail clean all partitions and hinges.		■			
16 Dust/clean, all ceiling air vents.				■	
17 Detail clean all lockers.				■	
18 Machine scrub floors and apply a minimum of three coats of finish.				■	
19 Dust all high areas.				■	
20 Machine extract all carpet areas.				■	

**Victoria Gardens Police Substation
7743 Kew Ave., Rancho Cucamonga, CA 91730**

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 5: Exterior Entrances and Patios

Task	D	W	BW	M	Q
1 Exterior Entrances and Patios	■				
2 Empty trash receptacles and replace liners.	■				
3 Vacuum clean exteriors mats.	■				
4 Trash patrol entrance areas and patios.	■				
5 Spot clean glass doors.	■				
6 Clean all table and bench surfaces.	■				
7 Clean trash receptacles interior/exterior.		■			
8 Extract/hose off interior/exterior mats.		■			
9 Detail clean all glass doors.		■			

**Public Works Service Center
8794 Lion St., Rancho Cucamonga, CA 91730**

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms and Training Rooms

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2 Carpets shall be vacuumed and spot cleaned.	■				
3 Replace all items in exact location found.	■				
4 Drinking fountains and water coolers cleaned and sanitized.	■				
5 Clean and sanitize all doors and door hardware.	■				
6 Clean and sanitize all surface areas and counters.	■				
7 Clean all walk off mats.	■				
8 Damp mop floors using detergent disinfectant. No film to be left on floor.	■				
9 Remove all scuff and heel marks on composition and tile floors.	■				
10 Clean and sanitize all tabletops.	■				
11 Spot clean all mirrors.	■				
12 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
13 Clean all partition glass and glass doors.		■			
14 Spot clean all interior glass.		■			
15 Spot clean all walls.		■			
16 Clean all directional and office signage.		■			
17 Clean all kick plates and base cove.		■			
18 Dust all high areas (sills, ledges, molding, pictures, etc.)		■			
19 Detail clean all interior glass.		■			
20 Remove scuff and heel marks from chair mats.		■			
21 Fingerprints removed from doors, frames and light switches.		■			
22 Sweep and mop exterior decks and wipe down tables and chairs.		■			
23 All carpet edge vacuumed.		■			
24 Wipe down cabinet doors.		■			
25 Remove any cobwebs around ceiling area.		■			
26 Clean all baseboards remove any dirt and scuff marks.		■			
27 Clean all floor corners.		■			
28 Clean soil marks from desks, counter tops, walls and partitions.		■			
29 Vacuum all upholstered furniture.		■			

**Public Works Service Center
8794 Lion St., Rancho Cucamonga, CA 91730**

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 1: Offices, Work Areas, Conference Rooms and Training Rooms

Task	D	W	BW	M	Q
30 Machine buff all composition and tile floors.		■			
31 Spot clean all glasswork.		■			
32 Machine buff and wax all composition and tile floors.				■	
33 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
34 Vacuum/dust all blinds and window seals.				■	
35 Dust/clean all ceiling vents.				■	
36 Clean, strip and wax all composition and tile floors.					■
37 Detail clean all glasswork.					■

**Public Works Service Center
8794 Lion St., Rancho Cucamonga, CA 91730**

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 2: Restrooms and Locker Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize restroom floors, fixtures, exposed plumbing, partitions, counters, door handles, and dispenser's with detergent, disinfectant, and water, making certain that no soap residue or film remains.	■				
2 Polish all chrome.	■				
3 Empty all trash receptacles and replace liners.	■				
4 Empty all sanitary napkin receptacles.	■				
5 Clean all mirrors.	■				
6 Clean and sanitize walls and tile base.	■				
7 Stock all dispensers and air freshener.	■				
8 Fully clean all showers.	■				
9 Clean all locker surfaces.	■				
10 Vacuum all carpet areas.	■				
11 Spot clean carpet stains.	■				
12 Machine scrub all floors to include tile wall base.		■			
13 Scrub tile in all showers.		■			
14 Clean and disinfect all shower curtains and seats.		■			
15 Detail clean all partitions and hinges.		■			
16 Dust/clean, all ceiling air vents.		■			
17 Detail clean all lockers.		■			
18 Machine scrub floors and apply a minimum of three coats of finish.		■			
19 Dust all high areas.		■			
20 Machine extract all carpet areas.		■			

**Public Works Service Center
8794 Lion St., Rancho Cucamonga, CA 91730**

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 3: Exterior Entrances and Patios

Task	D	W	BW	M	Q
1 Empty trash receptacles and replace liners.	■				
2 Vacuum clean exterior mats.	■				
3 Trash patrol entrance areas and patios.	■				
4 Spot clean glass doors.	■				
5 Clean all table and bench surfaces.	■				
6 Clean trash receptacles interior/exterior.		■			
7 Extract/hose off interior/exterior mats.		■			
8 Detail clean all glass doors.		■			

**Public Works Service Center
8794 Lion St., Rancho Cucamonga, CA 91730**

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 4: Kitchen Areas, Break-Rooms

Task	D	W	BW	M	Q
1 Clean and sanitize all sinks.	■				
2 Clean and sanitize all counters and cabinet faces.	■				
3 Empty all trash receptacles and recycle bins, replace liners as needed.	■				
4 Clean all kitchen appliances.	■				
5 Sweep and mop floors.	■				
6 Clean and sanitize all tabletops.	■				
7 Spot clean walls, doors, baseboards and trash receptacles as needed.	■				
8 Vacuum all upholstered furniture.		■			
9 Machine buff all composition and tile floors.		■			
10 Clean/sanitize all floor matting.		■			
11 Damp wipe all chairs.		■			
12 Clean all ceiling vents.				■	
13 Thoroughly clean all trash receptacles.				■	
14 Machine buff and wax all composition and tile floors.				■	
15 Machine extract all upholstered furniture.				■	

**Public Works Service Center
8794 Lion St., Rancho Cucamonga, CA 91730**

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 5: Wellness Room

Task	D	W	BW	M	Q
1 Wipe down and disinfect all equipment.	■				
2 Vacuum all carpets and mats.	■				
3 Spot clean all mirrors.	■				
4 Stock all paper towel dispensers.	■				
5 Check and stock all air freshener dispensers as needed.	■				
6 Clean all door handles and drinking fountains.	■				
7 Scrub and disinfect all equipment.		■			
8 Disinfect all benches, seats, and handles.		■			
9 Extract all carpets.		■			
10 Clean disinfect all mats.		■			
11 Detail clean all mirrors.		■			
12 Spot clean all walls.		■			
13 Clean all ceiling vents.				■	

**Public Works Service Center
8794 Lion St., Rancho Cucamonga, CA 91730**

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Area 6: Lobby Area and Hallways

Task	D	W	BW	M	Q
1 Employee wastebaskets, recycling containers and other trash receptacles shall be emptied.	■				
2 Carpets shall be vacuumed and spot cleaned.	■				
3 Replace all items in exact location found.	■				
4 Drinking fountains and water coolers cleaned and sanitized.	■				
5 Clean and sanitize all doors and door hardware.	■				
6 Clean and sanitize all surface areas and counters.	■				
7 Clean all walk off mats.	■				
8 Damp mop floors t. No film to be left on floor.	■				
9 Clean and sanitize all tabletops.	■				
10 Vacuum elevator carpet.	■				
11 Dust all horizontal surfaces that can be reached without a ladder with a treated dust cloth or mitt (such as desks, cabinets, blinds, thermostats, etc.) No feather dusters are to be used. Papers and folders left on desks or cabinet tops are not to be moved. Chairs and waste receptacles are to be replaced at desks in original positions.		■			
12 Clean all partition glass and glass doors.		■			
13 Spot clean all walls.		■			
14 Clean all directional and office signage.		■			
15 Clean all kick plates and base cove.		■			
16 Extraction clean all carpets and walk off mats; no spin bonnets allowed.				■	
17 Vacuum/dust all blinds and window seals.				■	
18 Dust/clean, all ceiling/wall vents.				■	
19 Clean and polish all wood casework.				■	
20 Vacuum all fabric walls.				■	
21 Detail clean main lobby entrance glass doors.				■	
22 Thoroughly clean all trash receptacles.				■	

**Park Restroom Cleaning
Various Locations Citywide**

(D = Daily, W = Weekly, BW = Bi-Weekly, M = Monthly, Q = Quarterly)

Task	D	W	BW	M	Q
1 All stainless fixtures shall be cleaned using a stainless cleaner that removes hard water deposits, disinfects and polishes the fixtures.	■				
2 Remove debris and trash, then sweep floor. Removed materials are not to be swept outside of the restroom.	■				
3 Wash down walls and floors as needed.	■				
4 Check and refill all toilet paper dispensers as needed.	■				
5 Remove spitballs, cobwebs, and other foreign materials from doors, walls, ceilings, partitions, vents, etc.	■				
6 Perform high and low dusting of ledges, tops of partitions, etc. using a dampened cloth or other device.	■				
7 Disinfect the inside of urinals and toilets.	■				
8 Disinfect the top and bottom of toilet seats, fixtures, and surfaces of and surrounding each fixture.	■				
9 Disinfect stall walls and other areas where hands are normally placed. Clean doors and door frames.	■				
10 Disinfect around urinals, under sinks, around floor drains, and other areas where bacteria might breed.	■				
11 Disinfect sinks.	■				
12 Scrub sinks and wipe dry. Use a small scrub brush to clean corners, cracks, and narrow areas.	■				
13 Scrub inside surfaces of toilets and urinals using a hard water cleaner that will remove hard water stains and deposits. Be sure to scrub under the upper lip.	■				
14 Scrub outside of toilets, urinals, and rear wall.	■				
15 Wipe toilet seats, toilet bowls, urinals, and fixtures until dry.	■				
16 Spot clean walls and scrub handprints, etc. from walls and partitions and wipe dry.	■				
17 Disinfect and mop floors, making sure that corners, drains, areas around toilets, and feet of partitions are thoroughly cleaned and there is no accumulation of dirt or other matter. Leave the floor as dry as possible.	■				
18 Deodorize the restrooms.	■				
19 Immediately notify the Public Works Services Director of any irregularities or hazards.	■				
20 If running water, broken fixtures, or plugged sewer lines cannot be normalized or isolated, the restroom is to be locked, signed as "Closed for Maintenance," and the Public Works Services Director immediately notified.	■				
21 Wash off any dirt clods, mud or foreign material from the outside of the restroom. Clean top and sides of drinking fountains outside of restrooms and clear drains.	■				

Task	D	W	BW	M	Q
22 All areas are to be left clean and free of streaks, stains, film, debris, water spots, and odors. All fixtures shall be clean, including piping.	■				
23 All leaking fixtures, clogged drains, stopped up or damaged basins, toilets, or urinals, and damaged or inoperable lighting fixtures that cannot be repaired by the following shall be reported to the Public Works Services Director: (a) tightened to stop leaks, (b) unclogged by using a “plumber’s helper” or short “snake”.	■				

Schedule 3
Labor Hours by Site

Direct Labor Hours and Weekly Schedule
Animal Care and Adoption Center
11780 Arrow Route Rancho Cucamonga, CA 91730

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Daily Tasks	3	359	1077
Weekly Tasks	1.5	52	78
Monthly Tasks	5.5	12	66
Bi-Weekly Tasks	1	26	26
Quarterly Tasks	10	4	40
Total Direct Labor Hours:	21	453	1287

Direct Labor Hours and Weekly Schedule

Archibald Library

7368 Archibald Ave Rancho Cucamonga, CA 91730

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Daily Tasks	6	359	2154
Weekly Tasks	1	52	52
Bi-Weely Tasks	25	26	650
Monthly Tasks	1.25	12	15
Quarterly Tasks	36	4	144
Total Direct Labor Hours:	69	453	3016

