

REQUEST FOR PROPOSALS to perform the following:

- Janitorial Services

SRTA Solicitation Number: S-00014

Issued: November 5, 2021

Contract Capacity: Estimated at \$50,000

Performance Period: January 3, 2022 – January 3, 2025, with options to extend through January 3, 2027

Payment Method: Time and Materials

Submissions Due: 3:00 p.m. PDT on December 3, 2021

Interested applicants must [subscribe](#) to SRTA's bid posting webpage to receive notices when information and possible RFP addenda become available.

Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001
(530) 262-6190



2021 SRTA Board Members and Agency Partners

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County of Shasta, District 1
Redding Area Bus Authority
County of Shasta, District 2
County of Shasta, District 3
City of Redding

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Caltrans, District 2
City of Anderson
City of Redding
City of Shasta Lake
County of Shasta
Redding Area Bus Authority (RABA)
Dignity Health Connected Living (DHCL)
Healthy Shasta
North State Super Region (NSSR)
Pit River Tribe
Redding Rancheria (Yana, Wintu, Pit River)

Introduction

The Shasta Regional Transportation Agency (SRTA) seeks proposals from qualified firms to provide onsite janitorial services for its office suite and non-tenant spaces at its Redding building.

This request for proposals (RFP) describes the requested scope of services, the vendor selection process, and the minimum information that must be included in the proposal.

Background

The Shasta Regional Transportation Agency (SRTA) is the designated Metropolitan Planning Organization (MPO) for the Shasta County region. Member agencies are the cities of Anderson, Redding, and Shasta Lake, the county of Shasta and the Redding Area Bus Authority (RABA). Information regarding SRTA, regional plans and programs, and this procurement are available online at www.srta.ca.gov.

SRTA owns a two-story building at 1255 East Street, Redding, California. The 10,250 square-foot building sits on an approximately 21,000 square-foot lot. The balance of the lot consists of sidewalks, landscaping, and a parking lot. SRTA currently occupies Suite 202 on the second floor. SRTA currently has tenants on the first floor, Suite 101, and second floor, Suite 201. SRTA's regular office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday (except legal holidays). Some SRTA staff are currently on "flex" schedules and may arrive earlier or stay later.

Project Scope of Work

SRTA is seeking a qualified vendor to provide onsite janitorial services for its office suite and non-tenant spaces at its Redding building. Submitted proposals should include the tasks outlined below and a list of three local references. Each bidder shall be responsible for researching the existing conditions of the building and all matters that may affect the cost or performance of services. Bidders are responsible for verifying the square footage of all areas.

Task 1: Contract Initiation and Management

A kick-off meeting with SRTA and the selected vendor will be held at the beginning of the contract to establish and agree upon communication protocols, roles and responsibilities, and expectations. SRTA staff will explain the expected deliverables and invoicing procedures.

Deliverables:

- One kick-off meeting.
- Monthly invoices may be submitted electronically via email to srta@srta.ca.gov.

Task 2: Weekly Cleaning

The vendor shall be responsible for janitorial services for Suite 202 which includes SRTA offices, conference room, kitchen, three restrooms, hallways, and public space areas (i.e.,

first-floor and second-floor foyers, elevator, staircase and landing, and clean/sweep second-floor balcony) only (approximately 6,000 square feet) inside the SRTA building at 1255 East Street, Redding, California, one (1) night per week. See Attachment “A” for the building layout. Janitorial services for Suites 101 and 201 are the responsibility of the tenants and should not be considered part of this proposal. See Attachment “B” for specific scope of work.

Weekly cleanings shall take place between Friday and Sunday. Cleaning activities shall start no earlier than 8:00 p.m. and finish by 11:00 p.m. on Friday. Weekend cleanings shall be between the hours of 8:00 a.m. and 11:00 p.m.

Deliverables:

- Invoicing shall be monthly. Invoicing shall include any supply purchases, or any extra services provided in an itemized statement. All invoices shall be sent to srta@srta.ca.gov.

