

## SERVICES AGREEMENT

### GUARANTEED JANITORIAL SERVICE, INC.

#### Janitorial Services for City Event & Community Centers – RFP No. 2517

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the CITY OF RIVERSIDE, a California charter city and municipal corporation (“City”), and GUARANTEED JANITORIAL SERVICE, INC., a California corporation (“Contractor”), mutually agree as follows:

1. **Scope of Services.** Contractor shall furnish all labor, materials and equipment for and perform the work of Janitorial Services for City Event & Community Centers – RFP No. 2517 (“Services”). Contractor shall perform the Services in accordance with the provisions and requirements of the Scope of Services attached hereto as Exhibit “A” and incorporated herein by reference.

2. **Term.** This Agreement shall be in effect from July 1, 2026, for a term of three (3) years, until June 30, 2029, unless otherwise terminated pursuant to the provisions herein. The term of this Agreement may be extended by mutual written consent of the parties for one (1) additional two (2) year terms.

3. **Compensation.** City shall pay Contractor for the performance of the Services during the initial term of this Agreement a Contract Price not to One Million Seven Hundred Ninety-One Thousand Seven Hundred Ninety-Five Dollars and Sixty Cents (\$1,791,795.60), unless an increase is agreed to by the parties. City shall pay Contractor for Services performed to City’s satisfaction on a monthly basis in accordance with the provisions of the Compensation Schedule attached hereto as Exhibit “B” and incorporated herein by this reference. If the term of the Agreement is extended, Contractor’s compensation for the extended term shall be mutually agreed upon in writing by the parties.

4. **General Compliance with Laws.** Contractor shall keep fully informed of federal, state and local laws and ordinances and regulations which in any manner affect those employed by Contractor, or in any way affect the performance of Services by Contractor pursuant to this Agreement. Contractor shall at all times observe and comply with all such laws, ordinances and regulations, and shall be solely responsible for any failure to comply with all applicable laws, ordinances and regulations.

5. **Business Tax Certificate.** As a condition of this Agreement, Contractor shall secure a business tax certificate to operate in the City of Riverside pursuant to Chapter 5.04 of the Riverside Municipal Code, and shall also secure any other licenses or permits which may be required.

6. **Business Tax and Penalties.** Contractor acknowledges and agrees that with respect to any business tax or penalties thereon, utility charges, invoiced fee or other debt which is owed, or which becomes owed, by Contractor to City, City reserves the right to withhold and offset said amounts from any payments, refunds or reimbursements owed by City to Contractor under the

Agreement. Notice of such withholding and offset shall promptly be given to Contractor by City in writing. In the event of a dispute as to the amount owed or whether such amount is owed to City, City will hold such disputed amount until either the appropriate appeal process has been completed or until the dispute has been resolved.

7. **Personnel.** Contractor shall furnish all personnel necessary to perform the Services and shall be responsible for their performance and compensation. The key personnel are listed in Exhibit "C," attached hereto and incorporated herein by reference. Contractor shall furnish qualified personnel to perform the Services.

8. **Assignment and Subcontracting.** Neither party shall assign any right, interest, or obligation in or under this Agreement to any other entity without prior written consent of the other party. In any event, no assignment shall be made unless the assignee expressly assumes the obligations of assignor under this Agreement, in a writing satisfactory to the parties. Contractor acknowledges that any assignment may, at the City's sole discretion, require City Manager and/or City Council approval. Contractor shall not subcontract any portion of the work required by this Agreement without prior written approval by the responsible City Contract Administrator. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including without limitation, the insurance obligations set forth in Section 11. The Contractor acknowledges and agrees that the City is an intended beneficiary of any work performed by any subcontractor for purposes of establishing a duty of care between any subcontractor and the City.

9. **Independent Contractor.** In the performance of this Agreement, Contractor, and Contractor's employees, subcontractors and agents, shall act in an independent capacity as independent contractors, and not as officers or employees of the City of Riverside. Contractor acknowledges and agrees that the City has no obligation to pay or withhold state or federal taxes or to provide workers' compensation or unemployment insurance to Contractor, or to Contractor's employees, subcontractors and agents. Contractor, as an independent contractor, shall be responsible for any and all taxes that apply to Contractor as an employer.

10. **Indemnification.** Except as to the sole negligence or willful misconduct of the City, Contractor shall indemnify and hold harmless the City, and the City's employees, officers, managers, agents and council members from any liability, claim, damage or action whatsoever, to the extent it is based or asserted upon any wrongful act or omission of Contractor, its officers, employees, subcontractors, agents or representatives, or arises out of or in any way relates to this agreement including but not limited to property damage, bodily injury, or death. Contractor shall defend, at its sole cost and expense, including but not limited to attorney fees, cost of investigation, defense and settlement or awards, the City and the City's employees, officers, managers, agents and council members in any such action or claim. With respect to any action or claim subject to indemnification herein by Contractor, Contractor shall, at its sole cost, have the right to use counsel of its own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of City; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Contractor's indemnification of City. Contractor's obligations hereunder shall be satisfied when Contractor has provided to City the appropriate form of dismissal (or similar document) relieving the City from any liability for the action or claim

involved. The specified insurance limits required in this Agreement shall in no way limit or circumscribe Contractor's obligations to indemnify and hold harmless the City.

## 11. Insurance.

11.1 General Provisions. Prior to the City's execution of this Agreement, Contractor shall provide satisfactory evidence of, and shall thereafter maintain during the term of this Agreement, such insurance policies and coverages in the types, limits, forms and ratings required herein. The rating and required insurance policies and coverages may be modified in writing by the City's Risk Manager or City Attorney, or a designee, unless such modification is prohibited by law.

11.1.1 Limitations. These minimum amounts of coverage shall not constitute any limitation or cap on Contractor's indemnification obligations under Section 10 hereof.

