

RESOLUTION NO. 3074

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A NINETEEN-PAGE
JANITORIAL SERVICES AGREEMENT WITH OPERATION OMNI

WHEREAS, the City of Selah previously received janitorial services at City Hall, the Civic Center, the Police Department, and the Public Works Department from ABM Industry Groups, LLC (ABM) through a contract approved on August 8, 2023 pursuant to passage of Resolution No. 3042; and


WHEREAS, pursuant to passage of Resolution No. 3061 on November 14, 2023, the City of Selah provided written notice to ABM of termination of the janitorial services agreement due to persistent problems and deficiencies of performance; and

WHEREAS, the City of Selah desires to enter into a new contract with its previous janitorial services provider, Operation Omni, to resume janitorial services; and

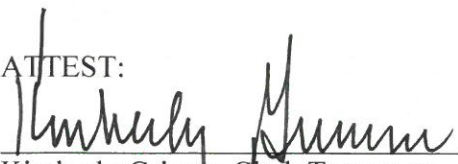
WHEREAS, the City's interests are protected in the contemplated agreement through the inclusion of the same termination clauses to which ABM was subject, as well as a requirement that Operation Omni employ a second fulltime employee dedicated to the City of Selah account.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the Mayor is authorized to sign and execute the nineteen-page agreement for janitorial services with Operation Omni in the form appended hereto.

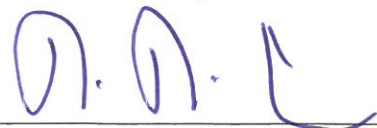
PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH,
WASHINGTON this 9th day of January, 2024.



Roger Bell, Mayor

ATTEST:


Kimberly Grimm, Clerk Treasurer



Rob Case, City Attorney

JANITORIAL CONTRACT

This Janitorial Contract ("Contract") is entered into, near the beginning of 2024, by and between the municipal government entity of the City of Selah ("City") and Betty McCullough doing business as Operation Omni Janitorial Services ("Contractor").

Recitals

WHEREAS, City desires to engage a janitorial service provider as an independent contractor to perform a designated scope of work at the following City-owned buildings: Civic Center; City Hall and Public Works Department office; and

WHEREAS, for an extended duration that ended recently, City previously utilized Contractor as City's janitorial service provider; and

WHEREAS, based on the parties' prior relationship, Contractor is familiar with City's buildings, the designated scope of work and City's standards and expectations, and City is familiar with Contractor's capabilities and skills; and

WHEREAS, Contractor is ready, willing and able to again become the City's janitorial provider on an independent contractor basis, and City desires to reengage Contractor as City's janitorial service provider;

NOW THEREFORE, the parties hereby agree as follows:

Agreement

1. Incorporation of Recitals. The Recitals set forth above are incorporated by this reference as operative terms of this Contract, as if each and all are fully set forth within this paragraph 1.

2. Termination of Prior Agreement(s). Each and every prior contract, agreement and/or engagement between the parties that predates or preexisted the instant Contract is acknowledged by the parties as already terminated. Contractor agrees that no money, other consideration, performance and/or damages are owed by City to Contractor under, arising from and/or otherwise due to any prior contract, agreement and/or engagement. The instant Contract will, once it becomes effective, be the sole contractual agreement between the parties.

3. Indefinite Term; Events Causing Termination. The instant Contract shall become effective following the parties' mutual approvals and executions, and it shall continue in force and effect indefinitely until one or more of the following occurrences occurs: (a) Contractor becomes incapacitated to such an extent that she is no longer able to personally perform the scope of work together with her assistant(s) and employee(s); (b) Contractor dies; or (c) either party serves a notice of termination to and upon the other party. Either party shall have the unlimited and continuing discretion to serve a notice of termination to and upon the other party at any time without necessity of cause or breach, and any such notice of termination shall become effective thirty (30) calendar days after its date of service.

4. Independent Contractor Relationship. Contractor's relationship to the City shall be that of an independent contractor, and, by contrast, Contractor shall not be a direct employee, agent or officer of the City. Accordingly, Contractor shall be exclusively responsible and liable for all decisions, actions and omissions related to or stemming from Contractor's performance under this Contract – including but not limited to deciding what types of cleaning materials, supplies and equipment to utilize; how to accomplish the scope of work; how to screen and select assistant(s) and employee(s); making payment to any assistant(s) and employee(s); and all legal, financial, tax and insurance matters related to or stemming from Contractor's actions or omissions and those by her assistant(s) and employee(s). Furthermore, all payments of compensation by City to Contractor shall occur on a gross basis without any deductions or withholdings, and shall be documented and reported annually via IRS Form 1099-MISC or another appropriate method. Moreover, Contractor shall not accrue or be entitled to any fringe benefits such as overtime pay, retirement contributions, health insurance, longevity pay, annual COLA adjustments, etc.

5. Personal Services Contract: Not Freely Assignable. Contractor acknowledges that this Contract is a personal services contract that is not freely assignable, because City has selected Contractor based on Contractor's personal capabilities and skills. Accordingly, Contractor agrees that neither Contractor's position in this Contract nor Contractor's obligations under this Contract can be transferred, assigned, subcontracted or otherwise delegated, in whole or in part, to any other person or entity absent written signed authorization from the Mayor, City Administrator or a proper designee of either, which authorization may be withheld in the City's unlimited and continuing discretion; provided however, that Contractor may utilize Contractor's own employee(s) or assistant(s) to assist her with fulfilling the designated scope of work and such employee(s) or assistant(s) may temporarily fulfill the entire designated scope of work during periods of time when Contractor is away on vacation or otherwise unavailable. Any purported transfer, assignment, subcontracting or other delegation that lacks proper authorization by the City shall be void *ab initio*.

