

PERSONAL SERVICES AGREEMENT BETWEEN COUNTY OF SHASTA AND CITY OF REDDING FOR JANITORIAL SERVICES

THIS AGREEMENT is made at Redding, California, by and between the City of Redding (City), a municipal corporation, and the County of Shasta, a political subdivision of the State of California, through its Health and Human Services Agency, Regional Services Branch (County), Opportunity Center (OC), for the purpose of providing janitorial services (Services) to the City of Redding. Under the terms of this agreement, the janitorial services give work opportunities to people with disabilities and work experience for Opportunity Center ("OC") participants.

WHEREAS, City does not have sufficient personnel to perform the services required herein thereby necessitating this agreement for personal services.

WHEREAS, pursuant to the State of California Welfare and Institutions Code §19404, bidding is unnecessary because the services acquired herein provide employment opportunities for people with disabilities.

NOW, THEREFORE, the Parties covenant and agree, for good consideration hereby acknowledged, as follows:

SECTION 1. DEFINITIONS

Work Crew (Crew) means a group consisting of OC participants (Participant/s) and four OC work instructors (Instructor/s).

SECTION 2. COUNTY RESPONSIBILITIES

Pursuant to the terms and conditions of this agreement, County shall:

A. Provide Crew to perform Other Work Duties and Services:

1. At buildings and facilities as specified in **Exhibit A**, Service Locations, attached and incorporated herein;
2. Services will be provided five days per week, Monday through Friday, with the exception of established City holidays, as outlined in **Exhibit B**, Standard Cleaning Requirements, attached and incorporated herein; and
3. Ensure that the Crew and its supervisors follow the work schedule agreed upon by both parties.

B. Provide Instructors to:

1. Demonstrate work techniques to Participants;
2. Supervise Participants to ensure Other Work Duties and Services are completed satisfactorily and safely; and
3. Maintain an accurate log of arrival and departure times for each Participant.

C. Provide:

1. Safety training for Crew; and
 2. Personal protective equipment (PPE) including, but not limited to, safety glasses/goggles, face shields, ear plugs, hard hats, and gloves in accordance with Cal/OSHA Regulations Title 8, §8414 Personal Protective Equipment. County has full responsibility for lost and/or damaged PPE, unless the loss and/or damage was due to the sole negligence of the City.
- D. Maintain an Injury and Illness Prevention Program in accordance with Cal/OSHA Regulations, Title 8, §3203.
 - E. Meet quarterly, or as needed, with City to discuss agreement performance, scheduling, and any other agreement related topics. Meetings will be scheduled at a mutually agreed upon date and time and held at a location provided by City.
 - F. Assume all payroll, workers' compensation coverage, and liability costs for Crew.
 - G. Ensure that the supervisor maintains a log or record of the work performed during each work day.
 - H. Assume responsibility for locking up each facility as it is cleaned. At the Civic Center, the Crew supervisor will check to see that all exterior doors are locked when the Crew arrives and again when they leave for the evening. The Crew supervisor at each facility will maintain a daily log indicating the time that each door is checked and locked. The City will be informed the next day of any doors found unsecured.

SECTION 3. CITY RESPONSIBILITIES

Pursuant to the terms and conditions of this agreement, City shall provide:

- A. Upon commencement of this agreement, initial orientation and training to the Crew regarding the daily work schedule and instructions on how to perform the Services.
- B. On-going guidance to Instructors as to any specific duties that fall within the realm of OC Responsibilities.
- C. Feedback on the Crew's work performance on an "as needed" basis, as determined by City, as well as at the quarterly meetings delineated in Section 2.E. **SECTION 4.**

COMPENSATION

- A. City shall pay County \$16,058.48 per month for the services listed on **Exhibit C 01/01/2018 through 12/31/2018** and \$17,519.81 per month for the services listed on **Exhibit C 01/01/2019 through 12/31/2019** Itemized Price List, attached and incorporated herein.
- B. City shall be charged for any additional services not listed on **Exhibit C**, and shall pay the County for the same, in addition to the normal monthly billing.

SECTION 5. BILLING AND PAYMENT

- A. City shall pay for services rendered pursuant to this agreement on a monthly basis as set forth in Section 4. The payments specified herein shall be the only payments made to County for services rendered pursuant to this agreement.
- B. County shall submit monthly invoices to City for work completed during the prior month.
- C. All correct, complete and undisputed invoices sent by County to City shall be paid within thirty calendar days of receipt.