11.1.2 Ratings. Any insurance policy or coverage provided by Contractor or subcontractors as required by this Agreement shall be deemed inadequate and a material breach of this Agreement, unless such policy or coverage is issued by insurance companies authorized to transact insurance business in the State of California with a policy holder's rating of A or higher and a Financial Class of VII or higher.

11.1.3 Cancellation. The policies shall not be canceled unless thirty (30) days' prior written notification of intended cancellation has been given to City by certified or registered mail, postage prepaid.

11.1.4 Adequacy. The City, its officers, employees and agents make no representation that the types or limits of insurance specified to be carried by Contractor pursuant to this Agreement are adequate to protect Contractor. If Contractor believes that any required insurance coverage is inadequate, Contractor will obtain such additional insurance coverage as Contractor deems adequate, at Contractor's sole expense.

11.2 Workers' Compensation Insurance. By executing this Agreement, Contractor certifies that Contractor is aware of and will comply with Section 3700 of the Labor Code of the State of California requiring every employer to be insured against liability for workers' compensation, or to undertake self-insurance before commencing any of the work. Contractor shall carry the insurance or provide for self-insurance required by California law to protect said Contractor from claims under the Workers' Compensation Act. Prior to City's execution of this Agreement, Contractor shall file with City either 1) a certificate of insurance showing that such insurance is in effect, or that Contractor is self-insured for such coverage, or 2) a certified statement that Contractor has no employees, and acknowledging that if Contractor does employ any person, the necessary certificate of insurance will immediately be filed with City. Any certificate filed with City shall provide that City will be given ten (10) days' prior written notice before modification or cancellation thereof.

11.3 Commercial General Liability and Automobile Insurance. Prior to City's execution of this Agreement, Contractor shall obtain, and shall thereafter maintain during the term of this Agreement, commercial general liability insurance and automobile liability insurance as

required to insure Contractor against damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from or which may concern operations by anyone directly or indirectly employed by, connected with, or acting for or on behalf of Contractor. The City, and its officers, employees and agents, shall be named as additional insureds under the Contractor's insurance policies.

11.3.1 Contractor's commercial general liability insurance policy shall cover both bodily injury (including death) and property damage (including, but not limited to, premises operations liability, products-completed operations liability, independent contractor's liability, personal injury liability, and contractual liability) in an amount not less than \$1,000,000 per occurrence and a general aggregate limit in the amount of not less than \$2,000,000.

11.3.2 Contractor's automobile liability policy shall cover both bodily injury and property damage in an amount not less than \$1,000,000 per occurrence and an aggregate limit of not less than \$1,000,000. All of Contractor's automobile and/or commercial general liability insurance policies shall cover all vehicles used in connection with Contractor's performance of this Agreement, which vehicles shall include, but are not limited to, Contractor owned vehicles, Contractor leased vehicles, Contractor's employee vehicles, non-Contractor owned vehicles and hired vehicles.

11.3.3 Prior to City's execution of this Agreement, copies of insurance policies or original certificates along with additional insured endorsements acceptable to the City evidencing the coverage required by this Agreement, for both commercial general and automobile liability insurance, shall be filed with City and shall include the City and its officers, employees and agents, as additional insureds. Said policies shall be in the usual form of commercial general and automobile liability insurance policies, but shall include the following provisions:

It is agreed that the City of Riverside, and its officers, employees and agents, are added as additional insureds under this policy, solely for work done by and on behalf of the named insured for the City of Riverside.

11.3.4 The insurance policy or policies shall also comply with the following provisions:

a. If the policy is written on a claims made basis, the certificate should so specify and the policy must continue in force for one year after completion of the services. The retroactive date of coverage must also be listed.

b. The policy shall specify that the insurance provided by Contractor will be considered primary and not contributory to any other insurance available to the City and Endorsement No. CG 20010413 shall be provided to the City.

12. **Termination.** City shall have the right to terminate any or all of Contractor's Services and work covered by this Agreement at any time upon thirty (30) calendar days' written notice to Contractor. In the event of such termination, Contractor shall submit Contractor's final written statement of the amount of services provided as of the date of such termination for payment

by the City.

Notwithstanding the foregoing, the City may terminate Contractor's performance of this Agreement upon five (5) calendar days' written notice if:

- (1) Contractor fails to promptly begin performance of the Services;
- (2) Contractor fails to perform the Services;
- (3) Contractor discontinues performance of the Services;
- (4) Contractor fails to make payment to employees in accordance with applicable law;
- (5) Contractor disregards laws, ordinances, or rules, regulations, or orders of a public authority having jurisdiction;
- (6) Contractor otherwise is guilty of breach of a provision of this Agreement;
- (7) Contractor becomes insolvent, is adjudicated bankrupt, or makes a general assignment for the benefit of creditors and fails to provide City with adequate assurances of Contractor's ability to satisfy its contractual obligations.
- (8) A receiver, trustee, or other judicial officer shall not have any right, title, or interest in or to this Agreement. Upon that person's appointment, City has, at its option and sole discretion, the right to immediately cancel the Agreement and declare it null and void.

13. **Non-Discrimination.** During Contractor's performance of this Agreement, Contractor shall not discriminate on the grounds of race, religious creed, color, national origin, ancestry, age, physical disability, mental disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, gender, gender identity, genetic information, gender expression, sex or sexual orientation, military and veteran status, in the selection and retention of employees and subcontractors and the procurement of materials and equipment, except as provided in Section 12940 of the California Government Code. Further, Contractor agrees to conform to the requirements of the Americans with Disabilities Act in the performance of this Agreement.

14. **City's Right to Employ Other Consultants/Contractors.** City reserves the right to employ other Contractors in connection with the Services. If the City is required to employ another contractor to complete Contractor's work, due to the failure of the Contractor to perform, or due to the breach of any of the provisions of this Agreement, the City reserves the right to seek reimbursement from Contractor.