Direct Labor Hours and Weekly Schedule
Central Park Community Center
11200 Baseline Road Rancho Cucamonga, CA 91730

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Daily Tasks	12	359	4308
Weekly Tasks	3	52	156
Bi-Weekly Tasks	57	26	1482
Monthly Tasks	2	12	24
Quarterly Tasks	46	4	184
Total Direct Labor Hours:	120	453	6,154

Direct Labor Hours and Weekly Schedule
City Hall
10500 Civic Center Drive, Rancho Cucamonga, CA 91730

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Daily Tasks	19	202	3838
Weekly Tasks	15	52	780
Bi-Weekly Tasks	100	26	2600
Monthly Tasks	3	12	36
Quarterly Tasks	80	4	320
Total Direct Labor Hours:	217	296	7574

Direct Labor Hours and Weekly Schedule
Fleet Services (Formerly Corporate Yard)
9153 9th Street, Rancho Cucamonga, CA 91730

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Daily Tasks	1.5	202	303
Weekly Tasks	1.5	52	78
Monthly Tasks	6	12	72
Quarterly Tasks	3	4	12
Total Direct Labor Hours:	12	270	465

Direct Labor Hours and Weekly Schedule
Epicenter
8408 Rochester, Rancho Cucamonga, CA 91730

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Daily Tasks	2	255	510
Weekly Tasks	.5	52	26
Monthly Tasks	2	12	24
Quarterly Tasks	1	4	4
Total Direct Labor Hours:	5.5	323	564

Direct Labor Hours and Weekly Schedule

**Lions Center East
9191 Baseline Rancho Cucamonga, CA 91730**

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Weekly Tasks	3	52	156
Monthly Tasks	12	12	144
Quarterly Tasks	17	4	68
Total Direct Labor Hours:	32	68	368

Direct Labor Hours and Weekly Schedule
Lions Center West
9161 Baseline Rancho Cucamonga, CA 91730

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Weekly Tasks	3	52	156
Monthly Tasks	10	12	120
Quarterly Tasks	14	4	56
Total Direct Labor Hours:	27	68	332

Direct Labor Hours and Weekly Schedule

**Paul A Biane Library
12505 Cultural Center Dr. Rancho Cucamonga, CA 91730**

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Daily Tasks	6	359	2154
Weekly Tasks	4.5	52	234
Bi-Weekly Tasks	35	26	910
Monthly Tasks	1	12	12
Quarterly Tasks	31	4	124
Total Direct Labor Hours:	77.5	453	3434

Direct Labor Hours and Weekly Schedule**Public Safety****10510 Civic Center Drive, Rancho Cucamonga, CA 91730**

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Daily Tasks	7	365	2555
Weekly Tasks	15	52	780
Monthly Tasks	35	12	420
Quarterly Tasks	66	4	264
Total Direct Labor Hours:	123	433	4019

Direct Labor Hours and Weekly Schedule**Rancho Cucamonga Family Resource Center
9791 Arrow Highway, Rancho Cucamonga, CA 91730**

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Daily Tasks	2	359	718
Weekly Tasks	3	52	156
Bi-Weekly Tasks	11	26	286
Monthly Tasks	2	12	24
Quarterly Tasks	17	4	69
Total Direct Labor Hours:	35	453	1253

Direct Labor Hours and Weekly Schedule
Rancho Cucamonga Family Sports Center
8303 Rochester Ave. Rancho Cucamonga, CA 91730

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Daily Tasks	6	359	2154
Weekly Tasks	6	52	312
Monthly Tasks	31	12	372
Quarterly Tasks	54	4	216
Total Direct Labor Hours:	97	427	3054

Direct Labor Hours and Weekly Schedule

**Stadium Park Maintenance Facility
8408 Rochester Ave., Rancho Cucamonga, CA 91730**

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Daily Tasks	1	360	360
Weekly Tasks	1	52	52
Monthly Tasks	1	12	12
Quarterly Tasks	2	4	8
Total Direct Labor Hours:	5	428	432

Direct Labor Hours and Weekly Schedule

**Victoria Gardens Cultural Center
12505 Cultural Center Drive, Rancho Cucamonga, CA 91730**

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Daily Tasks	9.5	359	359
Weekly Tasks	17	52	884
Monthly Tasks	67	12	804
Quarterly Tasks	0	4	0
Total Direct Labor Hours:	93.5	427	5099

Direct Labor Hours and Weekly Schedule**Victoria Gardens Police Substation
7743 Kew Avenue, Rancho Cucamonga, CA 91730**

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Daily Tasks	1	365	365
Weekly Tasks	1	52	52
Monthly Tasks	4	12	48
Quarterly Tasks	2	4	8
Total Direct Labor Hours:	8	433	473

Direct Labor Hours and Weekly Schedule
Public Works Service Center
8794 Lion Street, Rancho Cucamonga, CA 91730

Direct Labor Hours			
Task	Direct Labor Hours per Occurrence	Annual Occurrences	Annual Direct Labor Hours
Daily Tasks	8	202	1616
Weekly Tasks	10	52	520
Monthly Tasks	5	12	60
Quarterly Tasks	46	4	183
Total Direct Labor Hours:	69	270	2379

**Direct Labor Hours and Weekly Schedule
Summary of Annual Direct Labor Hours**

<u>Location</u>	<u>Annual Direct Labor Hours</u>
Animal Care and Adoption Center, 11780 Arrow Route	1288
Archibald Library, 7368 Archibald Avenue	3016
Central Park Community Centers, 11200 Base Line Road	6154
City Hall, 10500 Civic Center Drive	7574
Fleet Services, 9153 Ninth Street	465
Epicenter Field (Regular Services), 8408 Rochester Avenue	564
Lions East, 9191 Base Line Road	368
Lions West, 9161 Base Line Road	332
Paul A. Biane Library, 12505 Cultural Center Dr.	3434
Public Safety, 10510 Civic Center Drive	4019
RC Family Resource Center, 9791 Arrow Route	1253
RC Family Sports Center, 8303 Rochester Ave	3054
Stadium Park Maintenance Facility, 8408 Rochester Avenue	432
Victoria Gardens Cultural Center, 12505 Cultural Center Dr.	5099
Victoria Gardens Police Substation, 7743 Kew Avenue	473
Public Works Service Center, 8794 Lion Street	2379
Total Annual Direct Labor Hours for All Locations	39,903



Addendum No. 001
Request for Proposal (“RFP”) #24/25-001
For
Citywide Janitorial Services

December 21, 2023

Re: Site Walk and Release, Hold Harmless and Agreement not to Sue Waiver Information for Request for Proposals (“RFP”) #24/25-001 for Citywide Janitorial Services

Ladies and Gentlemen:

This Addendum will address the requirement for a Site Walk and Release, Hold Harmless and Agreement Not to Sue Waiver (hereinafter “Waiver”) for the above mentioned RFP.

The City of Rancho Cucamonga (hereinafter “City”) will host a Vendor Site Walk on January 17, 2024. Vendors are limited to two attendees from each organization. Each attendee must sign and submit a Waiver attached hereto as “Appendix A”. The location of the first site walk will be provided to compliant vendors prior to date and time of the site walk.

Vendors that have not submitted a signed waiver will not be granted access or admittance to the site walk. Waivers will not be available at the site walk. **No exceptions will be made to this requirement.**

It is highly recommended that any Vendor wishing to participate in this RFP process attend the site visit. It is the responsibility of each Vendor to visit each building location during the site walk to visually inspect and fully inform himself / herself of the existing conditions and areas indicated in the Scope of Work. Failure to do so will not relieve the Vendor from performing in accordance with the strict intent and means of the Scope of Work without additional cost to the City.

Signed Waivers must be submitted to me via email at cheryl.combs@cityofrc.us by 9:00 am January 15, 2024.

City of Rancho Cucamonga
Addendum No. 001 for Request for Proposal (RFP) # 24/25-001
For
Citywide Janitorial Services

All other due dates and times in Section 1.2 Proposal Delivery and Schedule of Events of the RFP remains in full effect.

If there are any questions regarding this Addendum, please contact me directly at (909) 774-2505.

Sincerely,



Cheryl Combs, Procurement Technician
City of Rancho Cucamonga
Procurement Division



APPENDIX A

RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

I hereby agree that I, my heirs, guardians, legal representatives and assigns will not make a claim against or file an action against the City of Rancho Cucamonga, its officials, officers, employees, or agents for injury, illness or damage resulting from negligence, howsoever caused, by any official, officer, employee, or agent of the City of Rancho Cucamonga as a result of my participation in Site Walk for RFP #24/25-001 for Citywide Janitorial Services activity or service. In addition, I hereby release and discharge the City of Rancho Cucamonga, its officials, officers, employees and agents from all actions, claims, demands that I, my heirs, guardians, legal representatives or assigns now have or may hereafter have for injury or damage resulting from my participation in these Site Walk for RFP #24/25-001 for Citywide Janitorial Services activities or services.

Furthermore, I _____ shall hold harmless, defend and indemnify the City of Rancho Cucamonga, its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees which actually or allegedly arise out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the City of Rancho Cucamonga, its officers, officials, employees and volunteers.

Date: _____ **Signature:** _____



Addendum No. 002
Request for Proposal (“RFP”) #24/25-001
For
Citywide Janitorial Services

January 24, 2024

Re: Schedule of Events

Ladies and Gentlemen:

This Addendum will address changes made to the Schedule of Events listed in **Section 1.2** of the RFP document. The “Addendum Issued” and “RFP Response Due Dates” have been extended due to unforeseen circumstances. Please see the new dates below.

Addendum Issued	February 1, 2024
RFP Response Due Date	February 15, 2024, 10:00 am

If there are any questions regarding this Addendum, please contact Cheryl Combs, Procurement Technician at (909) 774-2505

Sincerely,

Cheryl Combs

Cheryl Combs, Procurement Technician
City of Rancho Cucamonga
Procurement Division



Addendum No. 003
Request for Proposal (“RFP”) #24/25-001
For
Citywide Janitorial Services

February 1, 2024

Re: Questions/Answers/Clarifications

Ladies and Gentlemen:

This Addendum will address questions and clarification requests as submitted by Vendors. Only those questions submitted in writing are being addressed and can be found in the below table.

The due date and time for RFP #24/25-001 remains as indicated in the RFP Schedule of Events.