SECTION 6. TERM AND TERMINATION

- A. The agreement shall commence on January 1, 2018 and shall terminate on December 31, 2019.
- B. If either Party materially fails to perform its responsibilities under this agreement to the satisfaction of the other Party, or if either Party fails to fulfill in a timely and professional manner its responsibilities under this agreement, or if either Party violates any of the terms or provisions of this agreement, then the other Party shall have the right to terminate this agreement for cause effective immediately upon that Party giving written notice thereof to the other Party.
- C. Either Party may terminate this agreement without cause with thirty (30) calendar days' written notice.
- D. Either Party may terminate this agreement immediately upon oral notice should funding related to any of the services performed pursuant to this agreement cease or be materially decreased during the term of this agreement.
- E. If this agreement is terminated under paragraphs B, C, or D above, City shall pay County for all work satisfactorily completed as of the effective date of the termination. Should the effective date of the notice of termination fall on a date other than the end of the month, then City shall pay County an amount which is equal to the pro rata portion of the monthly compensation based upon the portion of the month during which services under this agreement were provided.
- F. County's right to terminate this agreement may be exercised by County's Health and Human Services Director (HHSA Director) or any HHSA Branch Director designated by the HHSA Director. City's right to terminate this agreement may be exercised by its City Manager.

SECTION 7. INSURANCE

- A. Each Party, prior to commencing its responsibilities prescribed in this agreement, shall provide to the other Party a certificate of self-insurance which shall be approved by the other Party's Risk Manager.
- B. Each Party understands, acknowledges, and agrees that both Parties are self-insured with respect to their automobile and general liability exposures and shall remain self-insured throughout the term of this agreement.

SECTION 8. INDEMNIFICATION

Each Party shall defend, indemnify, and hold the other Party, its officials, officers, employees, agents, and volunteers, harmless from and against any and all liability, loss, expenses (including reasonable attorney's fees), or claims for injury or damage arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expenses (including reasonable attorney's fees), or claims for injury or damage are caused by or result from the negligent or intentional acts or omissions of the indemnifying Party, its officials, officers, employees, agents, subcontractors, or volunteers.

SECTION 9. ENTIRE AGREEMENT; AMENDMENTS; HEADINGS

- A. This Contract shall be deemed to have been entered into in Redding, California. All questions regarding the validity, interpretation or performance of any of its terms or of any rights or obligations of the parties to this Contract shall be governed by California law.
- B. This contract, including all exhibits, contains the entire agreement between the parties and supersedes whatever oral or written understanding each may have had prior to the execution of this Contract. This Contract shall not be altered, amended or modified except by a writing signed by City and County. No verbal agreement or conversation with any official, officer, agent or employee of either Party, either before, during or after the execution of this Contract, shall affect or modify any of the terms or conditions contained in this Contract, nor shall any such verbal agreement or conversation entitle County to any additional payment whatsoever under the terms of this Contract.
- C. If any portion of this Contract or the application thereof to any person or circumstance shall be invalid or unenforceable to any extent, the remainder of this Contract shall not be affected thereby and shall be enforced to the greatest extent permitted by law.
- D. No changes, amendments or alterations to this contract shall be effective unless in writing and signed by both parties. However, minor amendments, including retroactive, that do not result in a substantial or functional change to the original intent of this contract and do not result in an increase or decrease in compensation of more than 20 percent of the monthly total compensation, may be agreed upon in writing between City Manager and/or the Department Director who has direct responsibility for managing the services provided herein, and County's HHSA Director or any HHSA Branch Director designated by the HHSA Director.
- E. The headings that appear on this contract are for reference purposes only and shall not affect the meaning or construction of this contract.

SECTION 10. NOTICE OF CLAIM/APPLICABLE LAW/VENUE

- A. If any claim for damages is filed with either Party or if any lawsuit is instituted concerning either Party's performance under this contract and that in any way, directly or indirectly, contingently or otherwise, affects or might reasonably affect the other Party, prompt and timely notice thereof shall be given to the other Party. Notice shall be prompt and timely if given within 30 days following the date of receipt of a claim or 10 days following the date of service of process of a lawsuit.

- B. Any dispute between the parties, and the interpretation of this contract, shall be governed by the laws of the State of California. Any litigation shall be venued in Shasta County.