15. **Conflict of Interest.** Contractor, for itself and on behalf of the individuals listed in Exhibit “C”, represents and warrants that by the execution of this Agreement, they have no interest, present or contemplated, affected by the above-described Services. Contractor further warrants that neither Contractor, nor the individuals listed in Exhibit “C” have any real property, business interests or income interests that will be affected by this project or, alternatively, that Contractor will file with the City an affidavit disclosing any such interest.

16. **Solicitation.** Contractor warrants that Contractor has not employed or retained any person or agency to solicit or secure this Agreement, nor has it entered into any agreement or understanding for a commission, percentage, brokerage, or contingent fee to be paid to secure this Agreement. For breach of this warranty, City shall have the right to terminate this Agreement without liability and pay Contractor only for the value of work Contractor has actually performed, or, in its sole discretion, to deduct from the Agreement price or otherwise recover from Contractor the full amount of such commission, percentage, brokerage or commission fee. The remedies specified in this section shall be in addition to and not in lieu of those remedies otherwise specified in this Agreement.

17. **Prevailing Wage.** If applicable, pursuant to Section 1771 of the California Labor Code, Contractors are required to pay the general prevailing rates of per diem wages, overtime and holiday wages as determined by the Director of the Department of Industrial Relations and implemented by Resolution No. 13346 of the City Council of the City of Riverside. The Director’s determination of prevailing wage rates is available on-line at [www.dir.ca.gov/dlstr/DPreWageDetermination.htm](http://www.dir.ca.gov/dlstr/DPreWageDetermination.htm), and is referred to and made a part hereof as though fully set forth herein. Contractor is aware of and stipulates that Contractor will also comply with California Labor Code Sections 1725.5 and 1771.1 requiring all general contractors and subcontractors to be registered with DIR, when applicable. Registration can be accomplished through the DIR website by using this link: <http://www.dir.ca.gov/PublicWorks/PublicWorks.html>.

18. **Notices.** Service of any notices, bills, invoices or other documents required or permitted under this Agreement shall be sufficient if sent by one party to the other by United States mail, postage prepaid and addressed as follows:

To City

Parks, Recreation & Community  
Services  
City of Riverside  
Attn: Vanessa Mayne  
3900 Main Street  
Riverside, CA 92522

To Contractor

Guaranteed Janitorial Service, Inc.  
Attn: Jazmin Alvarez  
13039 11<sup>th</sup> Street  
Chino, CA 91710

19. **Venue.** Any action at law or in equity brought by either of the parties hereto for the purpose of enforcing a right or rights provided for by this Agreement shall be tried in the Superior Court of California, County of Riverside and the parties hereby waive all provisions of law providing for a change of venue in such proceedings to any other county.

20. **Waiver.** No action or failure to act by the City shall constitute a waiver of any right or duty afforded City under this Agreement, nor shall any action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically provided in this Agreement or as may be agreed in writing.

21. **Severability.** Each provision, term, condition, covenant and/or restriction, in whole and in part, in this Agreement shall be considered severable. In the event any provision, term, condition, covenant and/or restriction, in whole and/or in part, in this Agreement is declared invalid, unconstitutional, or void for any reason, such provision or part thereof shall be severed from this Agreement and shall not affect any other provision, term, condition, covenant and/or restriction of this Agreement and the remainder of the Agreement shall continue in full force and effect.

22. **Amendments.** This Agreement may be modified or amended only by a written agreement and/or change order executed by the Contractor and City.

23. **Authority.** The individuals executing this Agreement and the instruments referenced herein on behalf of Contractor each represent and warrant that they have the legal power, right and actual authority to bind Contractor to the terms and conditions hereof and thereof.

24. **Entire Agreement.** This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings or agreements of the parties. Neither party has been induced to enter into this Agreement by, and neither party is relying on, any representation or warranty outside those expressly set forth in this Agreement.

25. **Digital and Counterpart Signatures.** Each party to this Agreement intends and agrees to the use of digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (Civil Code §§ 1633.1, et seq.), California Government Code § 16.5, and California Code of Regulations Title 2 Division 7 Chapter 10, to execute this Agreement. The parties further agree that the digital signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures for purposes of validity, enforceability, and admissibility. For purposes of this section, a “digital signature” is defined in subdivision (d) of Section 16.5 of the Government Code and is a type of “electronic signature” as defined in subdivision (h) of Section 1633.2 of the Civil Code. This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each certified or authenticated electronic copy of an encrypted digital signature shall be deemed a duplicate original, constituting one and the same instrument and shall be binding on the parties hereto.

26. **Interpretation.** City and Contractor acknowledge and agree that this Agreement is the product of mutual arms-length negotiations and accordingly, the rule of construction, which provides that the ambiguities in a document shall be construed against the drafter of that document, shall have no application to the interpretation and enforcement of this Agreement.

26.1 Titles and captions are for convenience of reference only and do not define, describe or limit the scope or the intent of the Agreement or any of its terms. Reference to section numbers, are to sections in the Agreement unless expressly stated otherwise.

26.2 This Agreement shall be governed by and construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement.

26.3 In the event of a conflict between the body of this Agreement and Exhibit “A” - Scope of Services hereto, the terms contained in Exhibit “A” shall be controlling.