6. Contractor Must Use at Least One Employee or Assistant. Toward the end of the parties' prior relationship, City came to believe that Contractor was not physically able to timely,

fully and satisfactorily perform the prior scope of work on her own without assistance due to the size of the buildings, number of tasks to perform and frequencies of performance. Accordingly, an express condition to City's willingness to consider reengaging Contractor was that Contractor had to agree to utilize at least one capable human employee or assistant who can and actually will assist Contractor with timely, fully and satisfactorily fulfilling the designated scope of work under any new contract – including but not limited to the cleaning tasks at the Civic Center, which is the largest of the buildings, has the greatest number of tasks to perform, and requires performance daily. Contractor expressly promises, agrees and acknowledges that Contractor shall and will, throughout the duration of the instant Contract, utilize at least one capable human employee or assistant to assist Contractor with timely, fully and satisfactorily fulfilling the designated scope of work under this Contract – including but not limited to the cleaning tasks at the Civic Center.

7. No Unauthorized Access; Responsibility for Keys. Contractor shall not allow any person or entity – other than herself and her own employee(s) or assistant(s) – to be present at, in or upon the premises during times when Contractor is performing the scope of work. Similarly, Contractor shall not provide copies of entry keys to the buildings or other access to the buildings to any person or entity other than herself and her own employee(s) and assistant(s). Contractor shall ensure that each building is locked and otherwise secured after completing services on each date. If Contractor or any of her employees or assistants lose copies of entry keys, Contractor shall be personal liable for reimbursing City for the cost to rekey the buildings.

8. Designated Scope of Work – Exhibits A & B. The designated scope of work under this Contract includes all customary interior cleaning tasks – including but not limited to vacuuming, sweeping, moping, dusting, emptying of trash, cleaning of restrooms, cleaning of kitchens, and cleaning of breakrooms. Appended hereto as “Exhibit A” and “Exhibit B” are non-exclusive lists that set forth some of the cleaning tasks, and that specify the minimum frequencies of performance at each building. Such exhibits are general and illustrative guidance only, and are not intended to limit or strictly define the designated scope of work. Rather, Contractor is obligated to perform any and all customary cleaning tasks as they prove necessary, and is required to devote however much time and effort is necessary to ensure that the buildings are sufficiently cleaned. Moreover, in the event that City staff provide direct instructions from time to time to Contractor regarding any specific cleaning task, Contractor shall also perform that specific task; provided however, that if the task is non-customary then Contractor shall be entitled to task-specific additional compensation in an amount agreed between the parties.

9. Contractor to Provide all Cleaning Supplies, Equipment and Materials. Contractor is responsible for purchasing, replacing and supplying all necessary cleaning supplies, equipment and materials, without any reimbursement from City. City will provide Contractor with storage space at each building where Contractor can securely store such items, without any charge to

Contractor. By contrast, City will supply user-consumed items such as toilet paper, paper towels and hand soap, which Contractor shall install and replenish when necessary.

10. City's Personal Satisfaction. Contractor's performance shall be subject to City's personal satisfaction. If City becomes dissatisfied with any aspect of Contractor's performance, City may serve a notice of termination to and upon Contractor consistent with paragraph 3 above.

11. Payment. City shall pay Contractor the customary amount of \$5,460.04 gross per calendar month, which amount is inclusive of sales tax. In the event that any task-specific additional compensation is agreed to between the parties for a non-customary task pursuant to paragraph 7 above, City will pay Contractor the agreed amount on a gross basis and such amount will be inclusive of sales tax. Each payment shall be due within thirty (30) days following Contractor's submission of a billing invoice to City.

12. Contractor Shall Remain Eligible. Contractor must maintain all necessary licenses and approvals for lawful performance and for lawfully receiving payment from City. This includes, but is not limited to, a Selah business license. It also includes, if applicable, good standing with the U.S. General Services Administration's System for Award Management (www.SAM.gov) and good standing with any state-level or other award management clearinghouse. Contractor shall comply with all federal, state and city laws, regulations and rules at all times. Contractor shall be exclusively responsible and liable for ensuring that her employees and assistants likewise comply with all laws, regulations and rules.

13. Contractor to Pay Prevailing Wages. Contractor shall pay no less than prevailing wage rates in the Yakima area, as periodically determined by the Bureau of Labor Statistics (www.bls.gov) for the category of "Building and grounds cleaning and maintenance" or any other applicable category that might be later established, to each and every employee and assistant that Contractor utilizes. As of the date of formation of this Contract, such rate is \$18.79 gross per hour. Contractor shall submit a "Statement of Intent to Pay Prevailing Wages" and an "Affidavit of Wages Paid", in accordance with RCW Chapter 39.12.

14. Background Checks. Prior to performing any work, Contractor shall provide to City a copy of a Washington State Patrol Criminal Background Check form for Contractor herself. Similarly, Contractor shall also provide a Washington State Patrol Criminal Background Check form for each and every employee and assistant prior to the employee/assistant performing any work, being providing copies of entry keys to the buildings or being provided other access to the buildings. City shall have the unlimited and continuing discretion to prohibit any employee or assistant from performing work, for any reason and irrespective of the content of such employee's/assistant's Washington State Patrol Criminal Background Check form.