SECTION 11. NONASSIGNMENT OF CONTRACT; NON-WAIVER

- A. No provision of this contract is intended to, or shall be for the benefit of, or construed to create rights in, or grant remedies to, any person or entity not a Party hereto.
- B. No portion of the work or services to be performed under this Contract shall be assigned, transferred, delegated, conveyed or subcontracted without the prior written consent of the other Party. County may use the services of independent contractors and subcontractors to perform a portion of its obligations under this Contract with the prior written approval of the other Party. Independent contractors and subcontractors shall be provided with a copy of this Contract and both parties shall have an affirmative duty to assure that said independent contractors and subcontractors comply with the same and agree to be bound by its terms. The Party approved to subcontract shall be the responsible Party with respect to all actions of its independent contractors and subcontractors, and shall obtain such insurance and indemnity provision from its contractors and subcontractors as City's Risk Manager shall determine to be necessary.
- C. No covenant or condition to be performed by either Party under this Contract can be waived except by the written consent of the other Party. Forbearance or indulgence in any regard whatsoever shall not constitute a waiver of the covenant or condition in question. Until performance by either Party of a covenant or condition is complete, the other Party shall be entitled to invoke any remedy under this Contract or by law or in equity despite said forbearance or indulgence.
- D. A waiver by any Party of any provision or a breach of this Contract shall not be construed as a waiver of any other provision or any succeeding breach of the same or any other provisions herein.

SECTION 12. STATUS OF PARTIES

Both parties shall, during the entire term of this Contract, be construed to be independent contractors, and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow City to exercise discretion or control over the professional manner in which County performs the work or services that are the subject matter of this Contract. County shall not be eligible for coverage under City's workers' compensation insurance plan, benefits under the Public Employee Retirement System or be eligible for any other City benefit.

SECTION 13. SURVIVAL

The provisions set forth in Sections 6 through 12 of this Contract shall survive the termination, cancellation or expiration of the Contract.

SECTION 14. COMPLIANCE WITH LAWS; NON-DISCRIMINATION

- A. Both parties shall observe and comply with all applicable present and future federal laws, state laws, local laws, ordinances, rules, regulations, codes, and/or orders which relate to the services to be provided pursuant to this contract.
- B. Both parties shall not discriminate in employment practices on the basis of race, color, ancestry, national origin, religious creed, sex, sexual orientation, disability, age, marital status, political affiliation, or membership or non-membership in any organization. Both parties shall take affirmative action to ensure applicants are employed and that employees are treated during their employment without regard to their race, color, ancestry, national origin, religious creed, sex, sexual orientation, disability, age, marital status, political affiliation, or membership or non-membership in any organization. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training.
- C. City represents that City is in compliance with and agrees that it will continue to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. section 12101, et seq.), the Fair Employment and Housing Act (Government Code sections 12900, et seq.), and regulations and guidelines issued pursuant thereto.
- D. In addition to any other provisions of this agreement, City shall be solely responsible for any and all damages caused, and/or penalties levied, as the result of City's noncompliance with the provisions of this section.

SECTION 15. LICENSES AND PERMITS

Both parties shall possess and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States, the State of California, the County of Shasta, and all other appropriate governmental agencies, including any certification and credentials required by County or City. Failure to maintain the required licenses, permits, certificates, and credentials shall be deemed a breach of this contract and constitutes grounds for the termination of this contract.

SECTION 16. CONFIDENTIALITY OF CLIENT INFORMATION

During the term of this agreement, City may have access to Consumer (As defined in Welfare and Institutions Code section 4512(d). information and records are confidential pursuant to Welfare and Institutions Code section 4514. City agrees to provide adequate precautions to protect the confidentiality of such Consumer information in accordance with Welfare and Institutions Code section 4515, and all other applicable state and federal statutes and regulations regarding confidentiality of persons with developmental disabilities. This provision shall survive the termination, expiration, or cancellation of this agreement.

SECTION 17. RECORDS RETENTION

County shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to this Contract and such other records as may be deemed necessary by City to assure proper accounting for all project funds. These records shall be made available for audit purposes to state and federal authorities, or any authorized

representative of City. County shall retain such records for three (3) years after the expiration of this Contract, unless prior permission to destroy them is granted by City.

SECTION 18. REPRESENTATIVES

- A. City's representative for this Contract is Michele Davis, telephone number (530) 225-4594, email: mdavis@ci.redding.ca.us. All of County's questions pertaining to this agreement shall be referred to the above-named person, or to the representative's designee.
- B. County's representative for this Contract is the OC Staff Services Manager, telephone number (530) 225-5781, fax number (530) 225-5751. All of City's questions pertaining to this Contract shall be referred to this person, or the representative's designee.