If there are any questions regarding this Addendum, please contact Cheryl Combs, Procurement Technician at (909) 774-2505

Sincerely,

Cheryl Combs

Cheryl Combs, Procurement Technician
City of Rancho Cucamonga
Procurement Division

City of Rancho Cucamonga
 Addendum No. 003 for Request for Proposal (RFP) # 24/25-001
 For
 Citywide Janitorial Services

	Question(s) / Clarification(s)	Answer(s) / Comment(s)
1	Will there be site visits scheduled for these facilities?	Please refer to Addendum No. 001
2	I noticed that there is not a formal pre bid meeting. Would there be a chance to survey some of the more sensitive sites, with a city escort?	Please refer to Addendum No. 001
3	Who is the Current Company/Vendor ?	Public records request is required
4	Could I get the Current Contract ?	Public records request is required
5	Could I get the Previous Contract (2022) ?	Public records request is required
6	Who is the current contractor?	Public records request is required
7	Is there a bond requirement?	There are no bonding requirements
8	What is the current contract amount? If you are unable to provide the current contract amount, what is the current budget your agency has for this project?	Public records request is required
9	Will the contractor's employees be required to pass a background check?	Yes
10	Will the contractor's employees be required to wear a badge?	Yes
11	Square Footage for each location?	Please refer to bid specifications
12	There does not appear to be anywhere to upload documents or the response to the RFP	You must be log into the vendor portal to submit a bid response. After you log in click on the Place eBid in the right lower corner of

City of Rancho Cucamonga
 Addendum No. 003 for Request for Proposal (RFP) # 24/25-001
 For
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		the RFP. If you need help click on the headset in the upper right corner of the RFP.
13	How many day porters do you currently have and which locations do they service?	N/A
14	How would you like the day porter hours accounted for on this bid? It appears as though the Direct Labor Hours document is counting tasks from the night scope, so is there a separate form for day hours or would you like them combined on that one document?	Please combine into the existing document
15	What is the current price for this job opportunity?	Public records request is required
16	are there any differences between this contract and the passed ?	No
17	prevailing wages are required for this opportunity?	The City is subject to the provision of the Labor Code of the State of California. Janitorial vendors shall pay no less than California Minimum Wage.
18	What is the current contract price?	Public records request is required
19	Is the scope released the same as the current contract? Have any additional facilities been added to the contract?	The scope is the same. No additional facilities have been added.
20	do any of the locations need a day porter service?	Please refer to bid specifications
21	Can we get a list of approved chemicals?	The City does not maintain a list of approved chemicals. Before beginning work, the vendor

City of Rancho Cucamonga
Addendum No. 003 for Request for Proposal (RFP) # 24/25-001
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		shall submit a list of proposed chemicals for approval by the City.
22	Can we get a list of all materials required to supply?	Please refer to bid specifications
23	Who is the current contractor?	Public records request is required
24	What is the current contract amount?	Public records request is required
25	What is the current contract term?	Term expires June 30, 2024
26	Is there anything that is new in this RFP that is not in the current contract?	No
27	What is the current monthly charge of the current contractor?	Public records request is required
28	do we have to set pre determined times we will be cleaning each location? or can we just show up between the times given?	No times are pre-determined however a regular schedule is expected
29	for the Additive/alternate bid park restrooms, it say's we have to complete before 6:00am. What time can we start? it is not on schedule #2	This is an as needed service. Start times will vary.
30	Epicenter Janitorial: (1) What is the grandstand seating area? (2) What are the sizes of the cafe spectator areas? (3) How many 3rd floor restrooms are there, and how many fixtures per restroom? (4) Is the "Epicenter Maintenance Facility" the same location as the "Office" under Special Services following games and events?" (5) Is that lobby the Epicenter Lobby, or if not,	Please refer to bid specifications and job walk survey

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	how large is the Epicenter Lobby to be included in the pricing?.	
31	Epicenter Extras Work: (1) How many Concourse restrooms and fixtures per, (2) How many locker rooms, and fixtures per, e.g., restrooms, washbasins, showers, lockers, sinks, seating?	Please refer to bid specifications and job walk survey
32	(1) How large are each of the park restrooms? (2) what is flooring in each of the park restrooms? (3) What fixture counts are available for each of the park restrooms?	(1)>400 sq. ft. (2) concrete (3) varies
33	What time will the site visit start on the 17th?	The information was provided via email.
34	all sites will be just one contract? is it possible to bid only the Parks cleaning?	No
35	Trash bags outside the restrooms and doggie bags are not included??	Correct
36	In regard to parks' cleaning, are any of the restrooms similar in fixture count and square footage. Do the parks have storage?	Yes
37	Who is the current contractor?	Public records request is required
38	What is the current monthly charge of the current contractor?	Public records request is required
39	What is the term of the current contract?	Public records request is required
40	Is there additional locations or scope of work added from the previous contract?	No

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41	Is a bid bond required/mandatory for this project?	There are no bonding requirements
42	What are the SQ FT of each PARK RESTROOMS that requires cleaning?	>400 sq. ft.
43	Will the City of Rancho cucamonga provide a cost sheet to complete?	No
44	Can we have the SQ ft of the ff:"Epicenter Caf Seating Areas, 8408 Rochester Avenue " "Epicenter Grandstand Seating Areas, 8408 Rochester Avenue " "Epicenter Lobby, 8408 Rochester Avenue " "EpicenterThird Floor Restrooms, 8408 Rochester Avenue " "Epicenter Skyboxes, 8408 Rochester Avenue	Please refer to bid specifications and job walk survey
45	What is the frequency, day and time of cleaning for the ff: "Epicenter Caf Seating Areas, 8408 Rochester Avenue " "Epicenter Grandstand Seating Areas, 8408 Rochester Avenue " "Epicenter Lobby, 8408 Rochester Avenue " "EpicenterThird Floor Restrooms, 8408 Rochester Avenue " "Epicenter Skyboxes, 8408 Rochester Avenue	Quakes game days. Schedule available online
46	Can we have the details especially the sq ft of the 29 Park Restrooms?	Question is much too broad.
47	What are the frequency, day and time of cleaning for the 29 Park Restrooms?	As needed
48	What is the SQ FT of the Epicenter Concourse Restrooms and Epicenter Locker	Please refer to bid specifications and job walk survey

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	rooms and what is their frequency, day and time of cleaning?	
49	Is there a sign in sheet from the mandatory walk that you can share?	No
50	Please provide the Incumbent Company Name.	Public records request is required
51	Please provide current cost or a 'how-to obtain' the existing incumbent pricing with breakdown of cost per location.	Public records request is required
52	What is the approx. square feet for each park restroom, concourse restroom, and locker rooms.	Please refer to bid specifications and job walk survey
53	Will the City of Rancho Cucamonga require bidders consider requiring bidders to submit evidence of good standing in the form of an official certificate of good standing issued by the California Secretary of State?	The City does not require the submittal of a "Certificate of Good Standing" issued by the California Secretary of State.
54	Would the City of Rancho Cucamonga enter into a Contractor Agreement with a service provider that is utilizing Independent Contractors and knowingly be in violation of AB5?	The City complies with all applicable laws
55	Will the City of Rancho Cucamonga be adhering to Labor Code section 2776 regarding business-to-business contracting for janitorial services?	The City complies with all applicable laws

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56	Would the City of Rancho Cucamonga consider requiring a payroll tax and workers compensation insurance report, to ensure that potential service providers are meeting all state and federal regulations?	The City does not require the submittal of a payroll tax report.
57	Can the City of Rancho Cucamonga provide floor plans for each of the locations that were toured during the job-walk on 1/17/2024?	No
58	Can the City of Rancho Cucamonga provide the 2023 calendar schedule for holidays that were observed?	New Years Day; MLK Day, President's Day; Memorial Day; Fourth of July; Labor Day; Veteran's Day, Thanksgiving Day; Christmas Eve; Christmas Day
59	Can the City of Rancho Cucamonga provide an estimated wait time for the background checks that are required?	Typically, 1-2 weeks. Longer if background issues are detected.
60	Can the City of Rancho Cucamonga provide a cost and required location of the required background check?	\$32.00 per Livescan and will be conducted at Rancho Cucamonga Police Department
61	Will the City of Rancho Cucamonga require financial information to be submitted with the proposal, or will it require this information after a service provider has been chosen?	The City will require this information after a service provider has been chosen?
62	Can the City of Rancho Cucamonga confirm that no exterior windows are present in the scope of work for all city facilities?	Confirmed

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63	After viewing the park restrooms where would the city like the trash from each restroom to be thrown away?	On site dumpsters
64	Can the City of Rancho Cucamonga confirm that the HHW building is included in the site list that was provided in the RFP?	Confirmed
65	Can the City of Rancho Cucamonga confirm whether the E.O.C. room in the Public Safety office is included in the scope of work that was present in the RFP?	Confirmed
66	During the job-walk at the Epicenter service providers were shown multiple areas throughout the baseball field and facility. Would the City of Rancho Cucamonga like additional pricing for these areas, or will that be an addition later after the contract has started?	Please refer to bid specifications
67	What is the expected scope of work for the second floor at the Paul Biane Library? It is currently under construction.	Same scope as other facilities.
68	Can the City of Rancho Cucamonga confirm the details for the cleaning that is to take place at the Central Park location?	Refer to Specifications
69	Due to the displaced janitor act and the requirements to retain the existing employees, can the hourly rates be provided for each of the employees to ensure that they receive fair compensation?	Public records request is required

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70	During the job-walk the Family services location was not currently open to the public, should bidders provide a rate for the scope of works frequency or at a reduced frequency based on the job-walk?	Please refer to bid specifications
71	Can the City of Rancho Cucamonga clarify how bidding service providers should rate the Epicenter for after game clean up?	Further clarification needed to answer
72	Can the City of Rancho Cucamonga confirm the hard floor and carpet care frequencies are the same as what the incumbent is currently providing the city?	Please refer to bid specifications
73	Do we have to use Live Scan or can we use our own background company that we use	City requires Live Scan processing
74	Currently the scope of work has daily tasks for the park restroom cleaning. Does this mean all restrooms are expected to be cleaned once per day year round?	This is as needed service only
75	In considerations of the janitors protection act, would the city please provide current labour rates being paid. If this information is not available, are proponents expected to just consider the current minimum wage of \$16.00 / hour?	The City is subject to the provision of the Labor Code of the State of California. Janitorial vendors shall pay no less than California Minimum Wage
76	Please clarify if the city is looking for proponents to provide resumes of front line staff proposed for the services or the management team. Is the city expecting	No

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	proponents to have staffing in place at this stage without award?	
77	Per section 4.1.2 The rate increase will not increase more than the CPI for the relevant year. If the state requires a minimum wage increase will The City be open to negotiating an increase that may be higher than CPI to cover the mandated minimum wage increase detailed in section 2.2?	The City is subject to the provision of the Labor Code of the State of California. Janitorial vendors shall pay no less than California Minimum Wage
78	According to Schedule 1, Site List and Special Conditions for “Park Restroom Lockup and Cleaning (Schedule 1, Page 18). It states “All restroom Cleaning Services shall be performed on an as-needed basis. However, in schedule 2, Takes and Frequencies by Site, Park Restroom Cleaning (Schedule 2, page 93 and 94) states daily cleaning is required but it does not include how many days constitute daily cleaning. Please clarify the following: <ul style="list-style-type: none"> a. Is a flat fee price per restroom required for this RFP? b. If not, and a daily cleaning is required, how many days per week is daily cleaning required? 	This is as needed service only
79	Will all vendors consider the wage increase that will occur mid contract between the years 2024 and 2025 for this bid?	The City is subject to the provision of the Labor Code of the State of California. Janitorial vendors shall pay no less than California Minimum Wage
80	On the Planet Bids Ebid folder it states a “required” submission for Schedule 1, 2, & 3. Schedule 1&2 do not have spaces to be filled out by the vendor, and they are the Scope and Task Frequency per location.	Under Response Types Schedule 1, 2, & 3 was check as required in error.

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	Scheule 3 does have hours to be filled in by the vendor. Is this a typo and/ or are vendors only to submit Schedule 3 response in this section?	
81	In submitting proposal we saw that Schedule 1, 2, & 3 are required to be uploaded also, may we clarify if it is just the file on the documents tab that don't need to be filled out?	Under Response Types Schedule 1, 2, & 3 was check as required in error.
82	In submitting proposals, Schedule 1,2 and 3 are also required but those were Site List , Tasks and Frequencies and labor hours by Site only, no portion to be filled-out.	Under Response Types Schedule 1, 2, & 3 was check as required in error.
83	What is needed by the bidder to accomplished or uploaded on Schedule 1,2 and 3 to be considered responsive?	Under Response Types Schedule 1, 2, & 3 was check as required in error.
84	What is needed by the bidder to accomplished or uploaded on Schedule 1,2 and 3 to be considered responsive?	Under Response Types Schedule 1, 2, & 3 was check as required in error.
85	What is the current price monthly price of the contract?	Public records request is required
86	Who is the incumbent provider?	Public records request is required
87	What was the annual spend for 2023 for this contract?	Public records request is required
88	What is the percent increase to this budget for 2024?	N/A
89	What are the biggest gaps in service currently?	N/A

City of Rancho Cucamonga
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90	What are the strong points with the current service provider?	N/A
91	We did not see the any of the city park bathrooms, should we include that pricing in our proposal?	This is as needed service only. Please refer to bid specifications
92	The RFP only had the maintenance facility for the baseball park listed. Will we bid on the entire stadium services including janitorial services after events?	Please refer to bid specifications



**RANCHO
CUCAMONGA**

**RFP #24/25-001
Proposal for
Citywide
Janitorial
Services**





February 15, 2024

Cheryl Combs

Procurement Technician
City of Rancho Cucamonga
10500 Civic Center Drive
Rancho Cucamonga, CA 91730

Dear Cheryl:

It has been our honor to serve the City of Rancho Cucamonga as your janitorial partner for the past seven years, and we are appreciative for the opportunity to renew our partnership through this RFP process. Within the following proposal, we hope to convey our enthusiasm and continued commitment to serving the people of Rancho Cucamonga in the high standard they expect and deserve. We are confident that we can comply with all provisions stated within RFP #24/25-100.