15. Indemnity. Without necessity of demand by City, Contractor shall hold City harmless, indemnify City and also defend City and all of City's employees, agents and insurers, at Contractor's immediate and ongoing personal expense, via legal counsel of City's choice, from, against and with regard to any claim, lawsuit, administrative action, demand, liability, fine, punishment, enforcement action, vandalism, theft or burglary, waste of premises or property, or other disadvantageous or financially-impactful event or result, that in any way is caused by, stems from or relates to performance by Contractor and her employees and assistants, travel to and from the buildings by Contractor and her employees and assistants, presence at and upon the premises by Contractor and her employees and assistants, and actions or omissions by Contractor or her employees or assistants – including but not limited to claims and damages for workers compensation, on-the-job injury or industrial insurance under RCW Title 51 or other applicable law, and also including but not limited to claims and damages for bodily injury, assault, battery, harassment, discrimination, and mental suffering by Contractor, by any employee or assistant, or by any third-party.

16. Insurance. At her sole cost and expense, Contractor shall maintain general liability insurance with an applicable coverage limit of not lesser than one million dollars (\$1,000,000.00) per occurrence and not lessor than two million dollars (\$2,000,000.00) in the aggregate that applies to and covers performance by Contractor and her employees and assistants, presence at and upon the premises by Contractor and her employees and assistants, actions or omissions by Contractor or her employees or assistants, and Contractor's full scope of indemnity under paragraph 14. In addition and also at her sole cost and expense, Contractor shall maintain automobile liability insurance with an applicable coverage limit of not lessor than three hundred thousand dollars (\$300,000.00) per occurrence that applies to travel to and from the premises by Contractor and her employees and assistants. Contractor shall ensure that City is named as an additional insured on the declarations page(s) or certificate(s) of insurance, and Contractor shall deliver a copy of each to City. Moreover and also at her sole cost and expense, Contractor shall maintain workers compensation industrial insurance for all employees and assistants in accordance with RCW Title 51.

17. Non-Discrimination. Contractor shall not discriminate against any individual with respect to hiring, compensation, or terms or conditions of employment, due to such person's race, color, heredity, ethnicity, national origin, sex, sexual orientation, gender, gender identity, religion, creed, beliefs, age lesser than forty (40), marital status, family status, relationship status, veteran status or discharge from military service, immigration status, pregnancy status, political affiliation, membership or non-membership in any group or association, actual or perceived sensory or mental or physical disability or handicap, HIV/AIDS status or Hepatitis C status, the use of a trained service animal, or any other now-existing or later-recognized protected class status or marginalized status, and shall not undertake any action or commit any omission that constitutes illegal retaliation

or illegal disparate treatment. Contractor shall be exclusively responsible and liable for ensuring that her employees and assistants likewise comply with this paragraph.

18. No Implied Waivers: Entire Agreement. No waiver, alteration or modification of any provision of this Contract shall be binding unless it occurs in a written document that is signed by Contractor and also by the Mayor, City Administrator or a proper designee of either. The written provisions of this Contract constitute the entire contractual agreement between the parties. No prior agreement(s), contract(s) and/or engagement(s) are still applicable, valid or binding.

19. Notices. Any written or electronic notice, demand or communication by a party to another party may be validly sent and made to the following addresses and accounts, and shall be deemed actually received three days after dispatch, sending or mailing:

- a. To City: City of Selah
ATTN: Mayor, City Administrator, Clerk-Treasurer and City Attorney
City Hall
115 West Naches Avenue
Selah, WA 98942
Email: roger.bell@selahwa.gov
Email: rich.huebner@selahwa.gov
Email: kimberly.grimm@selahwa.gov
Email: rob.case@selahwa.gov
- b. To Contractor: Betty McCullough
210 Warrior Road
Yakima, WA 98901
Email: bettymc825@msn.com

Either party may designate a different or additional address or account for purposes of notice by providing notice to the other party at such party's then-existing address and/or account.

WHEREFORE, the parties have entered into and formed this Contract (including its attached Exhibit A and Exhibit B) via their respective signatures on the date(s) recited below:

CITY OF SELAH ("City")

By: Roger S Bell Dated: 1/10/24
Roger Bell, Mayor
(following approval of City Council via Resolution)

By: Betty McCullough Dated: 1/2/24
Betty McCullough ("Contractor")
d/b/a Operation Omni Janitorial Services REBO 3074

“Exhibit A”

Scope of Work at Civic Center

216 South 1st Street, Selah, WA 98942

The purpose of this Scope of Work (SOW) is to clearly define the custodial service requirements of the Selah Civic Center so that the Contractor is fully aware of the city of Selah’s requirements and expectations. This SOW will form the basis of the Custodial contract at the Selah Civic Center and should be used to develop the Contract. The central point of contact for The Selah Civic Center and all contractor requests or notifications should be directed to that office at 509-698-7302 or via email at ~~btait@ci.selah.wa.us.~~