SECTION 19. NOTICES

Other than as provided in Section 6.C. (pertaining to oral notice of termination due to lack of funding) any notice required to be given pursuant to the terms and provisions of this contract shall be in writing and shall be sent first-class mail to the following addresses:

To City: Kim Niemer Community Services Department 777 Cypress Avenue Redding, CA 96049-6071 Phone: 530-225-4085	To County: Branch Director HHSA Regional Services Attn: Contracts Unit 1506 Market Street Redding, CA 96001-1023 Phone: 530-229-8319 Fax: 530-225-5245
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Written notice shall be deemed to be effective three days after date of mailing, if sent by first class mail, postage paid. Oral notice shall be deemed effective immediately.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, County and City have executed this agreement on the day and year set forth below. By their signatures below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

CITY

Date: _____

By: _____
Brent Weaver, Mayor
City of Redding, State of California

APPROVED AS TO FORM:

ATTEST:

Barry E. DeWalt, City Attorney
City of Redding

Pamela Mize, City Clerk
City of Redding

COUNTY OF SHASTA

Date: _____

DAVID A. KEHOE, CHAIRMAN
Board of Supervisors
County of Shasta
State of California

ATTEST:

LAWRENCE G. LEES
Clerk of the Board of Supervisors

By: _____
Deputy

Approved as to form:

RUBIN E. CRUSE, JR

County Counsel

RISK MANAGEMENT APPROVAL

By: ABC 11/13/17
Alan B. Cox
Deputy County Counsel

By: [Signature] 11/9/17
James Johnson
Risk Management Analyst

**EXHIBIT A
SERVICE LOCATIONS**

PROPOSAL GROUP I - VARIOUS LOCATIONS

#	LOCATION	SQ.FT CARPET	SQ. FT. NON- CARPET	TOTAL AREA	CONTACT NAME	RESTROOMS	SHOWER STALLS	FREQUENCY OF SERVICE	EXCEPTIONS OR ADDITIONS	Strip & Wax Non- Carpet Areas	Carpet Cleaning
1	Martin Luther King Jr Center 1815 Sheridan Street	744	3,000	3,744	Teresa Urricelqui 225-4474; Adam Whelen 224-6020 or Alli Lynch 224-6100	2	0	5 days a week--MTWTHF After 6:00 pm, Standard Cleaning	No waxing service to 1000 sq.ft. of laminated floor (Contract amendment dated 7/1/10)	Spring & Fall	Spring
2	Recreation Office 1250 Parkview Avenue	2,000	120	2,120	Teresa Urricelqui 225-4474; Adam Whelen 224-6020 or Alli Lynch 224-6100	2	0	One day per month After 6:00 pm, Standard Cleaning		When requested	When requested
3	Martin Luther King Jr Day Care 1815 Sheridan Street	0	500	500	Teresa Urricelqui 225-4474; Adam Whelen 224-6020 or Alli Lynch 224-6100	2	0	5 days a week--MTWTHF After 6:00 pm, Standard Cleaning		Spring & Fall	N/A
4	Teen Center 40 Quartz Hill Road	0	1,500	1,500	Teresa Urricelqui 225-4474; Adam Whelen 224-6020 or Alli Lynch 224-6100	2	0	3 days a week--MWF (June - Aug) Standard Cleaning Once a week--Mon. (Sept- May) Standard Cleaning		Spring	Spring
5	Caldwell Recreation Center 56 Quartz Hill Road	780	5,595	6,375	Teresa Urricelqui 225-4474; Adam Whelen 224-6020 or Alli Lynch 224-6100	2	0	3 days a week--MWF Standard Cleaning		Spring	Spring & Fall
6	Enterprise Community Room (trailer) 4000 Victor Ave	0	2,100	2,100	Teresa Urricelqui 225-4474; Adam Whelen 224-6020 or Alli Lynch 224-6100	2	0	3 days a week--MWF Standard Cleaning		Spring	Spring & Fall
7	Old City Hall 1313 Market Street	618	4,584	5,203	Debra Lucero 241-7320; Adam Whelen 224-6020 or Alli Lynch 224-6100	3	0	3 days a week--MWF Standard Cleaning		Spring & Fall	Spring
8	Clear Creek Wastewater Plant 2220 Metz Road Includes: Control Bldg, Lab, Solids Handling Bldg & Operations Room(upstairs), ET Shop	165	3,257	3,422	Troy Mitchell 225-4157; Adam Whelen 224-6020 or Alli Lynch 224-6100	4	0	3 days a week--MWF After 5:30 pm, Standard Cleaning	DO NOT Clean Lab Counter Tops	Spring	Spring
9	Stillwater Wastewater Plant 6475 Airport Road Includes: Control Bldg, Lab, Solids Handling Bldg, & Operations Room	0	3,150	3,150	David Johnston 378-6702; Adam Whelen 224-6020 or Alli Lynch 224-6100	2	0	3 days a week--MWF After 5:30, Standard Cleaning	DO NOT Clean Lab Counter Tops	Spring	N/A
10	Foothill Water Treatment Plant 3100 Foothill Blvd. Includes: Office, Control Room, Lab, Upstairs, Restroom, ET shop	0	2,126	2,126	Staff 225-4475; Adam Whelen 224-6020 or Alli Lynch 224-6100	2	1	Once a week - Wed. Standard Cleaning	DO NOT Clean Lab Counter Tops	Spring	N/A
11	Buckeye Water Treatment Plant 11501 Benson Drive		888	888	Staff 225-4475; Adam Whelen 224-6020 or Alli Lynch 224-6100	1	1	Monthly Cleaning--schedule with staff, Standard Cleaning		When requested	N/A