Task 3: Provide Cleaning Equipment and Supplies

Janitorial service shall furnish all cleaning supplies and equipment used to provide cleaning services. All other supplies, such as toilet paper, toilet seat liners, bathroom paper towels, personal wastebasket and larger kitchen trash can liners, hand soap in restrooms, etc., shall be a reimbursable expense negotiated during the contract phase.

Deliverables:

- Extra/back-up supplies must be kept onsite in the SRTA storage room.
- If SRTA should run out of any supplies, janitorial service vendor will need to bring them that evening for the next business day.

Optional Task 4: Hazardous Waste Cleanup and Emergency Services

Desired but not mandatory, on-call hazardous waste cleanup. Hazardous waste could include feces, bodily fluids, or drug paraphernalia due to illegal camping.

- Provider shall include a list of all extra services provided.
- Rates for such services shall be negotiated during contract phase.
- Hazardous waste to be cleaned up on the same business day.
- If emergency services are provided, janitorial service shall provide an emergency phone number and be available in the event of an emergency.

Contract Length and Amount

SRTA expects to contract for a minimum of three (3) years with the option to extend the contract annually for up to an additional two (2) years beyond the initial three-year period, plus an option to terminate at any time, for any reason, with 30 days’ notice if we find the service to be unsatisfactory. This contract is funded by federal, state, and/or local funds. SRTA estimates a budget of up to \$50,000 over five years if the annual options to extend the length of the contract

are exercised.

Payment Method

Payment of labor costs will be made on a time and materials basis, where allowable incurred costs will be paid as prescribed in the contract.

Proposal Contents

Written proposals shall not exceed 10 pages (including attachments). At a minimum, the following information should be included and clearly labeled:

1. Introduction, including:
 - a. A transmittal letter signed by a person who is authorized to obligate the business. The letter should attest that the information in the proposal is truthful, accurate, and complete at the time of submittal. Additionally, the letter should include how the respondent heard of this procurement.
 - b. A description of the firm, and any subcontracted firms, containing each firm's name, address, status as a Disadvantaged Business Enterprise (DBE or non-DBE), [NAICS code](#), annual gross receipts (may be a range), and the number of years in business. The proposal shall be a firm offer for a minimum of 90 days and contain a statement to that effect.
2. Statement of understanding of the scope of work.
3. List of the key personnel on the team, including a summary of their qualifications and work experience (resumes may be included as an attachment). This includes sub-vendors proposed for use if any.
4. Reference list of at least three similar clients within the last five years including services provided and contact information.
5. Cost proposal worksheet, including: fee schedule on a time (by personnel) and materials basis; cost by task; and total cost to complete the project. The cost proposal shall be fully inclusive of all services, overhead, and direct expenses. Please refer to Exhibit 10-H2 (attached separately to this RFP) for an example cost proposal.

RFP Questions, Contact Person, and Schedule

Questions

Questions about this RFP should be submitted by email to srta@srta.ca.gov. Phone calls not accepted. Questions concerning this RFP will be responded to collectively and made available for interested applicants via the SRTA website. All email inquiries must be submitted no later than 3:00 p.m. PDT on November 17, 2021, to the below contact person. All responses to

questions will be posted on the [SRTA website](http://www.srta.ca.gov) no later than 3:00 p.m. PDT on November 19, 2021. Interested applicants must subscribe to SRTA's bid posting webpage at <http://www.srta.ca.gov/bids.aspx> so that they are notified of any addenda to the RFP, or for responses to questions received.

Contact Person

Amy Lindsey, Administrative Associate

Email: srta@srta.ca.gov

Schedule

The RFP schedule follows.