Zack.Schab@selahwa.gov

- The cleaning contract is for the Selah Civic Center, a 14,600 sq. ft. building located at 216 S. 1st. Street, Selah WA 98942.
- Cleaning to be done regularly 7 days a week, Sunday through Friday and after activities/events occurring on Saturdays. Contractor is expected to do the work when the Civic Center is minimally populated or closed. Typical Civic Center office hours are: Monday – Friday from 8:00 a.m. to 5:00 p.m. User groups use premises after hours and on weekends at varying times. Contractor will be provided a monthly schedule and given updated information on building use as changes occur.
- Cleaning equipment and cleaning supplies are provided by the contractor. Restock supplies such as soap, towels and toilet paper are supplied by the Civic Center. Contractor agrees to notify the Business Office when supplies are low.
- Any item requiring maintenance or repairs shall be reported to the Civic Center staff. Items like plugged toilets, leaking pipes, loose tile, inoperative lights, etc. are expected to be reported immediately upon finding them. Emergency repairs during off hours (i.e. after 5:00 PM and before 8:00 AM) such as broken pipes, floods, or serious roof leaks should be reported to Civic Center staff immediately after discovery.
- Cleaning service employees are expected to be able to read and interpret labels on cleaning products and observe safe use and handling of cleaning products.
- Cleaning service employees should not enter the Civic Center except to perform their work and should not bring non-personnel or family members into the facility during their contract work hours. Cleaning service employees are to secure the building when they leave the premises.
- Cleaning service employees are not to bother private areas such as desk tops, drawers, lockers, food or mail slots, nor should they use computers, fax or telephones.
- Cleaning service employees are not expected to tidy up in staff office – (i.e. arranging papers, turning off computers, or washing dishes).

- Civic Center management would expect and appreciate notification of building problems such as leaks, needed repairs and or any security issues.
- Walls, carpet, and upholstery in poor condition will be noted at the beginning of the contract period. Cleaning service employees will not be held responsible for existing spots and worn, damaged furniture or carpet stains.
- Civic Center cleaning service is expected on days cleaning service employees are out sick or on vacation.

INDIVIDUAL TASKS

BUILDING EXTERIOR

DAILY

1. Collect and dispose of trash and debris around building premises to dumpster. Clean garbage can lids and containers regularly to keep appearance clean. Report any damages to Civic Center manager.
2. Keep all EXIT areas, inside and outside, clean and free of debris. Vacuum outside front entry way.

OFFICE

1. Empty wastebaskets and remove all trash to designated disposal areas. Supply fresh liners for wastebaskets.
2. Vacuum floors once a week.
3. Clean inside office windows a minimum of once a week.

MAIN ROOM

DAILY

1. Empty wastebaskets and remove all trash to designated disposal areas. Supply fresh liners for wastebaskets.
2. Dust mop floor. Spot clean and mop floor when soiled. Vacuum stage as needed. The entire area will be thoroughly cleaned to remove dust, dry soil, and other surface debris. All areas under chairs, trash receptacles and other furnishings, which are accessible, will be cleaned as well. Keep vent areas clean of debris. After cleaning, surfaces, including corners, cracks, abutments, and places accessible to the cleaning equipment shall be free of all visible soil, streaks, litter and spots caused by spills.
3. Spot clean walls, kickboards, light switches, and doors.
4. Remove obvious dirt and debris from around and under stairwell to stage, cracks in floor, joinders and in corners.
5. Clean and disinfect all waste receptacles. Remove any debris and waste buildup.

WEEKLY

1. Clean hard surfaces of all furniture and vacuum stage.

2. Clean/dust all interior doors.
3. Damp mop and shine all hard and resilient flooring and baseboard. After cleaning, surfaces, including corners, cracks, abutments, and places accessible to the cleaning equipment will be free of all visible soil, streaks, litter and spots caused by spills.
4. Dust all horizontal surfaces including sills, ledges, moldings, shelves, etc.
5. Clean and disinfect all waste receptacles. Remove any debris and waste buildup.

BI-MONTHLY

1. Hard Surface Scrub/ Buff floor. Remove marks, scuffs, and stains, without using stripper.

MONTHLY

1. Thoroughly dust all vertical surfaces and under surfaces of furniture. Dust all above hand height horizontal surfaces, including shelves, ledges, moldings, shingled portion of East wall etc. Remove dust, lint, dry soil, and cobwebs from door and window casings, transoms, ledges, moldings and trim, vents, grills, louvers, conduit and similar high mounted fixed equipment. After dusting, these surfaces will have a uniform appearance free from streaks, smudges, dust, lint, and cobwebs.
2. Scrub and remove build up on floor, kickboards, walls and ledges.

QUARTERLY

1. Power scrub, strip and refinish concrete floor with appropriate sealer and finish. Floor shall have a nice shine w/out being hazardously slick.

DRINKING FOUNTAINS

DAILY - Clean drinking fountain basin, spout and push bar using a disinfecting cleaner.

WEEKLY -- Remove all obvious soil, streaks, smudges, etc. from drinking fountains; then disinfect all porcelain and polished metal surfaces including the spout of drinking fountain. All will be free from streaks, stains, spots, smudges, scale, and other obvious removable soil.

ENTRANCES, LOBBY, & CORRIDORS

DAILY

1. Empty wastebaskets and remove all trash to designated disposal area. Supply fresh liners for wastebaskets and spot clean walls, light switches and doors.
2. Spot clean both sides of entrance glass and the window immediately adjacent to the entrance doors. After cleaning, the surface will present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc.
3. Dust mop floors. Spot clean and mop floor when soiled.
4. Sweep, vacuum and remove litter from mats inside front entrance. Keep clean of visible debris.