We understand the importance of maintaining clean facilities for the benefit of the community. Our dedicated team is committed to upholding the highest standards of cleanliness, professionalism, and efficiency standards in all our services. We take pride in contributing to the positive environment of the city buildings.

With our Inland Empire branch around the corner, we are able to provide a quick response time of under two hours for unforeseen issues. We are deeply invested in the community's well-being, and we consider it a privilege to support the City of Rancho Cucamonga in your mission to deliver superior service to all who live, work and play in your community. CCS Facility Services is committed to ensuring that work consistently meets and exceeds your expectations.

With more than 35 years of expertise and experience, every member of the CCS Facility Services team is committed to delivering the results and confidence that the City of Rancho Cucamonga and RCFPD expects. We work hard to be the very best, with service and value that stands above the competition. We look forward to continue building this partnership that we began in 2017 with you and your team. Thank you for the opportunity to continue serving your great city.

With gratitude,

A handwritten signature in blue ink that reads 'Cameron Hall'.

Cameron Hall
Regional Vice President
714-559-2283 (cell)
949-261-677-5112 (office)

CCS Facility Services Orange County
3001 Red Hill Avenue, #6-220
Costa Mesa, CA 92626

CCS Facility Services Inland Empire
1920 Archibald Ave, Suite A
Ontario, CA 91761



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3.3 Executive Summary





Executive Summary

CCS Facility Services has successfully serviced the City of Rancho Cucamonga locations for almost seven years. We consider this partnership an honor and a privilege. We would like to say thank you for the many hours we have spent together building this trusted relationship.

We remain conscious of the commitments we make to our clients and always aim to exceed expectations. Should special needs arise, whether planned or unplanned, **we are well prepared to respond quickly, reliably, and effectively within the requested response times in this RFP.** We also will ensure the City has **three additional team members' contact information** so you have multiple points of contact should the City need a quick response to any need, day or night. Between our emergency response capabilities, our team of floaters ready to deploy, an extensive fleet, and long-standing supplier relationships, CCS' deep bench of resources represents an unmatched infrastructure that can expertly serve the City of Rancho Cucamonga's portfolio.

What does CCS' size and strength mean to the City of Rancho Cucamonga? **It means that our team has the capacity to respond to client needs quickly and effectively.** Our robust operational structure ensures that our daytime managers are inside their properties checking on performance and touching base with customers on a regular basis, and our nighttime managers are checking quality and working with their teams in each building **every single night.**

As you've experienced, we have a **dedicated Account Manager** who will attend all meetings with the City's specified team. Your Account Manager works closely with the branch Operations team to ensure **knowledge and supervision** meets – and exceeds – the City's expectations. Our cleaning teammates are employed by CCS Facility Services, and **we do not subcontract our labor.** We pride ourselves on representing our customers as though we are part of *your* own team, and we will train and reinforce **employee conduct expectations** in partnership with the City. We have dedicated monthly safety trainings for all our employees and in-depth and ongoing training to ensure best practices of cleaning.

We've got you covered – 24/7. With significant personnel and equipment resources both in and all around your properties, CCS is structured to consistently deliver excellence in the City of Rancho Cucamonga's day-to-day service.

In short, CCS Facility Services is uniquely qualified to effectively continue serving the City of Rancho Cucamonga and meet all requirements of this RFP. We will submit all exhibits, Certificate of Insurance, and pricing separately from this proposal response. We have included all the information to differentiate ourselves and our team from the rest.

Our goal in this RFP is to retain and grow our partnership with the City of Rancho Cucamonga by demonstrating that we are your best option for both service and value. We look forward to exceeding the expectations of the City of Rancho Cucamonga by maintaining health and well-being for many years to come.



3.4 CCS Experience





THE CCS FACILITY SERVICES DIFFERENCE

CCS Facility Services Experience

CCS Facility Services has been in business more than 35 years. Our **service commitment to our customers** is reflected in our mission statement and core values:

CCS Facility Services Mission

- TO BE THE BEST commercial facility services provider
- TO COMPLETELY EXCEED our customers' expectations
- TO PROVIDE EXCELLENCE in customer service at a fair price
- TO DEVELOP AND SUSTAIN controlled growth of our company
- TO ALWAYS REMEMBER our humble beginnings and care for our people

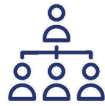
CCS CORE VALUES



Commitment



Professional Integrity



Accountability



Continuous Improvement



Excellence

CCS Facility Services' approach is the strict implementation of the scope of work provided. We are proud of our proven track record in cleaning sensitive and secure areas. Federal, state, city, and municipality-owned buildings and facilities also may have intense scrutiny in hiring practices, safety/OSHA compliance, and cleaning scheduling. We understand the dynamics of **supervising** a team and having a support staff that knows the City of Rancho Cucamonga's needs for each building. We will also make sure the City has at least three emergency contacts of CCS Facility Services employees not on-site.

CCS Facility Services has never filed for bankruptcy, does not have any pending litigation, and does not foresee any other legal or financial circumstances that would affect our performance within your facilities.

CCS Facility Services is a privately held corporation and was established in June 1988.



3.5 Third-Party Vendors/ Contractors





No Third-Party Vendors or Contractors

ALL OUR TEAM:
CCS DOES NOT
SUBCONTRACT
All Staff Are W-2
Employees & Are
Managed by CCS
Personnel





3.6 Staff Biographies





THE CCS FACILITY SERVICES DIFFERENCE

CCS in Service: Staff Biographies

The CCS Facility Services Support Team for the City of Rancho Cucamonga



CCS has provided the City of Fullerton with reliable and effective janitorial services. Company staff is very responsive and continually makes an effort to ensure it is meeting the City's needs. We have been very pleased with the level of service.

City of Fullerton, CA



CAMERON HALL

Position Within the Company: Regional Vice President

Role in Project: Senior Leader

Time with CCS Facility Services: 11 Years

Education: Bachelor's, Business Administration, Chapman University JD, Western State College of Law

Experience with Minimum Requirements: In Cameron's decade with CCS Facility Services, she has extensive experience in strategic and operational leadership for CCS Orange County's entire client portfolio. Prior to joining CCS, Cameron spent five years in commercial real estate where she oversaw 750,000-plus square feet of commercial and industrial properties.

Work History with Similar Municipalities: City of Costa Mesa, City of Huntington Beach, City of Tustin, City of Fullerton, City of Westminster



SEBASTIAN PEDREIRA

Position Within the Company: General Manager

Role in Project: Branch Oversight

Time with CCS Facility Services: 9 Years

Education: BA in Public Relations and Communication Science, Universidad Argentina de la Empresa Buenos Aires, Argentina

Experience with Minimum Requirements: As branch General Manager, Sebastian is primarily responsible for the management and supervision of all daytime and nighttime operations, including strategic and operational leadership, developing and maintaining customer relations, quality assurance, and the training and development of account managers.

Work History with Similar Municipalities: City of Costa Mesa, City of Huntington Beach, City of Tustin, City of Fullerton, City of Westminster



ERNESTO FLORES

Position Within the Company: Branch Operations Manager

Role in Project: Day-to-Day Oversight

Time with CCS Facility Services: 5 Years

Education: High School Graduate

Experience with Minimum Requirements: Managing teams of 80+ day porters and night cleaners, in addition to performing quality walks to ensure we are meeting client's expectations. He also executes safety trainings with front-line teammates, maintains and establishes relationships with clients and customer service, and coordinates with Operations teams to ensure scope of work is always being executed.

Work History with Similar Municipalities: City of Costa Mesa, City of Huntington Beach, City of Tustin, City of Fullerton, City of Westminster



THE CCS FACILITY SERVICES DIFFERENCE

CCS in Service: Staff Biographies



The CCS Facility Services Support Team for the City of Rancho Cucamonga

We are grateful for CCS’ consistency and dedication to our facilities. The overall team has been really approachable and willing to perform their duties with a sense of pride.

CCS Facility Services Orange County Customer



MELISSA CEVALLOS

Position Within the Company & Role in Project: Account Manager

Time with CCS Facility Services: 1 Year

Education: UEI, General Business Administration

Experience with Minimum Requirements: Melissa has been in facility services for more than a decade, joining CCS Facility Services in 2023 after being a customer for several years! As an Account Manager, Melissa’s role is the day-to-day primary contact for her customers, ensuring that all needs are understood and responded to quickly. Her passion for helping others and problem-solving make her a critical part of the team.

Work History with Similar Municipalities: City of Fullerton



OMAR ROSALES

Position Within the Company & Role in Project: Day Service Manager

Time with CCS Facility Services: 3 Years

Education: High School Graduate

Experience with Minimum Requirements: Omar joined the CCS Facility Services OC team in 2021 working at a large facility as a day porter. Recognized quickly for being a “go-to” teammate, he was promoted to Day Service Manager in early 2022. Omar enjoys being a source of support for his team in order to deliver the best possible service for his customers.

Work History with Similar Municipalities: City of Costa Mesa, City of Huntington Beach, City of Tustin, City of Fullerton, City of Westminster



ERICKA MUNOZ

Position Within the Company & Role in Project: Night Area Manager

Time with CCS Facility Services: 1 Year

Education: UAEM Mexico, Accounting Bachelors

Experience with Minimum Requirements: Ericka joined CCS Facility Services in early 2023 as a Night Area Manager, a critical role supporting a large team of frontline staff. Ericka takes on every project head-on and enjoys finding solutions for customers and her team.

Work History with Similar Municipalities: City of Costa Mesa, City of Huntington Beach, City of Tustin, City of Fullerton, City of Westminster



CAMERON HALL

Regional Vice President, West Coast
chall@ccsbts.com | (714) 559.2283

Overview

Cameron Hall is the Regional Vice President, West Coast, at CCS Facility Services with primarily responsibility for the strategic and operational leadership throughout the entirety of the West region. Cameron takes the lead in maximizing company profitability, sales, and maintains strong customer relationships and has a strong focus on maintaining quality assurance within the company's operational standards and procedures.

Experience

CCS FACILITY SERVICES

2013 – current

Regional Vice President

- Work with Market Leaders across the West region of CCS Facility Services to ensure compliance and adherence to CCS standards for operations, customer service, and all business functions
- Guide emerging markets by providing ongoing supervision, support, and coaching
- Oversee all levels of operations across the West region
- Active member in numerous commercial real estate industry associations
- Conduct customer service training for all levels of the company
- Cameron began with CCS Facility Services as a Senior Account Manager and was promoted numerous times due to her strong work ethic, attention to detail, and deep understanding of the business

PREVIOUS EMPLOYMENT

- Prior to joining CCS in 2013, Cameron worked in commercial real estate where she oversaw 750,000-plus square feet of commercial and industrial properties. Cameron earned a Bachelor's degree in Business Administration from Chapman University and earned her JD from Western State College of Law.