**EXHIBIT A
SERVICE LOCATIONS**

12	Redding Power Plant 17120 Clear Creek Road Includes (6) areas: Admin Bldg & Power Control Center, Maint. Shop Office & Warehouse Trailer, Power Plant Control Room (upstairs), CT Control Room	4,370	3,648	8,018	Judy Lyons 245-7050; Adam Whelen 224-6020 or Alli Lynch 224-6100 Orientation required before starting service. Contact Judy Lyons to schedule.	10	0	5 days a week —MTWTHF Standard Cleaning; all areas except: 3 days a week —MWF Power Plant Control Room (upstairs area) Standard Cleaning	Power Control Center (In Admin Bldg) : Do not enter. Don't vacuum. Employees will set trash out to be emptied.	Yearly	Yearly
13	West Central Landfill Scale House Inside and Outside Restroom only & Office/lunchroom Bldg.	0	1055	1055	Andy Clemens 396-2703; Adam Whelen 224-6020 or Alli Lynch 224-6100	3	1	1 day a week - TH (cleaning to be completed by 5pm) Empty trash, spot clean walls & door jams, clean both sides of entrance/exit doors, sanitize door knobs, sweep all entrance/exit ways, sweep/mop non carpeted floor, dust & remove cobwebs, sanitize restroom fixtures & stock with City provided supplies	Weekly: Only vacuum floor mats Quarterly: Clean window ledges, baseboards & wash interior glass	When requested and at additional charge	N/A
14	REU - Avtech Facility at 3611 Avtech Parkway	18,490	9,683	28,173	Margie Walker 339-7351; Adam Whelen 224-6020 or Alli Lynch 224-6100	3		5 days a week - Restrooms. 2 days a week - Standard cleaning. 1 day a week - clean and sanitize shower stall and door.			