WEEKLY

1. Mop and Disinfect Floor. After mopping the entire floor with a germicidal detergent, the floor will have a uniform appearance free of spots, spills, stains, dirt, oily film, mop strings, standing water, etc. Dispose of the remaining detergent solution by pouring it down the janitors closet floor drain.
2. Clean all glass on doors and windows in lobby. This includes display case as well as both sides of office windows and doors. After cleaning, the surface will present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc.
3. Dust all horizontal surfaces, including shelves, ledges, moldings, benches, etc.
4. Sweep and damp mop the ceramic tile floor in hallway between foyer and SE bathrooms.
5. Clean and disinfect all waste receptacles. Remove any debris and waste buildup.
5. De-greaser, deep cleaner used to scrub tile floor in entrance/lobby.
6. Vacuum/Sweep and remove litter from entrance mat outside the front doors. Keep clean of visible debris.
7. Clean outside of building within 20 feet, picking up visible trash.
8. Sweep/Vacuum and remove litter/debris from West corridor (Hallway connecting storage room, west exit door, bathrooms and Apple room).
9. Pick up visible trash in front of dumpster gate and around garbage/recycle receptacles.
10. Keep all EXIT areas, inside and outside, clean and free of debris.

MONTHLY

1. Mop and Disinfect Floor West After mopping the entire floor with a germicidal detergent, the floor will have an appearance free of spots, spills, stains, dirt, oily film, mop strings, standing water, etc.

DUMPSTER

DAILY

1. All Civic Center garbage is to go in Civic Center dumpster located on the West side of the building.
2. Pick up visible trash in front of dumpster gate and around garbage/recycle receptacles and dispose of in the dumpster itself.
3. Manage locking and unlocking of dumpster gates. Gates must be unlocked for Tuesday AM and Early Friday AM, for garbage pickup. All other times gates are to be locked in order to comply with city ordinances.

ALL RESTROOMS

DAILY

1. Empty all waste receptacles and remove all trash to designated disposal area. Supply fresh liners for waste receptacles. Fill all supply dispensers – towels, toilet paper, soap, etc.
2. Clean all fixtures, commodes, bowls, urinals, and washbasins using a disinfecting/germicidal cleaner.
3. Re-supply all paper towel dispensers to the proper level. Single fold paper towels will be inter-locked with remaining towels in the cabinet. The dispensers and adjacent surfaces will be wiped with a germicidal detergent to remove handprints and smudges after filling. The device will be checked after filling for proper operation. Caked or dried soap will be cleaned from the orifice. Remove the semi-hardened soap from spout of liquid soap dispensers daily. Inoperable devices will be reported Civic Center Staff.
4. Spot clean restroom walls, baseboards, tile, partitions, mirrors, light switches, and doors. Remove finger prints, smudges any dirt or matter.
5. Sweep and wet mop entire floor using a disinfecting cleaner and leaving the floor completely unsullied and sanitized.
6. Spot clean mirrors, other surfaces and remove any non-permanent graffiti.

WEEKLY

1. Damp wipe the full surface area of all stall partitions, doors, frames, plumbing and waste receptacles using a disinfecting, deodorizing cleaner.
2. Clean all mirrors.
3. Heaters, ledges, paper dispensers, grilles and stall partitions shall be dusted.
4. Remove scale from the fixtures, commodes, urinals, and washbasins.
5. Pour water or approved drain product down floor drains (for odor control) and check for any soiling and odors. Treat as needed.

KITCHEN AREA

DAILY

1. Empty wastebaskets, remove all trash to dumpster and supply fresh liners for wastebaskets.
2. Spot clean walls, light switches, cabinets and doors.
3. Clean and sanitize all sinks of food and debris.
4. Wipe down counter tops, tables, sinks, ovens and fixtures with disinfecting cleaner. Remove fingerprints, food, debris, soot and grease from handles, glass and stainless steel surfaces.
7. Sweep and wet mop entire floor using a disinfecting cleaner. All areas under chairs, tables, trash receptacles, ovens, fridges and other furnishings, which are accessible, shall be moved to clean and sweep underneath.

5. Re-supply all paper towel dispensers to the proper level. Single fold paper towels will be inter-locked with remaining towels in the cabinet. The dispensers and adjacent surfaces will be wiped with a germicidal detergent to remove handprints and smudges after filling. The device will be checked after filling for proper operation. Caked or dried soap will be cleaned from the orifice. Remove the semi-hardened soap from spout of liquid soap dispensers daily. Inoperable devices will be reported Facilities Services.

WEEKLY

1. Spot clean baseboards.
2. Clean and disinfect tables, cabinets and chairs with a germicidal cleanser. Remove any food and debris buildup. Remove any nonpermanent stains, spots, spills from all tables, counters, cabinets and sinks. After cleaning, the surfaces will have a uniform appearance, free from streaks, smudges, lint, etc., with complete removal of soil from the surface. Clean interior and exterior of microwaves to provide a uniform appearance inside and out, free from spots, spills, film, dust, smell, etc. Units will be disinfected and sanitized. Do not clean interiors of refrigerators.
3. Clean and disinfect all waste receptacles. Remove any food, grease or debris buildup.
4. Wash, scrub and polish all stainless steel surfaces. (This includes: ovens, stoves, backsplash above stove, refrigerator, freezer, sinks and sink backsplash.) Remove fingerprints, food, debris, soot and grease from handles, glass and stainless steel surfaces.
5. Clean stovetop and griddle of visible buildup, grease, food and heat smudging.
6. Clean dishwasher trap of food debris.
7. Clean out grease trap. Dispose of grease in an approved manner.
8. Wash vents over stoves and ovens. Remove any food, grease or debris buildup using a soft brush.
9. Wash kitchen floor mats with a sanitizing soap and scrub away any debris.