Tasks	Deadline
Release RFP	Friday November 5, 2021
Interested Vendor Questions Due	3:00 p.m. PDT, November 17, 2021
SRTA Response to Vendor Questions	By 3:00 p.m. PDT, November 19, 2021
Vendor Proposals Due	3:00 p.m. PDT, December 3, 2021 (no postmarks accepted)
Evaluation and Ranking of Proposals	December 6 - 10, 2021
Interviews (if necessary)	December 13, 2021
Negotiate Vendor-SRTA Contract, including Budget and Scope of Work	December 17, 2021
Contract Start	January 3, 2022

Proposal Evaluation

A panel will be formed to evaluate the proposals based upon the criteria presented in Figure 2 below. The most qualified candidate will be recommended to the executive director for approval.

Figure 2 – Proposal Scoring Criteria

Criteria	Points
Qualifications and similar experience of the vendor	50
Reasonableness and value of proposed cost and fee schedule	30
References	15
DBE participation level	5
Total Possible	100

In unusual circumstances where a recommendation cannot be made based on the proposals alone, the highest-ranked consultants may be invited to an interview. Presentations will be allowed, with a time limit specified prior to the interview. Should interviews be held, SRTA will evaluate the interview using the criteria presented below in Figure 3, and the interview score will then be added to the statement score to determine the final ranking. The evaluation panel will

then make a recommendation based upon the final ranking, which will go to the executive director for approval.

Figure 3 – Interview Scoring Criteria (if conducted)

Criteria	Maximum Possible Points
Qualifications and similar experience of the vendor	35
Understanding of the work to be done	15
Total	50

Standard Services Agreement

SRTA would prefer that our standard Technical Services Agreement (TSA) be used for the agreement between SRTA and the selected vendor. SRTA's TSA template is provided by separate attachment to the RFP distribution on the bid page of SRTA's website. The agreement is not in force until written authorization to proceed is provided to the selected vendor. SRTA would be open to signing the vendor's service agreement, provided certain clauses are included.

Protest Procedure

All protests will follow the SRTA protest procedures for procurements as set forth in Appendix 1.

Debriefing

SRTA will provide an informal debriefing to interested vendors not selected for this contract upon request once a final contract has been negotiated and executed.

Proposal Submittal

Please submit vendor proposals to:

Shasta Regional Transportation Agency
Attn: Amy Lindsey
1255 East Street, Suite 202
Redding, CA 96001
srta@srta.ca.gov

Submittals must be received at the SRTA office before **3:00 p.m. PDT on Friday, December 3, 2021**. No proposals will be accepted after this time. **Postmarks are not acceptable**. Vendors may forward their proposal by email or by mail, or delivery service. Proposal receipt will be acknowledged by email.

The cost of preparing and submitting a proposal, pre-contract meetings, and participating in an interview—if held—are at the sole expense of the proposer. SRTA reserves the right to reject any or all proposals and to waive any informality, technical defect, or clerical error in any proposal

at SRTA's discretion. Solicitation of proposals in no way obligates SRTA to contract with any firm or individual. The decision to approve and award a contract is at the discretion of SRTA.

Additional Information and Terms

Public Records Act: All proposals submitted in response to the RFP will become the exclusive property of SRTA. At such time as a contract award is recommended to the agency, all bids and proposals become a matter of public record and will be regarded as public records and subject to the Public Records Act (Gov. Code Section 6254 et. seq.).

If the vendor feels that any information in their proposal is "proprietary" in nature, then the vendor must provide a second proposal (clearly labeled) with that information removed, which would be shared in the event of any Public Records Act request. Otherwise, their submitted proposal will be provided in the event of a Public Records Act request and vendor, by submitting a proposal to this RFP, waives any claims against and hold SRTA harmless for the release of their proposal.

In the event of litigation concerning the disclosure of any records, SRTA's sole involvement will be as a stakeholder, retaining the records until otherwise ordered by a court. The proposer, at its sole expense and risk, shall be fully responsible for any, and all, fees for prosecuting or defending any action concerning the records and shall indemnify and hold SRTA harmless from all costs and expenses, including attorney's fees, in connection with, any such action.