27. **Exhibits.** The following exhibits attached hereto are incorporated herein to this Agreement by this reference:

Exhibit “A” - Scope of Services

Exhibit “B” - Compensation

Exhibit “C” - Key Personnel

**[SIGNATURES ON FOLLOWING PAGE]**

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF RIVERSIDE,  
a California charter city and municipal  
corporation

GUARANTEED JANITORIAL  
SERVICE, INC., a California  
corporation

By: \_\_\_\_\_  
Mike Futrell  
City Manager

By: *Elias Ochoa Jr.*  
Elias Ochoa Jr, (Apr 30, 2026 08:16:32 PDT)  
Print Name: Elias Ochoa  
Title: President  
(Signature of Board Chair, President, or  
Vice President)

Attest: \_\_\_\_\_  
Donesia Gause  
City Clerk

**and**

CERTIFIED AS TO AVAILABILITY OF  
FUNDS:

By: *Mary W. Ochoa CFO*  
Mary W. Ochoa CFO (Apr 30, 2026 13:25:40 PDT)  
Print Name: Mary W. Ochoa  
Title: *Mary W. Ochoa CFO*  
Mary W. Ochoa CFO (Apr 30, 2026 13:25:40 PDT)  
(Signature of Secretary, Assistant  
Secretary, CFO, Treasurer or Assistant  
Treasurer)

By: \_\_\_\_\_  
Chief Financial Officer

APPROVED AS TO FORM:

By: *Anthony Beaumon*  
Anthony Beaumon (May 12, 2026 10:37:30 PDT)  
Anthony L. Beaumon  
Sr. Deputy City Attorney

**EXHIBIT "A"**  
**SCOPE OF SERVICES**

Contractor and all subcontractors shall comply with all applicable Federal and State labor provisions, including but not limited to the payment of California minimum wage.

If applicable, Contractor shall comply with the provisions of the California Labor Code, Division 2, Part 7, Chapter 1, applicable to the payment of prevailing wages for those classifications designated by the Department of Industrial Relations.

## **PART 2**

### **TECHNICAL SPECIFICATIONS**

#### **ARTICLE 1 – SCOPE OF WORK**

##### **1.01 GENERAL**

The work to be done consists of the complete and thorough janitorial maintenance of the City's park facilities including event and community centers, gymnasiums, kitchens, restrooms, offices, and classrooms. All facilities are to be cleaned when the building is unoccupied, between the hours of 10:00 p.m. and 6:00 a.m.

Consideration shall be given to recreational programming and janitorial activities shall not interfere with programs. At no time is the janitorial crew to commence work in any area of a building while programs are in progress.

Said janitorial maintenance shall include but not be limited to: carpet and upholstery spot cleaning; cleaning and polishing drinking fountains and other metal surfaces; window washing; litter and debris removal; restocking soap in restrooms and kitchens; restocking paper products; clean, sweep, dry mop, wet mop, strip, wax, sanitize, scrub, and vacuum floors; clean, scrub and maintain cleanliness of walls; clean HVAC ceiling vents; clean ceiling fans; complete high-dusting of ledges, window sills, and other such building improvements; remove cobwebs; clean window sills, light fixtures, plumbing fixtures and window coverings; graffiti removal; and other janitorial services required to maintain the facilities listed in the RFP.

At no time shall cleaning solutions or dirty water be discarded in landscape or hardscape areas, or left standing in buckets, sinks, or drains; cleaning solutions and dirty water are to be legally disposed of.

**All work described in the technical specifications shall be performed in accordance with the Minimum Frequency Schedule.**

##### **1.02 CLEANING PRODUCTS, PAPER GOODS AND SUPPLIES**

A complete list of approved cleaning products and other miscellaneous supplies is attached hereto as Exhibit "C". No substitutions shall be made without the written approval of the Parks Superintendent. Contractor shall be required to submit a list of all cleaning and paper products prior to the start of work, and as requested thereafter.

Toilet tissue, paper towels, seat covers, sanitary supplies, hand soap, and deodorizers shall be restocked daily unless otherwise specified in the Minimum Frequency Schedule.

All supplies, equipment, paper products, soap, etc., are to be provided by the Contractor.

### 1.03 PAINTED / HARD SURFACES AND FIXTURES

The Contractor shall thoroughly wipe down all interior painted surfaces. Additionally, walls and counter surfaces shall be spot cleaned as needed to remove spills, finger marks, ink and pencil marks, and other dirty areas. Cleared counter surfaces will be polished twice per week, or more often if necessary to maintain a clean surface area.

Mirrors, powder shelves, plumbing fixtures, light fixtures, and ceiling grates, etc., shall be cleaned and dusted. All increased cleaning schedules for specialty areas are included in the Minimum Frequency Schedules.

All stainless steel surfaces shall be cleaned and polished. All basins, counter tops, fixtures, toilet bowls, and urinals shall be cleaned with a germicidal detergent solution. All dispensers shall be cleaned, disinfected and refilled.

Basketball backboards shall be cleaned of fingerprints.

### 1.04 FLOORS

Restroom floors shall be thoroughly cleaned with a germicidal detergent solution. Floors shall be waxed and polished to maintain a high luster gloss finish. Special attention shall be paid during floor cleaning and waxing to remove grout stains and to prevent wax from becoming built up at the base of the fixtures, on coved tile base and on baseboards.

Carpeted areas and rugs shall be thoroughly vacuumed daily and all staples, paperclips, etc., shall be removed from the floor. Carpet stains shall be spot cleaned at the time of detection. Carpets shall be cleaned quarterly to maintain a clean appearance, using hot water extraction or other approved method. Doormats and chair mats shall be cleaned concurrently with vacuuming. Carpet cleaning methods shall be consistent with carpet manufacturer's recommendations or as otherwise approved by the Parks Superintendent.

Hard surface floors shall be swept and/or dust mopped using dust control sweeping mops. Special attention shall be paid during floor cleaning and waxing to prevent wax from becoming built up on coved tile base and on baseboards. All hard surface floors shall be scrubbed and waxed as needed to maintain a high luster finish as requested by the City. Contractor shall clean and spray buff all hard surface floors weekly. All baseboards and molding strips shall be cleaned as needed to remove stains, spots and dust. Hard surface floors shall be spray buffed weekly, scrubbed and waxed three (3) times annually, and stripped and waxed once annually.

Specialty floors (wood, laminate, Mondo, vinyl, Marmoleum, rubber, epoxy, etc.) shall be maintained in accordance with the manufacturer's recommendations. Concrete floors shall be maintained in a manner consistent with composite flooring material.