Skills

- Business Development and Operations
- Attorney - State Bar of California (2011)
- Strategic and Operational Leadership
- Building & Facility Inspections
- Safety & Security
- Performance Standards
- OSHA 300 Certification
- GBAC Trained Technician
- Fitwell Ambassador



SEBASTIAN PEDREIRA

General Manager, Orange County Branch
spedreira@ccsbts.com | (949) 677.5112

Overview

Highly effective General Manager with nearly a decade of experience specializing in building relationships, partnership building, managing talent, retaining top accounts, and growing profit channels. Self-motivated leadership professional with expertise on territory development and revealing customer needs to deliver solutions.

Experience

CCS FACILITY SERVICES

2023 – current

General Manager

- Manage all day and night operations including strategic and operational leadership
- Ownership of P&L and all related expense/revenue categories for business unit
- Reputation for delivering exceptional customer service and thorough problem solving
- Build trust in company by responding efficiently and helpfully to customer needs
- Analyze customer satisfaction levels and define customer specific plans to ensure satisfaction of all current and prospect customers
- Manage procurement of supplies, chemicals, and equipment to ensure service excellence
- Empower and train frontline employees to grow into supervisory roles
- Ability to efficiently handle multiple tasks and projects simultaneously
- Relates well with a wide range of personalities and cultures, making him an effective and trusted leader among field crew
- Multi-dimensional; able to execute regardless of the situation, trained temperament
- Outstanding time management and communication skills

Senior Account Manager

2015 – 2023

- Manage all aspects of operations, maintaining 50+ accounts by meeting daily with clients and janitorial staff to ensure quality control
- Established and maintained effective lines of communications with clients and facilities' personnel to ascertain needs and requirements
- Directed management of accounts through tenant surveys and in-person meetings
- Responsible for training new staff to meet client and CCS Facility Services standards

Skills

- Janitorial Operations and Processes
- Building and Facility Inspections
- Safety and Security
- Controlled Access Facilities
- Bilingual in English and Spanish
- Account Management
- Customer Service
- Leadership and Training
- Performance Standards



ERNESTO FLORES

Branch Operations Manager, Orange County Branch
eflores@ccsbts.com | (949) 239.5606

Overview

The CCS Facility Services Branch Operations Manager is charged with oversight and enhancing the efficiency of our specialty services and evening janitorial operations. Collaborating closely with the branch management team, this role proactively communicates and ensures compliance with all reporting and operational requirements. Branch Operations Manager's primary focus is ensuring that labor budgets are properly maintained and that the team executes on all customer commitments.

Experience

CCS FACILITY SERVICES

2023 – present

Branch Operations Manager

- Lead, mentor, and develop a high-performing senior night area manager team to deliver outstanding results
- Manage and supervise the warehouse, floor technician, and specialty services teams
- Own the branch specialty services business unit and ensure the highest level of quality
- Serve as the project manager for new customer site transitions and onboarding
- Ensure compliance with industry standards, regulatory requirements, and best practices
- Accurately build or adjust workplans for current and future service locations
- Partner with the account management and business development teams in building solutions and pricing options for specialty and evening janitorial services
- Maintain strong partner relationships with external specialty services providers
- Engage with current customers and prospects to understand needs and build solutions as needed

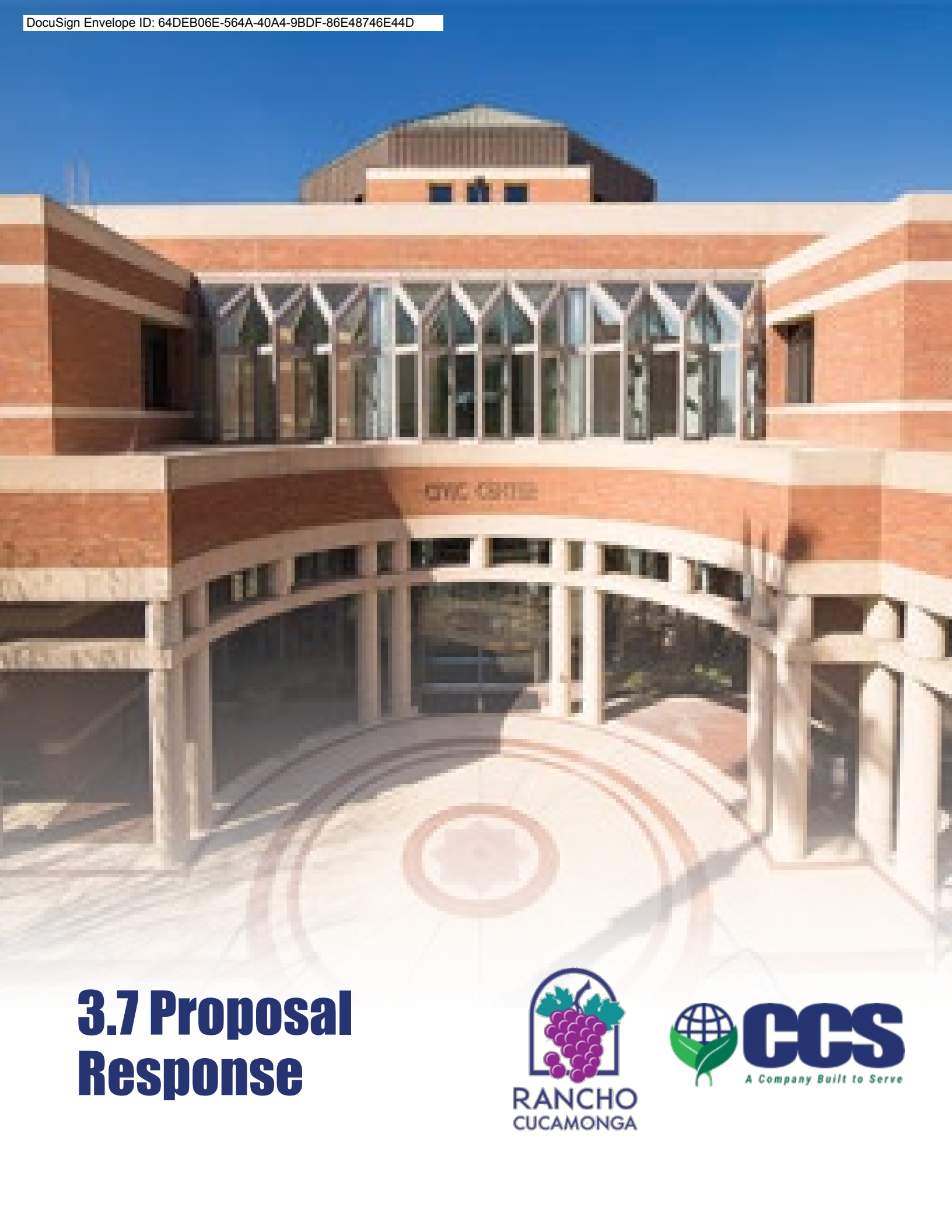
Night Area Manager

2019 – 2023

- Work closely with CCS Account Manager and customer personnel in supervising janitorial employees performing day-to-day and periodic cleaning activities in assigned work areas
- Training, direction, and inspection of all scope of work functions
- Ongoing interaction with CCS Nighttime Communication Manager to ensure all necessary regular and special tasks are executed

Skills

- Janitorial Operations and Processes
- Building and Facility Inspections
- Safety and Security
- Controlled Access Facilities
- Field Management
- Excellent Customer Service



3.7 Proposal Response





Rancho Cucamonga's Critical Needs in a Building Services Contractor



CRITICAL NEEDS



COMMUNICATION



SUPERVISION



**RELIABLE
WORKFORCE**



**CLEANING FOR
HEALTH**



FLOOR CARE



**QUALITY
ASSURANCE**



**SAFETY &
SECURITY**



THE CCS FACILITY SERVICES DIFFERENCE

Communication

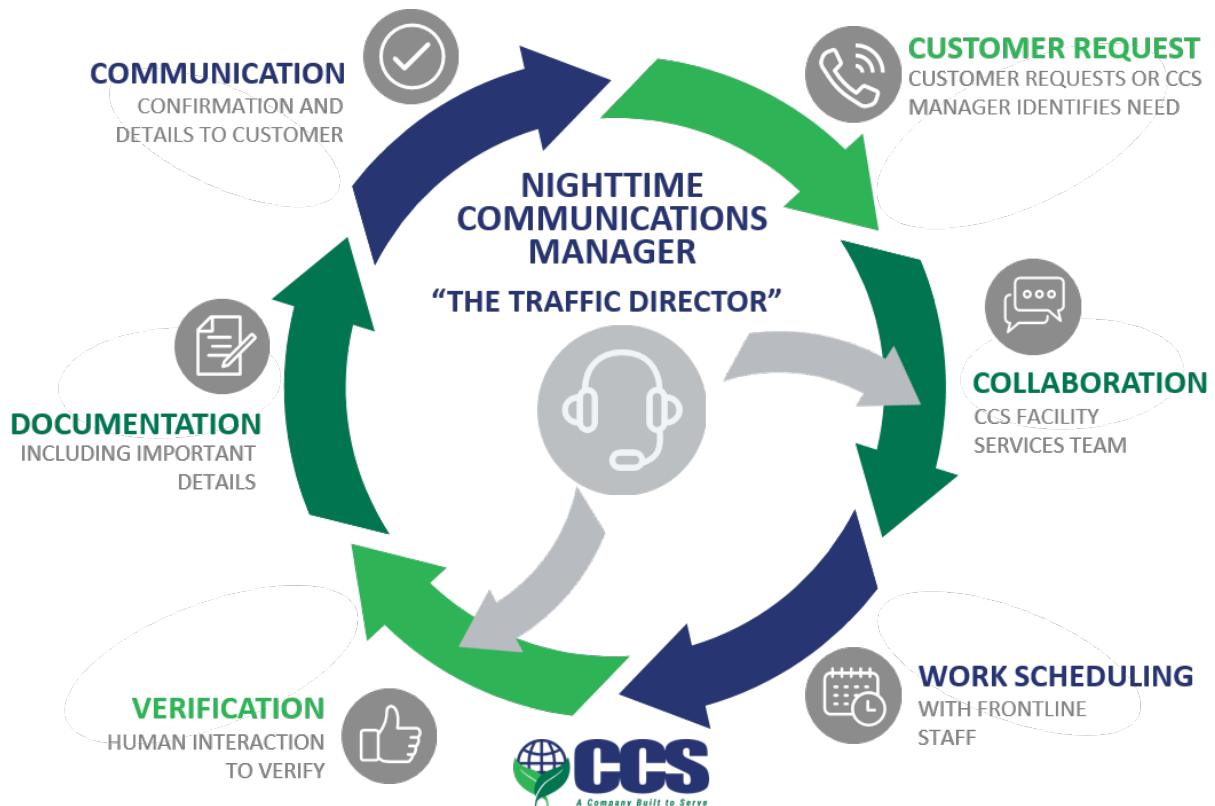
How do we know the job gets done, both day and night?

CCS' robust communication engine has a **role dedicated to job-specific communications in place 24/7** dedicated to communicating facility needs and documenting work ticket status to keep Account Managers up to speed. We call it an "engine" because it has multiple moving parts that ensure the job gets done!

Plus, the nighttime communications manager, **a role unique to CCS**, maintains a nightly Work Ticket Status Report so Account Managers and branch leaders know what occurred overnight – every night.

Across every day of every week, information relative to a customer's scope of work is shared between multiple stakeholders. Our communication engine pictured below funnels data into a human-attended work ticket system, where items are closed out both electronically and via verbal and photographic confirmation – every day of the week. Work items collected throughout the day and night are executed day and night, with verification of task completion communicated back to customers by your Account Managers.