Modification or Withdrawal of Proposal: Any proposal received prior to the deadline may be withdrawn or modified either personally, through e-mail, or by written request of the vendor. To be considered, the modification must be received in writing (email acceptable) prior to the deadline. Proposals may be withdrawn following the proposal deadline for good cause; please consult with the RFP contact person to discuss this.

RFP Addendum or Addenda: Any changes to the RFP will be made by written addenda issued by SRTA and shall be considered part of the RFP. The RFP deadline may be extended depending upon the nature of the changes issued. Upon issuance, such addenda shall be incorporated into the agreement documents and shall prevail over inconsistent provisions of earlier issued documentation. Any addenda will be posted online only. It will be the vendor's responsibility to assure that all addenda are incorporated into the proposal as required according to all the terms and conditions for submittal of the proposal. In no event will SRTA modify the RFP with less than five (5) days remaining to the deadline, without extending the RFP deadline.

Verbal Agreement or Conversation: No prior, current, or post-award verbal conversations or agreement(s) with any officer, agent, or employee of SRTA shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

Special Funding Considerations: Any contract resulting from this RFP will be financed with funds available to SRTA. The contract for this service is contingent upon the provision of these funds to

SRTA. In the event these funds are reduced or eliminated, SRTA reserves the right to terminate or revise any contract.

DBE Requirement: SRTA has determined that disadvantaged business enterprises (DBEs), as defined in 49 CFR Part 26, will have the opportunity to compete fairly for contracts financed, in whole or in part, with federal funds. SRTA has a DBE goal of 4.8% for federal fiscal years 2018/2019/2020. SRTA encourages respondents to include the participation of DBE businesses within your proposal.

Equal Employment Opportunity/Affirmative Action: In awarding a contract to a vendor, SRTA includes language within the contract which requires the vendor to certify their compliance with federal regulations.

PROTEST PROCEDURES FOR PROCUREMENTS

I. PROTESTS

The following procedures shall be used by Shasta Regional Transportation Agency (SRTA) to fairly and promptly respond to any protests received regarding third-party contracts or the contracting process. SRTA will consider all protests or objections regarding the contracting process, or the award of an Agreement received by SRTA by 4 p.m. on the deadlines discussed below. SRTA will review only protests submitted by an actual or prospective Proposer. Protests by prospective subcontractors will be rejected. A protest by any adversely affected Proposer must be made in writing and must be mailed or hand-delivered to SRTA. A protest which does not strictly comply with the SRTA protest procedures will be rejected.

A. Protests Before Bid/Proposal Opening

Protests relating to the content of the solicitation (i.e., RFP, IFB, RFQ), including protests related to DBE/UDBE requirements, must be filed within five (5) business days after the date the solicitation or addendum with the revised content is released to the public by SRTA. Failure to file a protest concerning the content of the solicitation or addendum prior to this deadline constitutes a waiver of any protest on these grounds.

B. Protests Related to Determination of Responsiveness

In the event the RFP contains a DBE/UDBE goal and SRTA makes a determination that Proposer has not met the goal or good faith effort requirements set forth in this RFP, SRTA will send the Proposer a Notice of Non-Responsiveness. Protests relating to any Notice of Non-Responsiveness must be filed within five (5) business days after the date of such notice. Failure to file a protest concerning the non-responsiveness determination prior to this deadline constitutes a waiver of any protest on these grounds and SRTA shall not be obligated to send Proposer any further notices.

C. Protests After Bid/Proposal Due Date

After Proposers are shortlisted and/or selected for negotiations, notices will be sent to all relevant Proposers. Protests relating to failure to make the shortlist must be filed within five (5) business days following protester's receipt of a notice regarding the shortlisting. Protests relating to the intent to make an award must be filed within five (5) business days following protester's receipt of the notice regarding the intent to negotiate. The date of filing shall be the date SRTA receives the protest. Untimely protests will be rejected. If deemed necessary, SRTA shall notify all Proposers of record that a protest has been filed

and the award has been postponed until further notice. If necessary, Proposers will be asked to extend the time for acceptance of their proposal in order to avoid the need for re-advertisement of the solicitation.