**EXHIBIT A
SERVICE LOCATIONS**

PROPOSAL GROUP II

CITY OF REDDING CORPORATION YARD LOCATIONS -- 20055 Viking Way

SOLID WASTE TRANSFER/RECYCLE/HOUSEHOLD HAZARDOUS WASTE FACILITY -- 2255 Abernathy Lane

#	LOCATION	SQ FT CARPET	SQ. FT. NON- CARPET	TOTAL AREA	CONTACT NAME	RESTROOMS	SHOWER STALLS	FREQUENCY OF SERVICE	EXCEPTIONS OR ADDITIONS	Strip & Wax Non- Carpet Areas	Carpet Cleaning
1	Fleet Maintenance Building #1	0	2,996	2,996	Jim Schmitz 224-6091; Adam Whelen 224-6020 or Alli Lynch 224-6100	2	3	5 days a week--MTWTHF Trash, Lunch Rm, Restrooms 3 days a week--MWF Office area, Standard Cleaning	Monthly: Shower Stalls As Needed: Fill Shop paper towels & soap dispensers	Yearly	N/A
2	Redding Electric Utility Building #2 Includes: Offices, Restrooms, Hallways & Electric Meter Shop	850	3,060	3,910	Jack Latiolais 224-4387; Adam Whelen 224-6020 or Alli Lynch 224-6100	2	3	5 days a week--MTWTHF Standard Cleaning	Once a week only--Elec. Meter Shop (far rear SW corner) Monthly: Shower Stalls	Spring	Spring
3	Telecommunications Building #2 (shop & office only)	0	784	784	Don Roberts 225-4545; Adam Whelen 224-6020 or Alli Lynch 224-6100	0	0	Once a month (1st Wed.)--shop; Once a week (Wed)--office, Standard Cleaning	Do Not Enter Equipment Room Buff quarterly only	Spring	N/A
4	Industrial Waste Building #3 (enter through shop area)	1,090	0	1,090	Tracy Wylhidko 224-6069; Adam Whelen 224-6020 or Alli Lynch 224-6100	0	0	5 days a week--MTWTHF Trash only 3 days a week--MWF Standard Cleaning		N/A	Spring
5	Electrical Tech Area Building #4, (southeast corner)	875	1,303	2,178	Paul Landis 224-6034; Adam Whelen 224-6020 or Alli Lynch 224-6100	0	0	5 days a week--MTWTHF Trash only 1 day a week--Wed. Standard Cleaning		Spring	Spring
6	Redding Municipal Utilities (RMU) Building #3	1,960	4,802	6,562	Adam Whelen 224-6020 or Alli Lynch 224-6100	2	4	5 days a week--MTWTHF Standard Cleaning	Monthly: Shower Stalls	Spring	Spring
7	RMU West Wing Building #3	2,490	0	2,490	Rhonda Bernard 224-4330; Adam Whelen 224-6020 or Alli Lynch 224-6100	0	0	5 days a week--MTWTHF Standard Cleaning	Sweep off patio as needed	Spring	Spring
8	South Restroom Redding Municipal Utilities Building #3 (behind building)	0	60	60	Rhonda Bernard 224-4330; Adam Whelen 224-6020 or Alli Lynch 224-6100	1	0	5 days a week--MTWTHF Standard Restroom Cleaning		N/A	N/A
9	Industrial Waste Instrument Room Building #3 (enter through shop area)	0	540	540	Tracy Wylhidko 224-6069; Adam Whelen 224-6020 or Alli Lynch 224-6100	0	0	None		Spring & Fall	N/A
10	Training Room Building #4	1,176	0	1,176	Adam Whelen 224-6020 or Alli Lynch 224-6100	0	0	As needed only: Trash, Vacuum, Wipe Counters		N/A	Spring & Fall
11	Parks Building #4	434	2,032	2,466	Adam Whelen 224-6020 or Alli Lynch 224-6100	2	2	5 days a week: MTWTHF Restrooms 3 days a week--MWF Standard Cleaning	Monthly: Shower Stalls	Spring	Spring
12	Solid Waste Transfer/Recycle Facility Administration Building Does not include Learning Center	2,650	780	3,430	Tara Joiner 224-6008; Adam Whelen 224-6020 or Alli Lynch 224-6100	2	0	3 days a week--MWF Standard Cleaning	DO NOT wash acrylic workstation windows. DO NOT dust window ledges or blinds or spot clean carpets.	Spring	Performed by Others
13	Solid Waste Transfer/Recycle Facility Staff Building Does not include two office/file rooms	0	1,738	1,738	Tara Joiner 224-6008; Adam Whelen 224-6020 or Alli Lynch 224-6100	2	5	3 days a week--MWF Standard Cleaning		Spring & Fall	N/A

**EXHIBIT A
SERVICE LOCATIONS**

14	Solid Waste Transfer/Recycle Facility Scale House	310	0	310	Tara Joiner 224-6008; Adam Whelen 224-6020 or Alli Lynch 224-6100	0	0	1 day a week--Tues. Standard Cleaning		N/A	Performed by Others
15	Solid Waste Transfer/Recycle Facility line worker breakroom	720			Tara Joiner 224-6008; Adam Whelen 224-6020 or Alli Lynch 224-6100	2		5 days a week--MTWTHF Standard Cleaning			