MONTHLY

1. Clean stoves, and ovens interior to provide an appearance free of spots, streaks, spills, food and grease. Remove any and all debris and waste buildup and dispose of in dumpster.
2. Dust all horizontal surfaces, furniture, ledges, moldings, including top of refrigerator.
3. Remove dust and dirt from fire extinguishers.

DINING AREA

DAILY

1. Dust mop floor. Mop floor when soiled. The entire area will be thoroughly cleaned to remove dust, dry soil, food and other surface debris. All areas under chairs, trash receptacles and other furnishings, which are accessible, will be cleaned as well. Keep vent areas clean of debris. After cleaning, surfaces, including corners, cracks, abutments, and places accessible to the cleaning equipment will be free of all visible soil, streaks, litter and spots caused by spills.

2. Clean and disinfect tables, cabinets and chairs with a germicidal cleanser. Remove any food and debris buildup. Remove any nonpermanent stains, spots, spills from all tables, and counters. After cleaning, the surfaces will have a uniform appearance, free from streaks, smudges, lint, etc., with complete removal of soil from the surface.

WEEKLY

1. Spot clean baseboards.
2. Clean and disinfect all waste receptacles. Remove any food, grease or debris buildup.
3. Dust ceiling lamps and spot clean removing any dirt, cobwebs and or debris.
4. Sweep and wet mop entire floor using a disinfecting cleaner.

BI-ANNUALY

1. Vacuum and wash ceiling vents at least a couple times a year.

APPLE ROOM/ SENIOR CENTER

DAILY

1. Empty wastebaskets and remove all trash to designated disposal areas. Supply fresh liners for wastebaskets.
2. Vacuum floor mats. Spot vacuum carpeted flooring as needed. The floor should be free from any debris or appearances of dust.
3. Spot clean furniture.
4. Spot clean walls, kickboards, light switches, and doors.

WEEKLY

1. Vacuum carpeted flooring. The entirety of area will be thoroughly cleaned to remove dust, dry soil, and other surface debris. This includes all accessible areas under chairs, trash receptacles and other furnishings.
2. Remove obvious dirt and debris around cracks in floor, doors, corners and joinders.
3. Dust and clean all furniture, desk and table tops with appropriate cleaning agent. After cleaning, the surfaces will have a uniform appearance, free from streaks, smudges, lint, etc., with complete removal of soil from the surface.

DAILY

LEGION ROOM

1. Empty wastebaskets and remove all trash to designated disposal areas. Supply fresh liners for wastebaskets.
2. Sweep floor and remove obvious dirt and debris around cracks in floor, doors, corners and joinders. Spot mop when needed. This includes flooring in hallway connecting restrooms.

3. Clean and sanitize sink and countertop. Remove all obvious soil, streaks, smudges, etc. from sink and faucet; then disinfect all porcelain and laminate surfaces. Sanitize all touch points. All will be free from streaks, stains, spots, smudges, scale, and other obvious removable soil.
4. Spot clean cabinets around sink and on west wall.

WEEKLY

1. Sweep and wet mop laminate flooring. This includes flooring connecting restrooms. The entirety of area will be thoroughly cleaned to remove dust, dry soil, and other surface debris. Remove obvious dirt and debris around cracks in floor, doors, corners and joinders. This includes all accessible areas under chairs, trash receptacles and other furnishings.
2. Dust all horizontal surfaces. Vacuum around wall screen and crevices to remove any debris and or dust build up.
3. Dust all vertical surfaces where debris, soil and dust collect. Wash down walls in areas where soiling is obvious.

SPECIAL EVENTS CLEANING

- *DAMAGE REPORT: In the event that any damages to City of Selah Civic Center Property results from an event, it is imperative the janitorial crew fills out a damage report. This includes neglected renter responsibilities and inappropriate use of facility. (Include any notes regarding clogged toilets, clogged drains, excessive litter or soiling, etc.) When photographs are necessary the Civic Center staff has ready a camera accessible for the janitorial staffs' for event documentation purposes. Leave report for the Civic Center manager and notify manager immediately of any damages which compromise safety, security or could affect the next day activities.*

BUILDING EXTERIOR:

3. Collect and dispose of trash and debris to dumpster. Report any damages to Civic Center manager.

MAIN ROOM

4. Return tables and chairs to storage room. (Unless instructed otherwise). Wipe down tables and chairs.
5. Dust mop and wet mop floor with disinfecting cleaner. Hard surface power scrub if needed. Vacuum stage as needed. The entire area will be thoroughly cleaned to remove all surface debris. All areas under chairs, trash receptacles and other furnishings, which are accessible, will be cleaned as well. Keep vent areas clean of debris. After cleaning, surfaces, including corners, cracks, abutments, and places accessible to the cleaning equipment will be free of all visible soil, streaks, litter and spots caused by spills.
6. Empty wastebaskets, remove all trash to dumpster and supply fresh liners for wastebaskets. Spot clean and sanitize as needed.
7. Any items left by facility users are to be put in hallway corner outside Apple room or outside south side doors of civic center.