D. Protest Contents

A letter of protest must set forth detailed grounds for the protest and be fully supported with technical data, documentary evidence, names of witnesses, and other pertinent information related to the subject being protested. The protest also must state the law, rule, regulation, or policy upon which the protest is based. Protests concerning the relative weight of the evaluation criteria or the formula used in assigning points to make an award determination will be rejected. The protester must allege or establish a clear violation of a specific law, rule, regulation, or policy. If the protester considers that the protest contains proprietary material that should be withheld, a statement advising of this fact must be affixed to the front page of the protest document, and alleged proprietary information shall be so identified wherever it appears. Protests shall be mailed to:

The Protest Administrator

Reference: SRTA Contract Solicitation No. S1920-0001

E. Role of The Protest Administrator

If a protest raises solely a question of law, the Executive Director shall retain the services of SRTA Legal Counsel to serve as the Protest Committee. SRTA Legal Counsel will prepare a recommendation regarding the protest, in writing, to the SRTA Executive Director within ten (10) business days.

The Protest Administrator shall review each protest to determine if it is in compliance with the deadline, format, content, and notice requirements set forth in this Section. If a protest does not meet such requirements it may be rejected without further consideration. A written notice of such rejection shall be sent to the protester.

If the protest requires resolution of questions of fact, the Protest Administrator, his/her designee will appoint individuals to participate on a Protest Committee. The Protest Administrator will endeavor to appoint at least one of the Protest Committee members from an outside agency, and no one may sit on the Protest Committee that has a known and direct connection to the procurement that is the subject of the protest. The Protest Administrator also will appoint a chairperson for the Protest Committee. The Protest Administrator will gather the documents that the Protest Committee will need for its investigation and prepare a memo to the Protest Committee containing background information regarding the protest. Any communication regarding the protest between the protester and SRTA shall be through the Protest Administrator during the protest proceedings. Protesters may not contact anyone at SRTA other than the Protest Administrator.

The Protest Committee shall ensure the protest was received within the timeline specified and review the protest to determine if it itemizes in appropriate detail each matter contested as well as any factual reason(s) for the requested protest. The Committee chairperson shall schedule the date of the Protest Committee meeting, contact the Committee panel members, and distribute all protest documentation.

F. Reply To Protest

The Protest Committee will review all qualifying protests in a timely manner and may hold an informal hearing if deemed necessary in order to complete its investigation. The Protest Committee will prepare a recommendation regarding the protest, in writing, to SRTA's Executive Director within ten (10) business days of the date of receipt of the protest. All materials included with the original protest at time of submittal will be considered. Supplemental materials filed by a protester after the protest deadline will not be considered unless there are extenuating circumstances in the opinion of the Protest Committee. Protest documents will not be withheld from any interested party outside of SRTA, with the exception that information will be withheld when required by law or regulation. The Executive Director or his/her designee will either sustain or reject the protest in writing based upon the recommendation of the Protest Committee and the best interests of SRTA. This decision will be communicated in writing to the protestor and/or the party whose proposal is the subject of the protest and delivered by email or overnight delivery.

G. Results Of The Protest

If the protest relating to a contract award is sustained, the original Notice of Intent to Award may be withdrawn after the deadline for protest reconsideration has passed. SRTA then may issue a new Notice of Intent to Award to a different bidder/Proposer and a new protest period will commence using the same timelines discussed above. If the protest is rejected, the original Notice of Intent to Award will stand and SRTA will continue with contract negotiations with the awardee.