Gymnasium floors shall be cleaned with an appropriate cleaner and specially treated dust mops. Remove trash, debris and spillages in areas around and under bleachers. Dry mop/sweep gymnasium floors, including door thresholds/plates daily.

Heel marks shall be removed from all floors upon detection.

All dirt and debris accumulated through floor cleaning shall be picked up and disposed of in trash receptacles. Dirt and debris shall not be disposed of and/or swept outside the doors of the

community centers or gymnasiums. Mop water shall be disposed of in utility sinks or toilets.

#### 1.05 KITCHENS

Kitchen floors shall be thoroughly cleaned daily with a germicidal detergent solution. Floors shall be waxed and polished as requested by the City to maintain a high luster gloss finish. Special attention shall be paid during floor cleaning and waxing to remove grout stains and to prevent wax from becoming built up at the base of the fixtures, on coved tile base and on baseboards. Exterior surfaces of all appliances, including stove, refrigerator and microwave shall be cleaned daily. Inside of all stoves and ovens shall be thoroughly cleaned monthly. Sinks shall be thoroughly cleaned using a detergent.

Kitchen hoods in full-service kitchens shall be deep-cleaned quarterly. This work includes taking down the baffles and soaking/cleaning them, but excludes cleaning inside the hoods. Sites with commercial kitchen hoods are Dales Senior Center, La Sierra Senior Center, Orange Terrace Community Center, Springbrook Clubhouse, and Villegas Community Center.

#### 1.06 RESTROOMS

The Contractor shall clean basins, fixtures, countertops, partitions, toilet bowls and urinals with a germicidal detergent solution daily. All restroom dispensers shall be disinfected and refilled daily. All paper and soap supplies shall be restocked daily, including toilet tissue, anti-bacterial hand soap, seat covers, feminine hygiene receptacle liners, and deodorizers. Toilet tissue shall be removed and replaced when more than 2/3 of the roll is gone.

The Contractor shall wash and polish mirrors, powder shelves, bright work, etc., including flushometer, piping and toilet seat hinges, light fixtures, disposal bins and tops of stall partitions. Both sides of toilet seats shall be washed daily with a germicidal solution. The Contractor shall report any leaks or plugged drains to the Inspector. Toilet seats shall be returned to the seated/down position following cleaning to prevent continuous flushing.

Spit wads and other debris on ceilings and walls shall be removed daily. Walls and ceiling shall be cleaned as needed to maintain a clean surface.

Contractor shall replace all deodorant aerosol cans and batteries for deodorant dispensers as needed and where applicable.

#### 1.07 JANITOR CLOSETS/UTILITY SINKS

The janitor's closet shall be kept neat, clean and orderly at all times. Utility sinks shall be cleaned as needed to maintain a shiny appearance and drain freely. Every instance of damage and/or inoperable utility sinks shall be reported to the Inspector.

Cleaning products stored in closets shall be stored in the original containers, with proper labeling. All equipment and supplies stored on-site shall be clearly labeled as property of the janitorial contractor and kept in an orderly fashion.

#### 1.08 DOORS, SWITCH PLATES AND DRINKING FOUNTAINS

All doors, door frames, kick plates, door hardware, switch plates, and drinking fountains shall be cleaned on a daily basis to remove any spillage, smudge marks, and ink and pencil marks. Stainless steel and brass hardware shall be cleaned and polished as needed to maintain a shiny

appearance and to prevent scale and rust from forming.

Drinking fountains shall be kept clean at all times. Every instance of damage and/or inoperable drinking fountains shall be reported to the Inspector.

#### 1.09 TRASH RECEPTACLES

The Contractor shall empty all trash receptacles and replace liners daily. All trash shall be disposed of in trash dumpsters available on site or hauled off site. All trashcan liners shall be replaced at Contractor's expense and must be appropriately sized for the trash receptacles. Trashcans shall be wiped down to remove spills, smudges or ink/pencil marks as needed. Trashcans shall be steam-cleaned at least monthly. Trash bags shall not be dragged across floor areas.

#### 1.10 WINDOWS, MIRRORS, GLASS DOORS AND PARTITIONS

The Contractor shall clean interior and exterior windows. Finger marks, smudges, and spills shall be cleaned from all glass surfaces and mirrors at the time of detection and left streak-free. Cleaners shall be non-abrasive, and special care shall be taken so that glass treatment (tinting) is not scratched, damaged or removed.

#### 1.11 DUSTING

The Contractor shall dust all exposed surfaces daily, including desks, filing cabinets, cabinets, tables and chairs, telephones, bookcases and other office equipment using specially treated dust cloths or feather dusters, with the exception of desks and tables covered with papers and other work materials. Desk or cabinet tops will be thoroughly cleaned when left cleared. Dusting of tops of doorframes, door closers, partitions, air vents, overhead shelves, special molding, and inside of florescent light coverings shall be performed twice monthly. All blinds shall be cleaned (dusted and washed) twice monthly. Vending machines shall be dusted on a weekly basis.

#### 1.12 HIGH DUSTING

The contractor shall dust A/C vents, ducting, cross-members, ledges, I-beams and other hard surfaces in a building's ceiling system above 25 feet. Dust and debris shall be removed with a commercial HEPA filter vacuum cleaner system. Any high dusting work shall be accomplished by use of approved lift-type device with proper fall protection equipment (which shall be provided by the contractor) and the work shall be in compliance with OSHA requirements. Additional cleaning using appropriate cleaning products may be necessary after proper vacuuming is done. All work is to be done during "off peak" hours so there is no disruption to community center programming.

#### 1.13 OFFICE FURNITURE, DESKS AND FILE CABINETS

Furniture surfaces shall be cleaned and waxed to remove smudges and/or marks on an as needed basis.

Staff areas shall be cleaned as needed. **Contractors are not to disturb any computers, papers, folders, etc., on desks.** Desks are to be thoroughly cleaned when all items are removed from desk surfaces.