THE CCS COMMUNICATIONS ENGINE AT WORK TO ENSURE WE GET THE JOB DONE FOR YOU





THE CCS FACILITY SERVICES DIFFERENCE

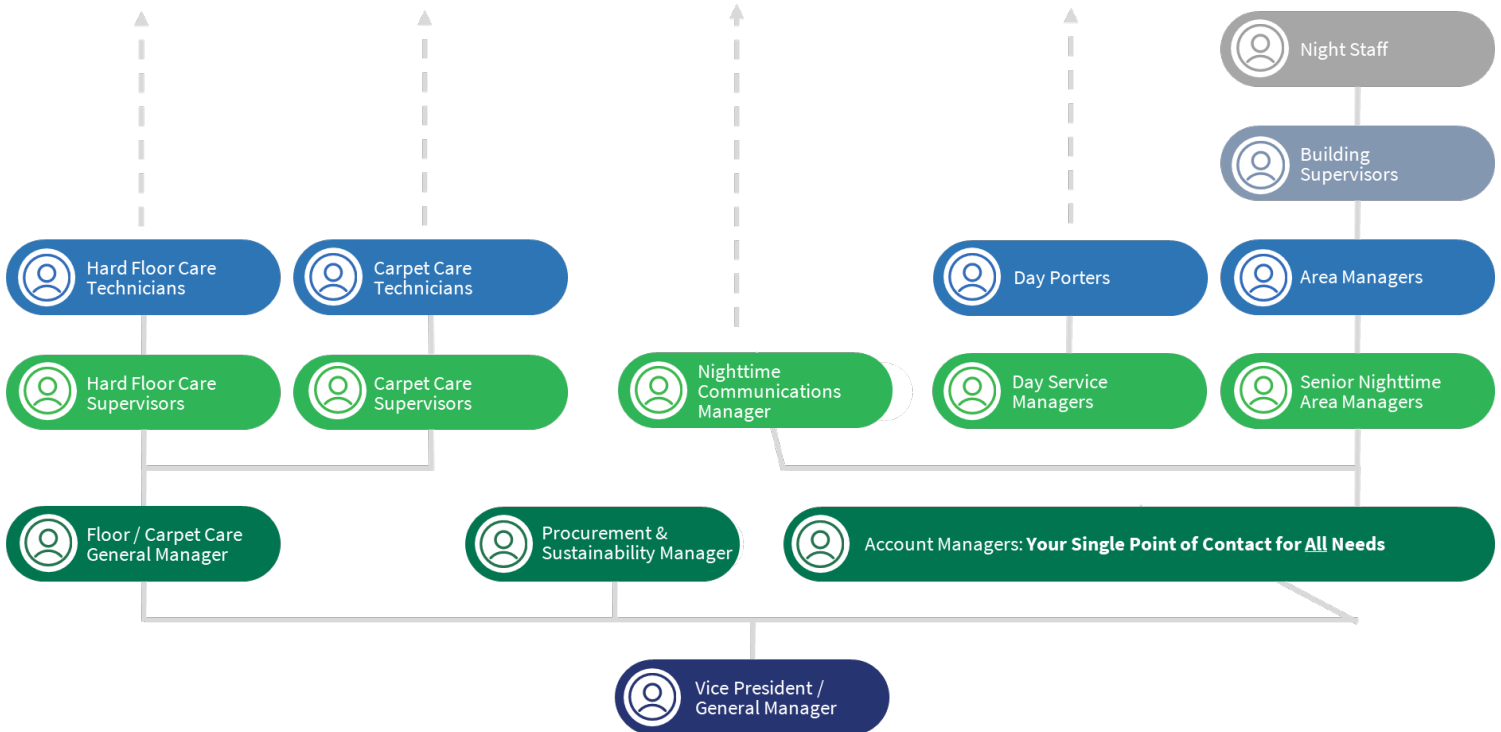
Hardwired Quality Assurance Through Multi-tiered Supervisory Structure

The CCS Facility Services branch infrastructure is designed to support the field that supports our customers. **That's why the customer is at the top.** All company roles are charged with ensuring that our customers' full scopes of service are met with excellence.

When it's time to work, your CCS team is **on-the-job and ready to go.** Our supervisors are in the field during all shifts, providing quality assurance and job-specific feedback. In fact, our hardwired QA protocol includes:

- Creating scope of work checklists, from space-specific protocols to preparing for VIP visitors
- Define quality standards for each item
- Document needs through work ticketing system
- Report back as needs are addressed
- See results instantly and resolve deficiencies

ACCOUNTABILITY IS A CCS CORE VALUE





THE CCS FACILITY SERVICES DIFFERENCE

Supervision: Day & Night

CCS Facility Services believes that the true difference in the janitorial industry is in the management and supervision of the work process.

Supervision comes down to **both day and night leads** validating that the scope of work is being followed and inspecting the work being done every day and every night. When missteps occur, our supervisors provide training and course correction in real time. To avoid this happening repeatedly, field staff are re-trained by CCS management. However, if needed in more severe cases, the person is replaced at the job site.

Additionally, with multiple levels of management placing eyes on service, we set the bar high and challenge the team to execute and enjoy high performance. CCS aspires to uphold the highest level of service for every single customer.

Importantly, we celebrate success and regularly deliver recognition to staff for service excellence.

We truly believe that our company is unique in the industry, **and we are recognized for how our supervisory structure delivers the highest quality commercial cleaning.** We re-invest heavily in our night operations to ensure we have ample resources in the evening to handle floor care, floods, carpet maintenance, special cleaning requests, and to provide the highest level of supervision and quality control.

All work performance is documented carefully to assure full compliance with the requirements of the contract. Our management team is committed to job quality and customer satisfaction.

The performance of these requests is verified by the CCS management team who confirms completion and shares any relevant details. Our Nighttime Communications Manager, as part of the role's nightly duties, generates a report for our Account Managers to review and act on early the next day before building operations begin. It is the Account Manager – the primary point of contact – that follows up with customers to report that all requests were completed.

Our deployment of supervision is generally far beyond the investment of our competitors.





THE CCS FACILITY SERVICES DIFFERENCE

CCS Team Supporting City of Rancho Cucamonga's Portfolio

CCS' customer service program embodies a **team approach**. Between robust local infrastructure in each market to our technology tools for communicating your team's needs to our assigned team members, **we ensure everyone is on the same page to get the job done**. These positions coordinate and execute work as an integrated unit, using a communication and work ticket system that leads the industry. An overview of this is provided throughout this proposal.

TITLE	ROLE DESCRIPTION
General Manager / Regional Vice President / Branch Operations Manager	Responsible for branch operations. Supports Account Managers, Day Service Managers, and Night Area Managers to ensure effective coordination and execution of service delivery, including escalation. Also active in quality assurance and customer satisfaction
Senior Account Managers / Account Managers	Primary point of contact between CCS Facility Services and the customer for all communications, including emergency situations
Senior Day Service Managers / Day Service Managers	Oversee Day Porter staff as well as primary trainers for all day staff and day cleaning services
Senior Night Area Managers	Oversee and manage a set of Night Area Managers to support work with nighttime staff
Night Area Managers	Seasoned managers who inspect each building nightly to ensure contract compliance, execution of special tasks, etc.
Nighttime Leads / Supervisors	Oversees nighttime general cleaners, assists in ensuring proper completion of all duties and work tickets
Lead Day Porters	Oversees day porters as a working leader; assists with training and quality control
Building Supervisors	Dedicated person per facility who actively manage CCS building staff
Building Staff	Team of frontline staff dedicated to the property who perform routine day and/or nighttime operations
Daytime Communications Manager	Daytime communications hub for day service team to enter and execute work tickets; communicates overnight tickets identified during the day to incoming nightshift
Nighttime Communications Manager	Nighttime communications hub for night service team to execute and verify completion of work tickets. Generates reports for the Account Managers to communicate and close the loop with customers
Branch Support Staff	Off-site employees who perform administrative support for frontline staff, including HR and Recruitment
Carpet & Hard Floor Specialists	Specially trained and equipped personnel who will perform all non-routine, interim, and restorative carpet and hard floor care
Backup Staff / Floaters	In times of labor shortage or emergency needs, dedicated pool of "floater" employees who can fill in on short notice to ensure uninterrupted service



THE CCS FACILITY SERVICES DIFFERENCE

Right People, Right Preparation, Right Place

Hiring is critical and retaining talent even more so.

CCS Facility Services carefully identifies and vets candidates and conducts thorough employment history checks, criminal background and additional checks per the requirements of the contract prior to placing an employee at a facility.

Once on board, the training starts and then it never stops. Our core value of **Continuous Improvement** is reflected in our multi-step staff training program.

CCS STAFF ARE ALL EMPLOYED: NO SUB-CONTRACTORS

TRAINING, TRAINING & MORE TRAINING





THE CCS FACILITY SERVICES DIFFERENCE

Professionalism in the Workplace

Our team is a reflection of your facility, and we take that very seriously.

Staff are clearly trained on dress code + we will work with clients on specific uniform requests.

Employee Uniforms:

- **Day Staff**
 - ✓ Work shirt with CCS logo
 - ✓ Work pants
 - ✓ Work jacket
- **Night Staff**
 - ✓ Apron/smock with CCS logo
 - ✓ Work pants
- **Appearance Expectations**
 - ✓ Non-slip, closed-toed shoes
 - ✓ Minimal jewelry
 - ✓ Tidy hair and facial hair



Poster Reinforcing Appearance Displayed in Janitorial Closets



THE CCS FACILITY SERVICES DIFFERENCE

Celebrating Exceptional Service

Our retention strategy is to recognize, invest, promote from within, **and always show that we care**. The majority of our frontline supervisors and Account Managers came from the field, so they know what customers value and what staff need to be supported. From *Employee of the Month* to *On The Spot* impromptu recognition, CCS honors our incredible staff on a regular basis – and we love when our clients join us in the celebrations!



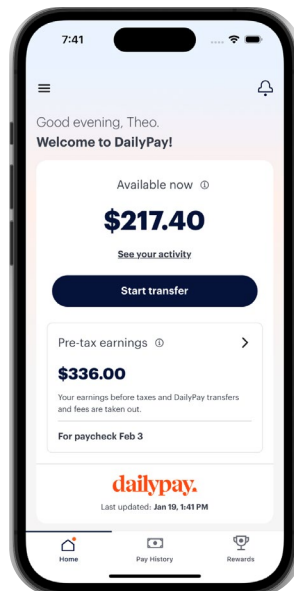
Employee of The Month Certificate



On the Spot Recognition

daily pay.

Helping our teammates thrive is part of our promise to them. We provide a service called DailyPay, which gives employees **access to earned wages the very next day**, instant transfers for times of need, and tools for saving and financial wellness.



WHAT MAKES CCS DIFFERENT

RECOGNIZE
EDUCATE
HERALD
PROMOTE
GROW
INVEST
SERVE
SOLVE
DELIVER



Scan here to watch some of our employees being recognized and sharing what CCS means to them.



THE CCS FACILITY SERVICES DIFFERENCE

Robust Recruitment Effort

CCS plans and works to maintain a quality, stable workforce at each of our facilities. This starts with careful recruiting to identify candidates who are **suited for the job** and likely to **stay on the job**.

Recruiting is a challenging endeavor in today’s market. It requires a high level of professionalism and intentionality to succeed. Our large, trained, and dedicated recruiting team does an exceptional job bringing quality candidates to the hiring process for evaluation.