**EXHIBIT A
SERVICE LOCATIONS**

PROPOSAL GROUP III - CITY OF REDDING CIVIC CENTER -- 777 Cypress Avenue

#	LOCATION	SQ FT CARPET	SQ. FT. NON- CARPET	TOTAL AREA	CONTACT NAME	RESTROOMS	SHOWER STALLS	FREQUENCY OF SERVICE	EXCEPTIONS OR ADDITIONS	Strip & Wax Non- Carpet Areas	Carpet Cleaning
1	Council Chambers Community Room	4,702	2,137	6,839	Teresa Rudolph 225-4044; Adam Whelen 224-6020 or Alli Lynch 224-6100	4	0	5 days a week--MTWTHF Standard Cleaning	Council Chambers: Clean work surfaces throughout area (excludes Community Room tables)	Strip & Wax-- Spring. Buff twice a year.	Performed by Others
2	Concrete Walkway (between Council Chambers & Front Entrance to Civic Ctr.)				Adam Whelen 224-6020 or Alli Lynch 224-6100	0	0	3 days a week--MWF Sweep area.		N/A	N/A
3	Trash Compactor		225	225	Adam Whelen 224-6020 or Alli Lynch 224-6100	0	0	3 days a week--MWF Clean leaves, garbage, etc from area.		N/A	N/A
4	Patios 2nd & 3rd floors				Adam Whelen 224-6020 or Alli Lynch 224-6100	0	0	MWF--2nd floor TTH--3rd Floor: Clean patio/tables/railings as needed. Hose down patio deck as needed		N/A	N/A
5	First Floor	24,086	10,595	34,681	Adam Whelen 224-6020 or Alli Lynch 224-6100	5	1	5 days a week--MTWTHF Restrooms & Drinking Fountains 3 days a week--MWF Standard Cleaning & <u>Fire Admin Shower</u> . As Needed: Clean table tops in conference rooms	Vacuum Daily: Customer Service Lobby, W. Vestibule, Gallery, N. Lobby, S. Gallery, S. Lobby, S. Vestibule, Concourse, Permit Center, Elevator Lobby & Elevators	Spring	N/A
6	Second Floor	10,745	2,374	13,119	Adam Whelen 224-6020 or Alli Lynch 224-6100	4	2	5 days a week--MTWTHF Restrooms, Drinking Fountains & Employee Break Room. 2 days a week--TTH Standard Cleaning As Needed: Clean table tops in conference rooms & Employee Break Room	MWF: Vacuum Hallways: Once a Week: Vacuum Stairwells (spot vacuum if needed on other days).	Spring & Fall	N/A
7	Thlrd Floor	20,446	3,916	24,362	Adam Whelen 224-6020 or Alli Lynch 224-6100	2	0	5 days a week--MTWTHF Restrooms & Drinking Fountains 2 days a week--TTH Standard Cleaning As Needed: Clean table tops in conference rooms	MWF: Vacuum Hallways: Once a Week: Vacuum Stairwells (spot vacuum if needed on other days).	Spring & Fall	N/A

Floor Care: In an effort to give the janitorial crews some scheduling space, I have adjusted the description of the carpet cleaning and floor stripping/waxing. What used to say "April" is now marked "Spring" so that it can be spread out over April and May. What used to say "April & Oct" is now marked "Spring & Fall" so it can be done April/May and again Oct/Nov.

EXHIBIT B
STANDARD CLEANING REQUIREMENTS

Janitorial crew is not to move, disturb, dust, damage, or destroy any items on desks or work surfaces.

Section 1: General Duties To Be Performed On Each Scheduled Cleaning Day

1. Sweep / vacuum non-carpeted floors.
2. Damp mop non-carpeted floors as needed.
3. Vacuum carpeted floors.
4. Spot clean carpet as required.
5. Remove trash and refuse. Properly dispose in on site designated sanitation container.
6. Dust and remove cobwebs.
7. Remove any debris from drinking fountain bowl, clean and sanitize inside and outside of bowl and spigot.
8. Spot clean walls, door knobs and door jams.
9. Clean both sides of entrance, exit, and interior glass doors.
10. Sweep all entrance and exit ways.
11. Clean out cigarette receptacles.

Section 2: Rest Rooms Shall Include the Following on Each Scheduled Cleaning Day:

12. Sanitize fixtures (sinks, toilets & urinals).
13. Sweep and damp mop floors.
14. Disinfect all shower stalls where applicable (frequency varies per location—see table).
15. Replace liquid soap, toilet tissue, paper towels, sanitary napkins, and sanitary seat covers.
16. All toilet paper rolls having less than ½" paper remaining, shall be replaced with a new roll. Partially used rolls will be collected and stored in a large clean trash can liner at each janitorial storage area, and delivered to the City Facilities Supervisor's shop at least once per month.
17. Spot clean walls.
18. Clean mirrors.
19. Empty all trash receptacles.