All upholstered furniture shall be vacuumed twice monthly, or more often if necessary, to

maintain the fabrics in a dirt-free and spot-free condition, including fabric-covered cubical partition walls. All spots on upholstery shall be removed at the time of detection.

Spots, stains and smudges shall be removed from upholstered and fabric covered walls and partitions upon detection.

Contractor shall evaluate the fabric and dyes on upholstery to determine the most appropriate cleaning method, and recommend cleaning by hot water extraction, or by hand. The fabric shall be thoroughly vacuumed prior to cleaning. A professional grade hot water extraction unit or steam cleaner shall be used. Contractor shall pay special attention not to over-wet upholstery and ensure that it is cleaned as quickly as possible to allow fabric to dry in a timely manner.

#### 1.14 BANQUET ROOMS

Consideration shall be given to facilities rentals and activities in banquet rooms. Janitorial activities shall not interfere with rentals or activities. At no time is the janitorial crew to commence work in any area of a building while rentals or programs are in progress.

If rooms are setup for rentals when the janitorial crew arrives at the site, tabletops are to be wiped down unless tablecloths are in place. Chairs are not to be moved for mopping when set up for a banquet-type event.

#### 1.15 BOXING RINGS

Contractor shall scrub down all boxing ring posts and ropes with hot water using an anti-bacterial soap mixture and wiped down with a disinfectant spray to ensure there are no traces of germs or bacteria remaining. Air-dry the boxing ring equipment. Contractor shall vacuum the stretched canvas flooring on the platform of the ring weekly.

#### 1.16 THE BOX JANITORIAL

##### A. Lobby restrooms

- a. Cleaning all toilets, sinks, mirrors, and floor
  - i. Description of restrooms:
    1. Women – 8 toilets, 5 sinks
    2. Men – 3 toilets, 3 sinks, 3 urinals

##### B. Dressing rooms

- a. Cleaning all toilets, dressing space, sinks, floors, and shower
  - i. Description of restrooms:
    1. Women – 2 toilets, 2 sinks, 1 shower
    2. Men – 2 toilets, 2 sinks, 1 shower

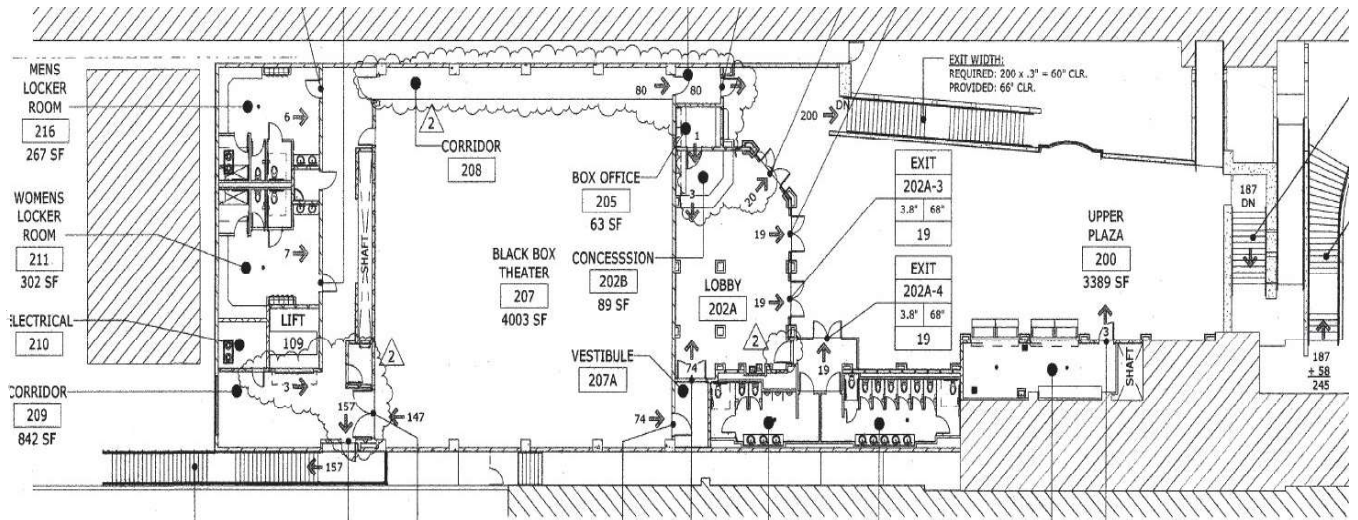
##### C. Lobby space

- a. Vacuum weekly on Monday and Friday
- b. Carpet shampooing every three months
- c. Window cleaning every 4 months

##### D. Schedule

- a. Janitorial services are required each week on Monday and Friday. Observed holidays not included.