DINING ROOM

1. Clean and disinfect tables, and chairs with a germicidal cleanser. Remove any food and debris buildup. Remove any nonpermanent stains, spots, spills from all tables, and counters. After cleaning, the surfaces will have a uniform appearance, free from streaks, smudges, lint, etc., with complete removal of soil from the surface.
2. Dust mop and wet mop floor with disinfecting cleaner. The entire area will be thoroughly cleaned to remove all surface debris. All areas under chairs, trash receptacles and other furnishings, which are accessible, will be cleaned as well. Keep vent areas clean of debris. After cleaning, surfaces, including corners, cracks, abutments, and places accessible to the cleaning equipment will be free of all visible soil, streaks, litter and spots caused by spills.
3. Spot clean all vertical surfaces. Remove any debris found on walls, furniture, doors, garbage receptacles, Etc.
4. Empty, wash and sanitize wastebaskets with disinfectant, remove all trash to dumpster and supply fresh liners for wastebaskets.

KITCHEN

1. Empty wastebaskets, remove all trash to dumpster and supply fresh liners for wastebaskets.
2. Spot clean walls, light switches, cabinets and doors. Wipe down counter tops, tables, sinks, ovens and fixtures with disinfecting cleaner. Remove fingerprints, food, debris, soot and grease from handles, glass and stainless steel surfaces.
3. Clean and sanitize all sinks of food and debris.
4. Sweep and wet mop entire floor using a disinfecting cleaner.
5. Re-supply all paper towel dispensers to the proper level. Single fold paper towels will be inter-locked with remaining towels in the cabinet. The dispensers and adjacent surfaces will be wiped with a germicidal detergent to remove handprints and smudges after filling. The device will be checked after filling for proper operation. Caked or dried soap will be cleaned from the orifice. Remove the semi-hardened soap from spout of liquid soap dispensers daily. Inoperable devices will be reported Facilities Services.

RESTROOMS

1. Empty all waste receptacles and remove all trash to designated disposal area. Supply fresh liners for waste receptacles. Fill all supply dispensers – towels, toilet paper, soap, etc.
2. Clean all fixtures, commodes, bowls, urinals, and washbasins using a disinfecting/germicidal cleaner.
3. Re-supply all paper towel dispensers to the proper level. Single fold paper towels will be inter-locked with remaining towels in the cabinet. The dispensers and adjacent surfaces will be wiped with a germicidal detergent to remove handprints and smudges after filling. The device will be checked after filling for proper operation. Caked or dried soap will be cleaned from the orifice. Remove the semi-hardened soap from spout of liquid soap dispensers daily. Inoperable devices will be reported Civic Center Staff.

4. Spot clean restroom walls, baseboards, tile, partitions, mirrors, light switches, and doors. Remove finger prints, smudges any dirt or matter.
5. Sweep and wet mop entire floor using a disinfecting cleaner and leaving the floor completely unsullied and sanitized.
6. Spot clean mirrors, other surfaces and remove any non-permanent graffiti.

APPLE ROOM/ SENIOR CENTER

1. Empty wastebaskets and remove all trash to designated disposal areas. Supply fresh liners for wastebaskets.
2. Vacuum floor mats. Spot vacuum carpeted flooring as needed. The floor should be free from any debris or appearances of dust.
3. Spot clean furniture. Remove any fingerprints on glass top desk.
4. Spot clean walls, kickboards, light switches, and doors.
5. Return any tables and chairs to storage room. (Unless instructed otherwise). Wipe down tables and chairs.

LEGION ROOM

1. Empty wastebaskets and remove all trash to designated disposal areas. Supply fresh liners for wastebaskets.
2. Sweep floor and remove obvious dirt and debris around cracks in floor, doors, corners and joinders. Spot mop when needed. This includes flooring in hallway connecting restrooms.
3. Clean and sanitize sink and countertop. Remove all obvious soil, streaks, smudges, etc. from sink and faucet; then disinfect all porcelain and laminate surfaces. Sanitize all touch points. All will be free from streaks, stains, spots, smudges, scale, and other obvious removable soil.
4. Spot clean cabinets around sink and on west wall.
5. Return any tables and chairs to appropriate place of storage in North East corner of room. (Unless instructed otherwise). Wipe down tables and chairs.

ENTRANCES, LOBBY, & CORRIDORS

1. Empty wastebaskets and remove all trash to designated disposal area. Supply fresh liners for wastebaskets and spot clean walls, light switches and doors.
2. Spot clean both sides of entrance glass and the window immediately adjacent to the entrance doors. After cleaning, the surface will present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc.
3. Dust mop floors. Spot clean and mop floor where soiled.

4. Sweep, vacuum and remove litter from mats inside front entrance. Keep clean of visible debris.
5. Clean outside of building within 20 feet, picking up visible trash.
6. Sweep/Vacuum and remove litter/debris from West corridor (Hallway connecting storage room, west exit door, bathrooms and Apple room).
7. Pick up visible trash in front of dumpster gate and around garbage/recycle receptacles.
8. Keep all EXIT areas, inside and outside, clean and free of debris.