Facilitated by our hiring offices, mobile hiring capabilities, and trained recruitment team, CCS uses multiple methods to identify and draw quality employment candidates for interview. These include:

- Employee referrals
- Social media
- CCS Facility Services website (ccsbts.com)
- Community bulletin boards
- Extended hiring office hours – evenings and weekends
- “On the street” campaigns

**ALL OUR TEAM:
CCS DOES NOT
SUBCONTRACT**
All Staff Are W-2
Employees & Are
Managed by CCS
Personnel

THE CCS-DENVER BRANCH IS HIRING!
Positions available throughout Metro Denver and the entire Front Range

303-733-8997
ccsbts.com

**Looking for a great new job?
JOIN CCS FACILITY SERVICES!**

START YOUR CAREER WITH CCS FACILITY SERVICES

CONTACT US TO FIND A JOB

OUR JANITORIAL TEAM
Find Open Janitorial Roles

OUR ENGINEERING TEAM
Find Open Engineering Roles



THE CCS FACILITY SERVICES DIFFERENCE

Deep Bench Strength

In the event of open positions, CCS Facility Services has a **stable resource of staff we can deploy for service at your facility**. This “floater pool” consists of employees who can be deployed to job sites on an as-needed basis during both day and evening hours due to employee illnesses, worker shortages, or when extra staffing is needed to maintain exceptional service levels. This team allows us to perform assigned responsibilities efficiently to ensure continuity at customer sites.

In practice, employees are trained to call in to their supervisor or a provided Human Resources line to communicate their need to miss a shift. In cases where an employee may miss a shift unannounced, particularly where a supervisor may not be on-site to immediately recognize the absence, our electronic timekeeping system alerts designated managers of the absence after a scheduled employee has not punched in within 10 minutes of start of shift. In such cases where a shift is confirmed as unfilled by the scheduled employee, CCS dispatches a floater to cover the work.





THE CCS FACILITY SERVICES DIFFERENCE

Cleaning for Health

Cleaning for Health to Support Our Customers

Cleaning for health is the most effective technique to mitigate the spread of viruses, germs, and diseases, and cleaning is one of the few health strategies that facility leaders can control. **CCS Facility Services was the first company in the world to earn GBAC STAR Service accreditation**, but what that means for our customers is that CCS has invested heavily in the highest quality training and knowledge from the global experts, which means we can help you build the cleaning strategies that work for your buildings.

No other facility services company has invested in cleaning for health like CCS, and we have the scale and the experience to deliver healthy solutions for your facility occupants.



Scan here to learn about how CCS cleans against infectious diseases

WHAT CCS FACILITY SERVICES' INFECTIOUS DISEASE FIGHTING INVESTMENTS MEAN FOR OUR CUSTOMERS

CONFIDENCE: The most rigorous cleaning, disinfection, and infection prevention training and processes validated by the global expert

CONTINUOUS IMPROVEMENT: Ongoing training and scalable processes in place as knowledge, products, and best practices evolve

CONSULTATION: Services to assist your team as you consider capacity, traffic flow, etc.





THE CCS FACILITY SERVICES DIFFERENCE

Dedicated Floor Care Program

Commercial facility flooring experiences tremendous wear and tear, from staff and visitor traffic to delivery equipment and more. Your flooring is one of the first things people encounter when they enter the building, and perception of unclean floors can color tenants' and visitors' impressions of the overall building. Routine floor care will save you money down the line and help reinforce the overall cleanliness of your facility.

Hard floor restoration and carpet care require unique skills, which is why CCS has a dedicated Carpet Cleaning & Floor Care Division headed by an experienced management team with a combined 250 years of experience.

Based on our customers' unique needs, we can provide:

- Carpet cleaning and deep cleaning
- Floor restoration
- Preventative maintenance
- Water restoration

CCS' extensive expertise in the care and maintenance of any type of flooring can meet the needs of any commercial facility: hardwood, tile, laminate, carpet, or vinyl.

After each cleaning, a member of this dedicated CCS team walks the building before the next business day, carefully inspecting the quality and completeness of the carpet cleaning or floor restoration.

Our investment in this program includes certified Carpet Cleaning Technicians through the IICRC.



IICRC
Institute of Inspection Cleaning
and Restoration Certification

**WITH PROPER
PREVENTATIVE
MAINTENANCE,
FACILITIES CAN
DOUBLE THE
LIFESPAN OF
FLOOR & CARPETS**



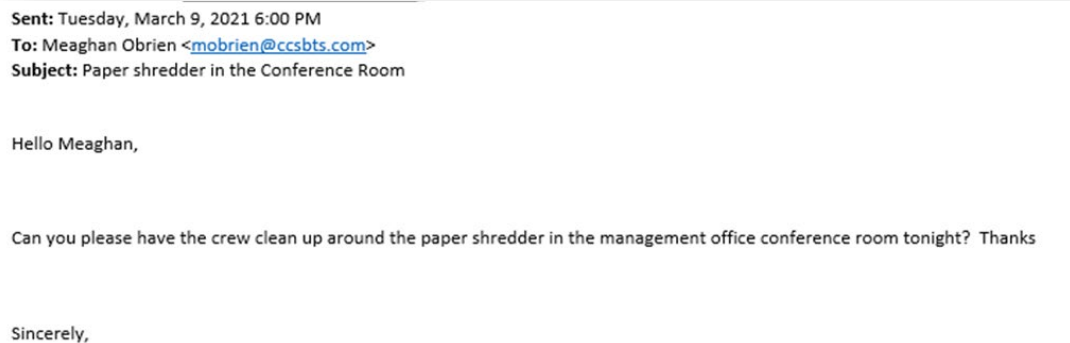
THE CCS FACILITY SERVICES DIFFERENCE

Quality Assurance Process: Start to Finish

CCS Facility Services has hardwired processes in place to ensure we get the job done, from the daily scope of work to unique requests from customers. Below is our documented, multi-step QA process from start to finish:

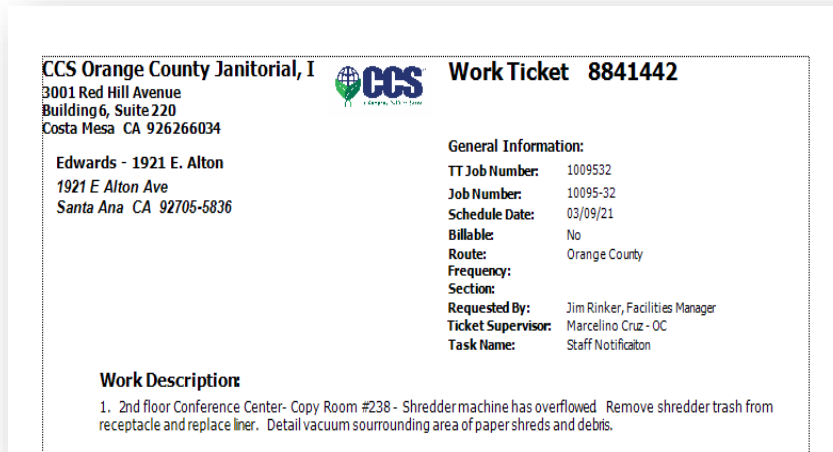
1 REQUEST FROM CUSTOMER

The customer contacts his or her CCS Account Manager to communicate request. If needed, your CCS Account Manager will visit the site to ensure full understanding of the request.



2 COLLABORATION

All work tickets are completed by 5:30pm each day and electronically sent to Night Area Managers. The CCS Account Manager meets with Night Area Managers daily to communicate work tickets and any other details.



3 WORK SCHEDULING

Night Area Managers communicate the work that needs to be completed to supervisors/leads at your building. Supervisors/leads are responsible for ensuring completion.



THE CCS FACILITY SERVICES DIFFERENCE

Quality Assurance Process: Start to Finish

4 CONFIRM WORK IS COMPLETE

Night Area Managers often visit the building in person to inspect proper completion. CCS encourages taking before and after photos of all work ticket items.



5 DOCUMENT TICKET COMPLETION

Night Area Managers send completion notes to Night Communications Manager to be logged in WinTeam work ticketing system and closed.

6 NIGHTTIME COMMUNICATIONS MANAGER REVIEW

The Night Communications Managers works from 9pm to 5am compiling completion notes from the work tickets written that day. At the end of his/her shift, an electronic communication log is compiled and emailed to all Account Managers, VPs and General Managers.

7 CONFIRM COMPLETION

Account Managers communicate completion notes and send photos to the property manager making the original request. CCS ensures communication prior to the start of each workday so that managers can close communication with tenants, if need be.

Good morning Glenn,

The crew was able to clean the paper shredder area last night. Attached for your tenant are before and after photos. We also detail vacuumed under the desks and moved the filing cabinet to be sure to get all the pieces of paper. |

When we were inspecting the suite, we also noticed that a few lights are out in the conference room. Would you like for us to replace the lightbulbs? The day porter can do this today or we can have the night crew complete tonight.

Thanks, and let us know if there is anything else that we can do for you.



THE CCS FACILITY SERVICES DIFFERENCE

Oversight & Inspections

In addition to daily oversight via Building Leads, Day Service Managers, and Night Area Managers, your facilities will be inspected on a regular schedule by your CCS Facility Services Account Managers.

Like his or her noted counterparts, Account Managers will confirm the correct tasks are being performed and that the quality and frequency of each task is being delivered with the scope of work. Our quality inspections use a pass or fail rating system, which allows CCS to identify any discrepancies with the level of cleaning service. If a maintenance issue is found during the inspection process, we will promptly notify the property manager and any other necessary staff via email or phone. CCS also has a procedure in place to prevent future issues and ensure we uphold our exceptional cleaning standards.

Inspections are fundamental to our quality control protocol. Below is CCS' process for inspections and corresponding action items that may result out of inspections:

Informal Inspections

Inspections are the first line of quality control and measure work performance relative to documented job plans and standards. Inspections facilitate prompt identification and correction of substandard services and/or personnel performance. Account Managers, Day Service Managers, and Night Area Managers conduct scheduled (formal) and unscheduled (informal) inspections. The results and all inspection reports are reviewed, and issues are promptly addressed. With multiple sets of eyes, needs are caught and fixed quickly.

Scheduled Inspections

We will work with your team to conduct in-depth formal, scheduled inspections according to your preferences.

Service Issue Escalation and Procedure

Service excellence is our top priority. Should a customer manager or building tenant have a work request or other special need, we will engage immediately to address it. This is most often accomplished through our dedicated Account Management team. Work tickets are entered to record the details of the request, and corresponding work assignments are completed by our trained staff. Our Day and Night Communications Managers verify completion – often with photo record – working 24 hours a day to keep up-to-date records to keep you and your team fully informed. Reliable execution and clear communication are cornerstones of our commitment and service to you.



THE CCS FACILITY SERVICES DIFFERENCE

Our Role in Facility Safety & Security

A safe facility is a strong facility.

Each facility has safety and security needs specific to the property and it is the responsibility of everyone working within the space to both follow and reinforce safety procedures. We will learn and adhere to your protocols, which complements our custom-developed, extensive safety and security training. This is a critical part of our new employee onboarding and then messaged through ongoing training and communications.

CCS Safety in Action:

- In-depth safety training during onboarding
- Daily written and verbal safety messages delivered through CCS employee digital portal
- Janitorial closet posters for site-specific safety
- Employee badges can be worn 100% of the time
- Quality assurance by supervisors
- CCS-specific safety videos accessed through mobile employee portal to reinforce best practices

WE TAKE VERY SERIOUSLY OUR RESPONSIBILITY TO KEEP YOUR FACILITY SAFE





THE CCS FACILITY SERVICES DIFFERENCE

Monthly Safety Training

The jobs performed by janitorial and building engineering professionals can have safety concerns associated. Taking great care of our employees means a commitment to monthly, bilingual safety trainings delivered to **each and every field staff member** – and an affirmation that they’ve received the training.