### The Box Theater Schematic:



## EXHIBIT B

### RFP 2517 - Minimum Frequency Schedule

7x indicates per service day, 1x indicates weekly, X per frequency		RFP 2517 - Minimum Frequency Schedule																																																									
		January					February					March					April					May					June					July					August					September					October					November					December		
Weekly		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52						
<b>Daily Janitorial Services (General)</b>																																																											
Dust all desks, tables, chairs, filing cabinet tops, cabinets, telephones, bookcases, and other office equipment using dustless, dry treated dusts or leather dusters. Daily includes dusting around computer and computer equipment. EXCLUDE weight equipment and fitness equipment.																																																											
Empty and re-line all wastebaskets and trashcans. Place trash in dumpsters. Wipe inside and outside of garbage cans and spray with disinfectant.																																																											
Damp wipe glass tops desks or counter areas.																																																											
Remove fingerprints, smudges and spills from glass windows, doors and partitions and mirrored walls.																																																											
Remove smudges from doors, doorframes, handles, knobs, bars, woodwork and wall switches.																																																											
Clean, polish and sanitize drinking fountains.																																																											
Clean, polish and sanitize drinking fountains. Remove finger marks, ink marks and smudges from tabletops, walls and counters.																																																											
Clean hard surface areas, partitions, doors and walls, etc.																																																											
Clean window sills and ledges.																																																											
Clean baseboards and molding strips.																																																											
Remove cobwebs.																																																											
Restock paper towel and hand soap dispensers.																																																											
Wash tables and chairs when necessary.																																																											
Return all chairs to proper locations.																																																											
Clean door thresholds/plates and door frames.																																																											
Clean bleachers and remove trash, debris and spillages in areas around and under bleachers.																																																											
Wipe down padded surfaces.																																																											
Clean and polish stainless steel surfaces and fixtures.																																																											
Remove graffiti from walls, fixtures and furniture. Notify City of any graffiti that cannot be removed with normal graffiti cleaning solutions.																																																											
<b>Daily Janitorial Services (Kitchens)</b>																																																											
Thoroughly clean kitchen with approved disinfectant.																																																											
Clean exterior surfaces of all appliances (i.e. microwaves, stoves, refrigerators, etc.)																																																											
Clean sinks, counters, cabinets and fixtures. No cleaning of dishes, silverware, or coffeepots will be required.																																																											
Spot clean doors and walls.																																																											
Notify City of any leaks or plugged drains.																																																											



RFP 2517 - Minimum Frequency Schedule

7x indicates per service day, 1x indicates weekly, X per frequency

RFP 2517 - Minimum Frequency Schedule

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Bi-Monthly Janitorial Services (Twice per Month)</b>												
Clean and spray buff all hard surface floors.	X	X	X	X	X	X	X	X	X	X	X	X
Clean and dust vending machines.	X	X	X	X	X	X	X	X	X	X	X	X
Polish metal doorframes and kick plates.	X	X	X	X	X	X	X	X	X	X	X	X
Vacuum all upholstered furniture, such as desk chairs and guest chairs, etc.	X	X	X	X	X	X	X	X	X	X	X	X
Dust all blinds and window coverings.	X	X	X	X	X	X	X	X	X	X	X	X
Clean interior windows and glass doors.	X	X	X	X	X	X	X	X	X	X	X	X
Dust tops of doorframes, door closes, partitions, window blinds, air vents, overhead shelves, special molding.	X	X	X	X	X	X	X	X	X	X	X	X
Clean all basketball backboards.	X	X	X	X	X	X	X	X	X	X	X	X
Clean inside/outside of fluorescent light covers.	X	X	X	X	X	X	X	X	X	X	X	X
<b>Monthly Janitorial Services</b>												
Clean exterior windows and glass doors, including hard water deposits.	X	X	X	X	X	X	X	X	X	X	X	X
Clean all sports pads in athletic areas with germicidal anti-bacterial solution.	X	X	X	X	X	X	X	X	X	X	X	X
Clean inside of stoves and ovens.	X	X	X	X	X	X	X	X	X	X	X	X
<b>Quarterly Janitorial Services</b>												
Wash all carpeted areas using a hot water extraction method.			X	X	X	X	X	X	X	X	X	X
Scrub, wax, and machine polish hard surface floors (3 quarters).		X	X	X	X	X	X	X	X	X	X	X
<b>Bi-Annual Janitorial Services (Twice per Year)</b>												
Clean vinyl room dividers/partitions.			X	X	X	X	X	X	X	X	X	X
<b>Annual Janitorial Services</b>												
Strip, wax, and machine polish hard surface floors.								X	X	X	X	X
Strip and reseal tile floors.								X	X	X	X	X
Strip and reseal 1 to 6000.								X	X	X	X	X
Dusting of a/c vents, cross-members, I-beams, or other hard surfaces above 25 feet.								X	X	X	X	X

1. Base on, or other hard surfaces above 25 feet.

**EXHIBIT C****CITY APPROVED CLEANING PRODUCT AND SUPPLY LIST**

*Contractor may substitute comparable products only with written approval from the Parks Superintendent.*

<b>CLEANING PRODUCTS</b>	
<b>PRODUCT NAME/NUMBER</b>	<b>APPROVED USE</b>
<b>Waxie Products:</b>	
Spring Clean (170284)	Walls, floors, tables counter tops, doors, trash cans
Fast Act All Purpose Cleaner (320014)	Floors, walls, finished wood, porcelain, metal
Metal Magic Foam Cleaner (750420)	Drinking fountains, stainless steel fixtures
Metal Brite Stainless Steel Cleaner (750321)	Stainless steel polish
Multi-Scrub Low Foam Cleaner (410014)	General use
Limelite Disinfectant (870114)	Sinks, showers – lime and chemical deposits
Gum Away (070451)	Gum removal
Quat – 128 (170302)	Body fluids such as blood and vomit
DBBC Disinfectant and Bathroom Cleaner (030090)	Toilets, tile, grout, porcelain
Liquid Pumice (1030431)	Toilets, urinals
Orange Plus Liquid Enzyme (161990)	Restrooms, carpet stains
Kleen White Bowl Cleaner (030191)	Toilets
Bathbrite Restroom Cleaner (870061)	Restrooms
Sprasta Hocus Pocus Spotter (070700)	Spot cleaner - carpet, fabric, upholstery,
Mean Green Degreaser (410074)	General use – degreaser
Sparkle Glass and Surface Cleaner (950144)	Glass or glazed surfaces
W-300 (930522)	Floor undercoat and sealer
W-400 (320812)	Floor stripper
Phase Out Iron Stone Acrylic Seal (931702)	Seal floors
Innovation Floor Finish (930102)	Floor finish
Amplify Solids Floor Finish (931062)	Tile applications (requires 3 coats)
Balance pH Neutral Cleaner (320022)	Daily wet mopping
Dust Mop Treatment (180414)	Dust mop floors
Hi Solids Floor Restorer (930194)	Floors
Rite Away II Aerosol (410233)	Graffiti remover
<b>Non-Waxie Approved Products:</b>	
Pumie Scouring Stick	Toilets, urinals
Butchers Depth Charge Bowl Cleaner	Toilets – Heavy duty cleaner
DMQ Disinfectant	Floors, athletic mats, partitions, sinks, dispensers, countertops, ceramic tile
Butcher's Clear Reflection Ultra High Speed Finish	Floor waxing
Butcher's Phase Out Huntolene Dust Mop Treatment	Gym floors, wood floors, resilient floors
EcoLab Full Court Wood Floor Cleaner	Wood floors
Core Unbelievable Pro Stain and Odor Remover	Spot cleaner – carpet, fabric, upholstery
Butchers First Defense	Carpet soil and stain repellent
Ajax Soft Cleanser	Walls, floors, porcelain, showers, fiberglass, stainless steel
Murphy Oil Soap	Woodwork, cabinets, painted surfaces, wood floors