QUALITY STANDARDS

1. **Frequency:** Frequency requirements are minimum requirements. All tasks to be performed as frequently as specified and as needed to maintain a clean condition. For example, tasks that are designated "Daily" are to be performed at each visit.
2. **General Standards:** The achievement of the desired standard of cleanliness will result in an almost complete absence of visible soil. In order to maintain the facilities in this condition, Contractor will remove any visible soil which is found as a result of inspection. For purposes of definition, absence of visible soil shall be as follows:
 - A. Absence of dust on horizontal and vertical surfaces of floors, walls, ledges, furniture and equipment.
 - B. Absence of litter and trash on floor and horizontal surfaces.
 - C. Absence of finger marks, spots and soil build-up on walls, partitions, doors, dividers, cabinets, stainless steel appliances, etc.
 - D. Absence of encrustation, soil, and wax build-up on floors, particularly in corners, along baseboards, around door jambs, and around furniture and equipment legs and bases.
 - E. Absence of soil, scale and stain on restroom fixtures, drains, taps, faucets, soap dispensers, paper dispensers, stalls, mirrors, ledges and drinking fountains.
 - F. Absence of soil, stain and scale on restroom floors and baseboards. Tile and grout maintained free of stain and buildup.
 - G. Absence of soil, grease, scale and stain on kitchen fixtures, drains, taps, faucets, soap dispensers, paper dispensers, stalls, mirrors, ledges and drinking fountains.
 - H. Absence of soil, grease, stains and scale on kitchen floors and baseboards. Tile and grout maintained free of stain and buildup.
 - I. Absence of dust, lint and litter on upholstered furniture.
 - J. Absence of soil, litter, dust and encrustations on furniture and equipment surfaces and legs.
 - K. Absence of soil, litter, dust, and encrustation in urns, wastebaskets, and trash containers.
 - L. Absence of marks, spots, stains and streaks on glass and mirrors.

- M. Absence of soil and dust on window blinds, shades, sills, frames and ledges.
 - N. Absence of other visible soil and cobwebs on horizontal surfaces, including ceilings.
 - O. Absence of trash in building.
 - P. Absence of soil, litter, debris and spots on all carpets, mats, and floors.
3. **Damp mopping:** Floors shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards, and other surfaces shall be free of splash stains and markings from the equipment.
 4. **Solid waste collection:** All solid waste in the building shall be collected and removed to designated disposal areas. Waste container is emptied early a.m. on Tuesday and Friday. Cardboard recycle Monday and other recycle is collected on the second Wednesday of the month.
 5. **Wet mopping:** Floors shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards, and other surfaces shall be free of splash stains and markings from the equipment. Mops and buckets will be emptied and thoroughly rinsed immediately after use in restrooms and before use in any other area.
 6. **Spot cleaning:** Smudges, marks or spots shall be removed without causing discoloration of the surface.
 7. **Dusting:** Corners, crevices, moldings, and ledges shall be free of dirt, debris, and dust.
 8. **Furniture moving:** When necessary for the Contractor to move furniture and furnishings, it will be done with care and furniture returned to original positions.
 9. **Graffiti removal:** Graffiti shall be removed with the mildest cleaning agent possible. Contractor shall provide cleaning staff with a series of progressively stronger graffiti removal agents, and cleaning staff shall use the agents in series, progressing from mildest to strongest, stopping when graffiti is removed. Graffiti which cannot be removed without damage to the underlying finish shall be reported immediately to the Contract Manager.
 10. **Custodian's Closet:** Closet shall be maintained in a clean, orderly and safe condition at all times. Floors mopped, sink sanitized and cleaned of debris, mop buckets rinsed after mopping and all mops placed on appropriate wall hangers.
 11. **Contractor's Equipment:** Contractor's equipment shall be stored only in areas designated by the Contract Administrator. Equipment shall be stored in a clean, orderly and safe condition.
 12. **Materials and Equipment:** The Contractor shall use cleaning products and equipment which are effective and safe for fixtures, furnishings, and finishes in their particular applications. The Contract Administrator may require the Contractor to select an alternative cleaning product or piece of equipment if the use of that particular product or piece of equipment is ineffective or tends to cause damage to or deterioration of fixtures, furnishings, or finishes in the use being made of it. Cleaning products should be in clearly marked containers.
 13. **Level of care:** Contractor shall exercise due care at all times to ensure that cleaning products and practices do not cause damage to finishes, furnishings, or fixtures. Contractor shall restore to good condition any items damaged from lack of due care by Contractor employees.

"Exhibit B"

Scope of Work at City Hall, 115 W. Naches Avenue, Selah, WA 98942

&

Scope of Work at Public Works Office, 225 S. Rushmore Road, Selah, WA 98942

Cleaning Requirements for the Public Works and City Hall

Two Times Per Week Services (on days agreed between parties)

1. Gather all waste and place contents for disposal. Insert new liners when needed. Sweep, dust mop or vacuum all floors.
2. Vacuum all carpeted areas.
3. Dust file cabinets, desk, tables, and other office furniture. Spot clean entrance door glass.
4. Disinfect all water fountains.
5. Damp mop floors with general cleaning solution.
6. Clean and disinfect restroom fixtures.
7. Fill restroom dispensers from Client's stock.

One Time Per Month Services

1. Vacuum upholstered chairs.
2. Edge vacuum carpets where regular vacuuming does not reach.

Four Times Per Year Services

1. Shampoo and rinse extract all carpets.
2. Wash windows inside and out.
3. Mop, remove scuff marks, apply ristorante, and buff tile floors.