Each session includes:

- A safety training video presentation on a specific industry-related topic
- Role playing on this subject
- Question and answer period
- Electronically documented safety sign-in sheets



2024 Monthly Safety Training Schedule

January	Workplace Violence Prevention
February	Personal Protective Equipment (PPE)
March	Bloodborne Pathogen Exposure Control
April	Electrical Safety
May	Hazard Communication
June	Emergency Action Plan
July	Lockout/Tagout
August	Back Injury Prevention
September	Wet Floor Safety & Signage
October	Handling Trash in Bags Safely
November	Workplace Violence Prevention
December	Slip, Trip, and Fall Prevention



RANCHO
CUCAMONGA



CCS Facility Services: A Company Built to Serve



THE CCS FACILITY SERVICES DIFFERENCE

Guided by a Service Heart

We never forget where we came from. More than 30 years ago, a small team of service-driven individuals believed they could bring a new level of professionalism and quality to commercial janitorial service. Today, CCS is an integrated facility services company with thousands of cleaning and building engineering professionals across the country.

CCS FACILITY SERVICES' MISSION

TO BE THE BEST

facility services provider

TO COMPLETELY EXCEED

our customers' expectations

TO PROVIDE EXCELLENCE

in customer service at a fair price

TO DEVELOP AND SUSTAIN

controlled growth of our company

TO ALWAYS REMEMBER

our humble beginnings and care for our people





THE CCS FACILITY SERVICES DIFFERENCE

The CCS Facility Services Intangibles

CCS Facility Services has incredible operations and processes that make us a great resource for our customers: unique roles, technology investments, smart processes, and more. **But it's a secret recipe of intangibles that make us a great company for EVERYONE – and a great place to work.**

Service Mentality

- Immediate Response
- Accept Responsibility
- No Excuses, Just Solutions
- Follow-up & Follow-through
- Accessible 24/7

High Performance Culture

- Continuous Improvement
- 212 Degrees
- Passion

Personal & Professional Development

- Leadership
- Confidence
- Growth

Coaching Environment

- Empowerment
- Encourage and Support

Teamwork

- All Hands On Deck
- Support
- Humility

Promote from Within

- Changing Lives
- Value Every Team Member
- Motivation





THE CCS FACILITY SERVICES DIFFERENCE

Leading Edge Equipment

Our team needs the right tools to provide the best cleaning for our customers. For CCS, that means a commitment to investing in the best equipment that delivers not only an exemplary clean but also minimizes impact on the environment and protects our employees' physical health.

Getting leading edge equipment minimizes risk. Dust and particles in air can have direct short- and long- term impacts on the health and productivity of people inside a building. That's why CCS uses the highest quality equipment that meet or exceed LEED and Carpet and Rug Institute (CRI) requirements.



CRI Green Label Vacuums effectively pick up dirt and contain it within the vacuum instead of redistributing it in the air with vacuum exhaust. These vacuums are cordless and able to be worn as backpacks, allowing for less strain on the back, shoulders, and neck.



Battery-Powered Scrubbers provide the ease of a mop but deliver the clean of a walk-behind floor scrubber. This tool increased productivity and reduces the risk of slip and fall injuries.



Ride-On Auto Scrubbers deliver a higher rate of productivity and allow for 360-degree visibility by the rider and provide 100% water pick up for safe, dry floors.



Wet Vacuums are an essential part of our supplies. Rubber padding is included to protect walls, baseboard, and furniture from damage. Our vacuums meet CRI requirements to best serve our employees and customers.



High Speed Floor Burnishers polish floors to return them to their original high shine. This piece of equipment reduces operator fatigue with its extremely low vibration and ease of transport. It works expertly on uneven floors, increasing efficiency and productivity among workers.



Swing Machines are used to polish, scrub, and strip floors at adjustable speeds depending on the operation. Its simplified design helps reduce maintenance costs and increase efficiency.



THE CCS FACILITY SERVICES DIFFERENCE

Professional Associations & Expert Resources

Staying abreast of industry information — not just for janitorial and building engineering, but all relevant issues for the clients we serve — ensures CCS Facility Services understands trends in our customers’ industries and is able to adapt as needed.

CCS Facility Services prides itself in being lifelong learners and growing alongside many professional organizations. Below is a list of some of the national and global professional organizations with which CCS is affiliated.



BEST AND FINAL OFFER

Item #	Item Description	UOM	QTY	Total	Comment
Base Bid Location **ANNUAL FINAL PRICING					
1	Animal Care and Adoption Center, 11780 Arrow Route	Month	12	\$31,456.29	
2	Archibald Library, 7368 Archibald Avenue	Month	12	\$68,480.25	
3	Central Park Community Centers, 11200 Base Line	Month	12	\$140,243.55	
4	City Hall, 10500 Civic Center Drive	Month	12	\$144,877.93	
5	Epicenter (Regular Services) , 8408 Rochester Avenue	Month	12	\$15,273.95	
6	Fleet Services, 9153 Ninth Street	Month	12	\$12,044.07	
7	Lions East, 9191 Base Line Road	Month	12	-	
8	Lions West, 9161 Base Line Road	Month	12	-	
9	Paul A. Biane Library, 12505 Cultural Center Dr.	Month	12	\$76,613.00	
10	Public Safety, 10510 Civic Center Drive	Month	12	\$89,472.25	
11	Public Works Service Center, 8794 Lion Street	Month	12	\$59,946.41	
12	RC Family Resource Center, 9791 Arrow Route	Month	12	\$7,074.14	
13	RC Family Sports Center, 8303 Rochester Ave.	Month	12	\$71,750.74	
14	Victoria Gardens Cultural Center, 12505 Cultural Center Dr.	Month	12	\$125,672.92	
15	Victoria Gardens Police Substation, 7743 Kew Avenue	Month	12	\$12,680.53	
16	Epicenter Maintenance Facility, 8408 Rochester	Month	12	\$6,528.64	
17	Epicenter Caf Seating Areas, 8408 Rochester Avenue	Game or EV	75	\$48,265.31	
18	Epicenter Grandstand Seating Areas, 8408 Rochester Avenue	Game or EV	75	See above	
19	Epicenter Lobby, 8408 Rochester Avenue	Game or EV	75	See above	
20	Epicenter Third Floor Restrooms, 8408 Rochester Avenue	Game or EV	75	See above	
21	Epicenter Skyboxes, 8408 Rochester Avenue	Game or EV	75	See above	
Additive Bid Park Restroom Cleaning					
22	Bear Gulch Park, 9094 Arrow Hwy	Each	1	\$ 317.00	
23	Church Park, 10190 Church St	Each	1	\$ 317.00	
24	Coyote Canyon Park, 10987 Terra Vista Pkwy	Each	1	\$ 317.00	
25	Day Creek Park, 12350 Banyan St	Each	1	\$ 317.00	
26	East Beryl Park, 6524 Beryl St	Each	1	\$ 317.00	
27	Ellena Park, 7139 Kenyon Way	Each	1	\$ 317.00	
28	Etiwanda Creek Park, 5939 East Ave	Each	1	\$ 317.00	
29	Foothill Trailhead, 8500 Foothill Blvd	Each	1	\$ 317.00	
30	Garcia Park, 13150 Garcia Drive	Each	1	\$ 317.00	
31	Golden Oak Park, 9345 Golden Oak Rd	Each	1	\$ 317.00	
32	Heritage Park, 5546 Beryl St	Each	1	\$ 317.00	
33	Hermosa Park, 6787 Hermosa Ave	Each	1	\$ 317.00	
34	Kenyon Park, 11481 Kenyon Way	Each	1	\$ 317.00	
35	Legacy Park, 5858 Santa Ynez Pl	Each	1	\$ 317.00	
36	Los Amigos Park, 8632 Madrone Avenue	Each	1	\$ 317.00	
37	Milliken Park, 7699 Milliken Ave	Each	1	\$ 317.00	
38	Mountain View Park, 11701 Terra Vista Pkwy	Each	1	\$ 317.00	
39	Old Town Park, 10033 Feron Blvd	Each	1	\$ 317.00	
40	Olive Grove Park, 13931 Youngs Canyon Rd	Each	1	\$ 317.00	

41	Ralph M. Lewis Park, 7898 Elm St	Each	1	\$ 317.00	
42	Rancho Summit Park, 5958 Soledad Way	Each	1	\$ 317.00	
43	Red Hill Park, 7484 Vineyard Ave	Each	1	\$ 317.00	
44	Spruce Park, 7730 Spruce Ave	Each	1	\$ 317.00	
45	Victoria Arbors Park, 7429 Arbor Lane	Each	1	\$ 317.00	
46	Victoria Groves Park, 6840 Fairmont	Each	1	\$ 317.00	
47	Vintage Park, 11745 Victoria Park Ln	Each	1	\$ 317.00	
48	West Beryl Park, 6501 Carnelian St	Each	1	\$ 317.00	
49	West Greenway Park, 7756 Meadowcrest Ct	Each	1	\$ 317.00	
50	Windrows Park, 6849 Victoria Park Ln	Each	1	\$ 317.00	
Extra Work - Epicenter					
51	Concourse Restrooms	Game or EV	75	\$ 33,750.00	
52	Locker rooms	Game or EV	75	\$ 33,750.00	
Extra Work - General					
53	Day Porter Services	Hour	1	\$ 38.00	
54	Regular Working Hours Per Site (Schedule 1)	Hour	1	\$ 34.00	
55	Holiday Hours	Hour	1	\$ 50.00	
56	After Hours Outside of Regular Working Hours per Site in	Hour	1	\$ 50.00	
Additional Charges					
57	Additional Charge (please specify)	Lot	1	N/A	
58	Additional Charge (please specify)	Lot	1	N/A	
59	Additional Charge (please specify)	Lot	1	N/A	
				Grand Total: \$910,380.00	

RFP #24/25-001 - Citywide Janitorial Services	RFP -WEEKLY	CCS PROPOSED - REMOVE	RFP - BI WEEKLY	CCS PROPOSED - REMOVE	RFP MONTHLY	CCS PROPOSED - QUARTERLY	RFP - MONTHLY	CCS PROPOSED - QUARTERLY	RFP - QUARTERLY	CCS PROPOSED - SEMI ANNUAL	RFP - QUARTERLY	CCS PROPOSED - SEMI ANNUAL
Location Name	Machine Buff floors (Lobby/Public Area, Conference Rooms, Restrooms)	Machine Buff floors (Lobby/Public Area, Conference Rooms, Restrooms)	Machine Buff floors (Kitchens/Break rooms)	Machine Buff floors (Kitchens/Break rooms)	Machine Buff floors	Machine Buff <u>ALL HARD FLOORS</u>	Extract carpets and walk off mats	Extract carpets and walk off mats	Strip and wax	Strip and wax	Detail clean all interior glass	Detail clean all interior glass
Animal Care #5	X	N/A	X	N/A	X	•	X	•	X	•	X	•
Archibald Library #12	X	N/A	X	N/A	X	•	X	•	X	•	X	•
Central Park Community #9	X	N/A			X	•	X	•	X	•	X	•
City Hall 120002	X	N/A			X	•	X	•	X	•	X	•
Fleet Services #16	X	N/A			X	•	X	•	X	•	X	•
Epicenter Field #3	X	N/A	X	N/A	X	•	X	•	X	•	X	•
Lions East #11	X	N/A	X	N/A	X	•	X	•	X	•	X	•
Lions West #10	X	N/A			X	•	X	•	X	•	X	•
Paul A. Biane Library #6	X	N/A			X	•	X	•	X	•	X	•
Public Safety #1 Police D	X	N/A			X	•	X	•	X	•	X	•
RC Family Resource Center #14	X	N/A	X	N/A	X	•	X	•	X	•	X	•
RC Family Sports Center #13	X	N/A			X	•	X	•	X	•	X	•
Stadium Park Maintenance #2	X	N/A	X	N/A	X	•	X	•	X	•	X	•
Victoria Gardens Cultural #7	X	N/A			X	•	X	•	X	•	X	•
Victoria Gardens Police #8	X	N/A			X	•	X	•	X	•	X	•
Public Works Service Center #15	X	N/A			X	•	X	•	X	•	X	•