Old English Furniture Polish	Furniture polish
Bona Stone, Tile and Laminate Floor Cleaner	Laminate floors
<b>Miscellaneous Supplies:</b>	
Waxed Paper Liners for Wall Unit (820715)	Disposal receptacles – feminine products
Flat Scented Urinal Screen (160111)	Urinal screens
The Wave Urinal Deodorizer, Mango (160258)	Urinal screens
Mango Dry Air Deodorizer (164011)	Deodorant spray
Berry Patch Dry Air Deodorizer (164031)	Deodorant spray
Spice Aerosol (160551)	Deodorant spray
Lan-o-tone pink, lotion soap (380254)	Hand soap
Clean & Soft, White 2-Ply Bath Tissue (851106)	Toilet paper
Supersoft 2-Ply Bath Tissue (37541)	Toilet paper
Waxie Seat Covers (851530)	Toilet seat covers
Envision White, Multi-fold Towels (850008)	Paper towels
Clean & Soft, White Universal Roll Towels (850636)	Paper towels

**EXHIBIT "B"**  
**COMPENSATION**

Item Code	Description	Unit of Measure	Quantity	GUARANTEED JANITORIAL SERVICE - Unit Price	GUARANTEED JANITORIAL SERVICE - Line Total
1	Bobby Bonds Sports Complex - Cesar Chavez Community Center (excludes Suites 101, 104, 106, 113, 114, 209, and 212) - 2060 University Ave.	PER MONTH	12	\$4,969.75	\$59,637.00
2	Bobby Bonds Sports Complex - Youth Opportunity Center and Gymnasium (excludes swimming pool office and locker rooms) - 2060 University Ave.	PER MONTH	12	\$4,406.34	\$52,876.08
3	Bordwell Park - Stratton Community Center - 2008 Martin Luther King Blvd.	PER MONTH	12	\$2,601.78	\$31,221.36
4	Bryant Park - Arlanza Community Center - 7950 Philbin Ave.	PER MONTH	12	\$4,512.43	\$54,149.16
5	Bryant Park - Eric Solander Suites B and C - 7950 Philbin Ave.	PER MONTH	12	\$1,899.32	\$22,791.84
6	Bryant Park - Sports Office - 7950 Philbin Ave.	PER MONTH	12	\$2,550.28	\$30,603.36
7	Fairmount Park - Stewarts Boathouse, Lakeside Room (excludes lower floor of building) - 2707 Locust St.	PER MONTH	12	\$956.87	\$11,482.44
8	Fairmount Park - Izaak Walton Building - 2710 Dexter Dr.	PER MONTH	12	\$474.83	\$5,697.96
9	Fairmount Golf Course - 2681 Dexter Dr.	PER MONTH	12	\$1,059.87	\$12,718.44
10	Hunt Park - Renck Community Center - 4015 Jackson St.	PER MONTH	12	\$2,149.61	\$25,795.32
11	La Sierra Park - La Sierra Community Center - 5215 La Sierra Ave.	PER MONTH	12	\$2,870.61	\$34,447.32
12	La Sierra Park - La Sierra Senior Center - 5215 La Sierra Ave.	PER MONTH	12	\$2,992.15	\$35,905.80
13	Lincoln Park - Community Center - 4261 Park Ave.	PER MONTH	12	\$1,140.21	\$13,682.52
14	Nichols Park - Joyce Jackson Community Center - 5505 Dewey Ave.	PER MONTH	12	\$1,899.32	\$22,791.84
15	Orange Terrace Community Park - Orange Terrace Comm. Center (excludes Library) - 20010 Orange Terrace Pkwy.	PER MONTH	12	\$3,090.00	\$37,080.00
16	Reid Park - Ruth Lewis Community Center - 701 N. Orange St.	PER MONTH	12	\$1,818.98	\$21,827.76
17	Reid Park - Springbrook Clubhouse (excludes warehouse) - 1011 N. Orange St.	PER MONTH	12	\$765.29	\$9,183.48
18	Shamel Park - Swimming Pool Building - 3650 Arlington Ave.	PER MONTH	12	\$1,170.08	\$14,040.96
19	Sycamore Canyon Wilderness Park - Ameal Moore Nature Center - 400 Central Ave.	PER MONTH	12	\$849.75	\$10,197.00
20	Villegas Park - Villegas Community Center - 3091 Esperanza St.	PER MONTH	12	\$1,984.81	\$23,817.72

21	Villegas Park - Brown Room (excludes attached outdoor park restroom) - 3091 Esperanza St.	PER MONTH	12	\$772.50	\$9,270.00
22	White Park - Dales Senior Center - 3936 Chestnut St.	PER MONTH	12	\$2,174.33	\$26,091.96
23	Youth Innovation Center - 9535 Miller St.	PER MONTH	12	\$1,887.99	\$22,655.88
24	The Box - 3635 Market St	PER MONTH	12	\$775.00	\$9,300.00
					\$597,265.20

*Jazmin Alvarez 2/12/2026*

**EXHIBIT “C”**

**KEY PERSONNEL**

- Jazmin Alvarez, Project Manager