

EXHIBIT A
The Scope of Work

Janitorial Services:

Janitorial services firm must have a proven track record in the janitorial services industry. The selected firm will provide all services as listed below and with the identified work schedule for the following City locations and sites:

Office and Public Building		
Facility	Location	Cleaning Frequency
Carl May	11-777 West Drive	M, Th
Senior Center	11-777 West Drive	M, T, W, Th, F, Su
Police Department (entire facility including jail)	65-950 Pierson Boulevard	M, T, W, Th, F
Fire Station 36	11535 Karen Avenue	T, Th
Fire Station 37	65958 Pierson Boulevard	T, Th
City Hall Modular Building A	65-950 Pierson Boulevard	T, Th
City Hall Modular Building B	65-950 Pierson Boulevard	T
City Hall Modular Building C	65-950 Pierson Boulevard	T, Th
New City Hall	11999 Palm Drive	T, Th
Construction Trailer	11999 Palm Drive	T, Th
Animal Shelter	65810 Hacienda Avenue	T, Th
Cabot's Museum Restrooms	67-616 East Desert View	Th, F, Sat
Cabot's Museum Office Trailer	67-616 East Desert View	Th, F, Sat
Parks & Sport Fields		
Mission Springs Park Restrooms*	66750 Park Lane	M, T, W, Th, F, Sat, Su
Guy Tedesco Park Restrooms*	66140 West Arroyo	M, T, W, Th, F, Sat, Su
Wardman Park Restrooms*	66150 8 th Street	M, T, W, Th, F, Sat, Su
Lozano Community Center	12800 West Arroyo	M, T, W, Th, F, Sat, Su
Health and Wellness Center		
Furbee Aquatic Center	11750 Cholla Drive	M, T, W, Th, F
Other		
Lozano Community Center Floor Strip & Wax	12800 West Arroyo	As Needed at City Request, estimate 4 times a year
City Hall Buildings (A, B, C and New City Hall) - refrigerators / freezers	See above	Last Thursday of every month.

Carl May Community Center:

Water must be flushed down restroom drains Mondays and Thursdays.

Parks:

All fixtures in the Park restrooms shall be cleaned and disinfected daily, sweep daily, rinse walls, ceilings and floors daily, remove cobwebs and toilet paper wads daily, pick up and disinfect feces trash inside and outside the restrooms and restock expendable products i.e., paper products daily or as needed. Most Buildings will be cleaned 4 to 5 times per week. On occasion, services other than the regular scheduled janitorial services may be required. The services shall be performed when requested, and invoiced separately from the general cleaning contract. Restrooms must be ready and open by 7:00 a.m., seven days a week (Monday through Sunday).

*Open 7 days a week and Holidays, Close Nightly at 10:00pm

Building Areas Services:

- | | |
|-----------------------|-------------------------|
| Entrance | Waiting Areas |
| Lobby/Reception Areas | General Office |
| Private Offices | Executive Offices |
| Conference rooms | Copy Room Area |
| File Room Area | Restrooms |
| Lunch Room / Kitchen | Kitchenette/Coffee Area |
| Hallways | |

General Cleaning Specifications:

Floor Maintenance Vacuum with approved back pack unit and remove fresh spots from all carpeted areas using approved disinfectants and encapsulating carpet spotting tools.

Dust and damp Mop all hard surface areas using color coded microfiber flat mopping system and disinfecting finished floor cleaner, changing pad often to ensure removal of soil.

Kitchens, Cafeterias, Lunch Room & Coffee Areas Clean and disinfect all kitchen counters, tables and sinks with color coded microfiber cloths using hospital grade disinfecting all purpose spray and glass cleaner.

Clean and disinfect exterior of appliances with color coded microfiber cloths using hospital grade disinfecting all purpose spray and glass cleaner.

Clean Microwaves inside and out using all-purpose spray glass cleaner and wipe inside with cleaner cloth and water to remove any disinfectant residue.

Clean refrigerators freezers inside and outside using all-purpose spray glass cleaner and wipe inside with cleaner cloth and water to remove any disinfectant residue.

Restock kitchen paper and soap products as needed.

Restrooms Clean and polish all dispensers and fixtures. Clean and disinfect wash basins, toilet bowls, urinals, and counter tops using color coded microfiber cloths using hospital grade disinfecting all-purpose spray and glass cleaner.

Spot clean walls and toilet partitions with color coded microfiber cloths using hospital grade disinfecting all-purpose spray and glass cleaner.

Mop all floors using coded microfiber flat mopping system and disinfecting finished floor cleaner changing pad often to ensure removal of soil and materials.

Polish all metal and mirrors using coded microfiber cloths using hospital grade disinfecting all-purpose spray and glass cleaner.

Wash off and remove all paper and other items thrown on walls and ceilings.

Restock expendable paper products, soaps, trash liners and deodorant products.

Inventory and Ordering of Supplies: Keep an accurate inventory of supplies needed and with approval from City, order items as needed.

Building Specifications:

Police Building

11,700 Square Feet	Lobby
Records/ Inside Counter	Report Writing Room/Dispatch Area
Chief's Office and Restroom	Locker Rooms
Supply Room	Patrol Commander's Office
Administration Area	Records Area
Holding Cells	Restrooms
Kitchen Area	Hallway
Janitor's Closet	Back Office
Briefing Room	Modular Building Behind Police Department main building
Support Serv. Commander's Office	Any other open offices/areas
Code Enforcement Offices	

Fire Station 36

- 7,500 Square Feet
- 2 Offices
- Kitchen, Dining and Living Room area
- 4 bedrooms
- 3 full bathrooms
- Gym, with rubber mats
- Mix of carpeting and vinyl flooring
- 1 small unused office with quarters on north side of station

Fire Station 37

- 4,500 Square Feet
- 1 large Captain's quarters
- 2 offices (Battalion Chief, 1 station)
- Gym, separate building with a bathroom, shower
- Kitchen, Dining and Living Room area
- 1 half bath
- 1 large bathroom with 2 toilet stalls, 1 urinal and 2 showers
- All floors are tile except gym (rubber mats) with carpet in Chief's office and sleeping area

Building A

5,640 Square Feet	Lobby Area
14 Offices	2 Restrooms
1 Conference Room	1 Break room / Kitchen
4 Cubicles	File Cabinets

Building B

2,828 Square Feet	11 Offices
2 Restrooms	1 Conference Room
File Cabinets	

Building C

2,160 Square Feet	6 Offices
2 Open Cubicles	1 Restroom
File Cabinets	

New City Hall

2,475 Square Feet	7 Offices
File Cabinets	2 Restrooms

Construction Trailer

900 Square Feet	2 Offices
File Cabinets	1 Restrooms

Animal Shelter

3,200 Square Feet	Offices
Open Cubicles	Restrooms
Filing Cabinets	

Senior Center

11,495 Square Feet	6 Offices
4 Restrooms	Kitchen
Dining Room	

Carl May Center (Community Center)

3,500 Square Feet	Kitchen
3 Restrooms	2 Meeting Rooms

Health and Wellness Center - Furbee Pool

1 Office	2 Restrooms
2 Team Rooms	Pool Area Trash Receptacles

Cabot's Museum

Restrooms

Cabot's Museum Trailer

920 Square Feet	4 Offices
Kitchen	1 Restroom
Filing Cabinets	

Lozano Community Center
3360 Square Feet
Kitchen

2 Offices
2 Restrooms