Section 3: Carpet Steam Cleaning and Floor Waxing

1. Strip and wax non-carpeted floors. (Schedule varies with facility—see Attachment A).
2. Steam clean carpets. (Schedule varies with facility—see Attachment A).

Section 4: Once Each Month--(First Week of the Month)

1. Clean window ledges and baseboard areas (except in cases where ledges and baseboards are not clearly accessible, i.e. items stored on or in front of, shall not be moved for access).
2. Buff non-carpeted floors.
3. Dust window blinds.

Section 5: Quarterly--(February, May, August & November)

20. Wash both sides of interior windows.

Section 6: Once Each Year--(August)

21. Wash both sides of exterior windows. (Civic Center exterior windows under contract with others).

22. Remove bugs from light fixtures and clean plastic lenses.

**EXHIBIT C
ITEMIZED PRICE LIST**

PROPOSAL GROUP I - VARIOUS LOCATIONS

#	LOCATION	MONTHLY RATE Effective 1/1/2018	Annual Rate 1/1/2018 to 12/31/2018
1	Martin Luther King Jr Center	\$ 583.00	\$ 6,996.00
2	Recreation Office	41.80	\$ 501.60
3	Martin Luther King Jr Day Care	80.30	\$ 963.60
4	Teen Center	91.30	\$ 1,095.60
5	Caldwell Recreation Center	346.50	\$ 4,158.00
6	Enterprise Community Room	273.90	\$ 3,286.80
7	Old City Hall	531.30	\$ 6,375.60
8	Clear Creek Wastewater Plant	996.60	\$ 11,959.20
9	Stillwater Wastewater Plant	311.30	\$ 3,735.60
10	Foothill Water Treatment Plant	151.80	\$ 1,821.60
11	Buckeye Water Treatment Plant	45.47	\$ 545.69
12	Redding Power Plant	1,281.50	\$ 15,378.00
13	West Central Landfill	342.10	\$ 4,105.20
14	REU - Avtech Facility	1,650.00	\$ 19,800.00
	TOTAL	\$ 6,726.87	\$ 80,722.49

**EXHIBIT C
ITEMIZED PRICE LIST**

**PROPOSAL GROUP II
CORPORATION YARD AND TRANSFER STATION**

#	LOCATION	MONTHLY RATE Effective 1/1/2018	Annual Rate 1/1/2018 to 12/31/2018
1	Fleet Maintenance	\$ 478.50	\$ 5,742.00
2	Redding Electric Utility	629.20	7,550.40
3	Telecommunications	0.00	0.00
4	Industrial Waste	113.69	1,364.22
5	Electrical Tech Area	151.80	1,821.60
6	Redding Municipal Utilities	1,045.00	12,540.00
7	RMU West Wing	394.90	4,738.80
8	South Restroom	15.16	181.90
9	Industrial Waste Instrument Rm	15.16	181.90
10	Training Room	60.50	726.00
11	Parks	303.60	3,643.20
12	Solid Waste Transfer/Recycle Facility Administration Building	607.20	7,286.40
13	Solid Waste Transfer/Recycle Facility Staff Building	303.60	3,643.20
14	Solid Waste Transfer/Recycle Facility Scale House	15.16	181.90
15	Solid Waste Transfer/Recycle Facility line worker breakroom	484.00	5,808.00
TOTAL PROPOSAL GROUP II		\$ 4,617.46	\$ 55,409.51

**EXHIBIT C
ITEMIZED PRICE LIST**

PROPOSAL GROUP III - CITY OF REDDING CIVIC CENTER 777 C

#	LOCATION	MONTHLY RATE Effective 1/1/2018	Annual Rate 1/1/2018 to 12/31/2018
1	Council Chambers	\$ 522.50	\$ 6,270.00
2	Concrete Walkway	7.55	90.55
3	Trash Compactor	15.10	181.24
4	Patios	37.40	448.80
5	First Floor	2,295.70	27,548.40
6	Second Floor	694.10	8,329.20
7	Third Floor	1,141.80	13,701.60
TOTAL		\$ 4,714.15	\$ 56,569.79