H. Federal Transit Administration Requirements Not Applicable in the Absence of FTA Funding

1. FTA Review of Protests

- a. In the case of contracts funded by the FTA, the FTA will review only protests regarding the alleged failure of SRTA to have written protest procedures or alleged failure to follow such procedures.
- b. Alleged violations on other grounds are under the jurisdiction of the appropriate state or local administrative or judicial authorities. Alleged violations of a specific federal requirement that provides an applicable complaint procedure shall be submitted and processed in accordance with that federal regulation.

See Buy America Requirements, 49 C.F.R. 661.15; Participation by Minority Business Enterprise in DOT Programs, 49 C.F.R. 26.

- c. The FTA will review only protests submitted by an interested party defined as an actual or prospective bidder or Proposer whose direct economic interest would be affected by the award of the contract or by failure to award the contract in accordance with FTA Circular 4220.1F. A subcontractor does not qualify as an “interested party.” (See FTA Circular 4220.1E, Chapter VII, Section I (1)(c)).”
2. Time for Filing
 - a. Protesters shall file a protest with the FTA not later than five (5) business days after a final decision is rendered under the SRTA protest procedure. A copy of any protest documents filed with the FTA must be provided concurrently to SRTA. In instances where the protester alleges that SRTA failed to make a final determination on the protest, protesters shall file a protest with the FTA not later than five (5) business days after the protester knew or should have known of the failure of SRTA to render a final determination on the protest.
 - b. SRTA shall not award a contract for five (5) business days following its decision on a bid protest except in accordance with the provisions and limitations of subparagraph 6. After five (5) business days, SRTA shall confirm with the FTA that the FTA has not received a protest on the contract in question.
3. Submission of Protest to the FTA
 - a. The protester must exhaust its administrative remedies by pursuing the recipient’s protest procedures to completion before appealing the recipient’s decision to the FTA. (FTA Circular 4220.1F, Page VII-3, November 1, 2008).
 - b. Protests should be filed with the FTA Region 9 office and a copy must be sent to SRTA by the protester.
 - c. The protest filed with the FTA shall:
 - Include name and address of protester
 - Identify SRTA as the grantee, the SRTA Contract Administrator, and number of the contract solicitation
 - Contain a statement of the grounds for protest and any supporting documentation. This should detail the alleged failure to follow protest procedures or the alleged failure to have procedures and be fully supported to the extent possible

- Include a copy of the local protest filed with SRTA and a copy of the SRTA decision, if any

4. SRTA Response

- The FTA shall notify SRTA in a timely manner of receipt of a protest.
- SRTA shall submit the following information not later than ten (10) business days after receipt of notification by the FTA of the protest:
 - a copy of SRTA's protest procedure
 - a description of the process followed concerning the protester's protest
 - any supporting documentation
- SRTA shall provide protester with a copy of the above submission.

5. Protester Comments

The protester must submit any comments on the SRTA submission not later than ten (10) business days after the protester's receipt of the SRTA submission.

6. *Withholding of Award*

When a protest has been timely filed with SRTA before award, SRTA shall not make an award prior to five (5) business days after the resolution of the protest, or if a protest has been filed with the FTA, during the pendency of that protest, unless SRTA determines that:

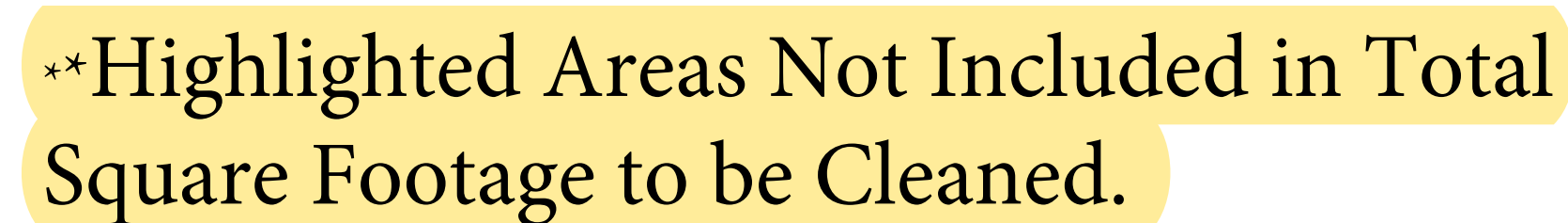
- The items to be procured are urgently required;
- Delivery or performance will be unduly delayed by failure to make the award promptly; or
- Failure to make prompt award will otherwise cause undue harm to SRTA or the federal government.

The FTA reserves the right not to participate in the funding of any contract awarded during the pendency of a protest.

7. FTA Action

Upon receipt of the submissions, the FTA will either request further information or a conference among the parties or will render a decision on the protest.

Plot Date: May 04, 2016 - 7:28 am
 File Name: N:\Projects\6000\Civic\2015\15-6402 Shasta Regional Trans Agency\Drawings\SRF-Air2.dwg



SCALE: 1/4" = 1'-0"

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REFER TO DRAWING G12 FOR CONSTRUCTION ASSEMBLIES.

- LICENSE STAMPS**



A2.2

ATTACHMENT B - WORK SCHEDULE
Suite 202, Common Area on First Floor & Stairwell

OFFICE SPACE

- Empty and wipe all wastebaskets, including personal blue office paper recycle bins.
- Clean all baseboards and trim, removing debris and marks if possible.
- Remove all cobwebs.
- Perform all low & high dusting (picking up paperwork to dust underneath).
- Dust personal décor.
- Vacuum all carpeted areas.
- Sweep and mop all tile/linoleum flooring.
- Feather dust all blinds.
- Remove fingerprints and smudges from all desks.
- Spot clean spills on walls.

COMMUNAL AREAS (COPY ROOM, BREAK ROOM, RECEPTION AREA, ETC.)

- Empty and damp wipe wastebaskets, including blue office paper recycle bin.
- Clean all baseboards & trim, removing debris and marks if possible.
- Remove all cobwebs. ***Specifically:***
 - First and second floor foyer windowsill areas, removing bugs and cobwebs.
 - First and second floor ceiling areas especially around the lights.
- Wipe/disinfect handrails in both stairwells.
- Wipe/disinfect common area door handles (bathrooms, front entry doors, etc.).
- Dust personal décor.
- Dust and/or wipe reception area furniture.
- Feather dust all blinds.
- Vacuum all carpeted areas.
- Sweep and mop all tile/linoleum flooring.
- Police exterior entryways for litter and remove.
- Clean exterior & interior door glass.
- Clean and disinfect all drinking fountains.

KITCHEN

- Wipe/disinfect countertops.
- Clean and sanitize sink.
- Damp wipe table.
- Wipe/disinfect refrigerator door.
- Clean inside & out of microwave.
- Empty and sanitize wastebaskets.
- Remove cobwebs.
- Dust personal decor.
- Feather dust blinds.
- Spot clean spills on walls.

- Clean all baseboard and trim, removing debris and marks if possible. Sweep and mop all tile/linoleum.

RESTROOMS (3)

- Empty and wipe all wastepaper receptacles.
- Clean fixtures and chrome fittings.
- Clean all mirrors.
- Clean and refill all dispensers, *specifically* the hand soaps on bathroom counters.
- Clean and sanitize toilets and toilet seats.
- Clean and sanitize washbasins and countertops.
- Clean walls and floors using germicidal solution.
- Dust mop and wet mop floors.

GENERAL

- Janitors are responsible for turning out lights.
- Janitors are responsible for rearming the BAY Alarm System.
- Check all doors upon completion of work for security.
- Place all trash in dumpster outside of building (make sure to relock outside dumpster).
- Extra supplies (i.e., toilet paper, toilet seat covers, restroom paper towels, and garbage bags (both for personal trash bins and large kitchen size) must be kept onsite.