10/23/2026

INVITATION FOR BID IFB TAC 775F

Addendum #1

Please note the following changes which have been made for clarification to this Invitation for Sealed Bid. **This addendum must be listed as Addendum #1 on** Exhibit A, page 39 of the bid package, as verification that you have received and are aware of the information contained herein.

QUESTIONS/CLARIFICATION/CHANGES:

CHANGES:

The department is unwilling to accept or provide pre-approval to a subcontractor/contractor scenario for **this specific bid**. The department wants to contract directly with the servicing entity due to their security needs.

Invitation for Bid (IFB)

TAC 775F

Supplies or Services Requested: 911 Call Center Janitorial Services

Department: Asset Management Department

NIGP Commodity Code(s): 910-39

Solicitation Schedule

EVENT	DATE
IFB Issue Date	10/16/2026
Pre-Bid Conference *911 Call Center 801 E. Oklahoma St., Tulsa, OK*	10/27/2026 at 10:00 AM CT
Deadline for Questions *Submitted to assigned buyer via email.*	11/08/2026 *10 Days prior to IFB due date*
Bid Submission Date *Either mailed or delivered to City Clerk address. Bids are open the day after the due date.*	11/18/2026

If You have any questions or need additional information, contact the Assigned Buyer:

Darin Johnson | darinjohnson@cityoftulsa.org
*All questions should be emailed with **TAC 775F** on the subject line.*

Submit Bids (sealed) to:
City of Tulsa – City Clerk's Office
175 E. 2ND St., Suite 260
Tulsa, OK 74103

*Bids (2 total:1 original, 1 copy) must be sealed and either mailed or delivered. Write the Bid Number, Supplies or Service requested (as listed above), and Bid Opening Date on the lower left corner of the outside of Your Bid envelope. Feel free to use included packing slip. No faxed or emailed Bids will be considered. Barring certain circumstances (Section III-5), Bids received after the stated date and time **will not be accepted and will be returned to the Bidder unopened.***

I. STATEMENT OF PURPOSE:

1. Overview and Goals

The goal of this solicitation is to secure a source to provide Janitorial Services for the 911 Call Center for the Asset Management Department of the City of Tulsa.

2. Term of Contract

The City intends to award a one-year annual contract. The City may offer the Seller the opportunity for additional one-year terms. The City also reserves the right to make multiple or partial awards. To do business with the City, You must agree to the terms and conditions of the City's standard Purchase Agreement, indicated by Your Authorized Agent's signature on the Purchase Agreement.

Capitalized terms used in this IFB and not defined in the Purchase Agreement shall have the meanings as ascribed to them in Title 6, Chapter 4 of the Tulsa Revised Ordinances.

The entire Invitation for Bid (IFB), including any additional information submitted by Bidder and Accepted by City will be included as part of the Agreement between Seller and City. **All sheets of this IFB (including Sections I-V) must be submitted**.

Authorized Agent

Several parts of the Bid (Affidavits, Purchase Agreement) must be signed by an **"Authorized Agent."** An Authorized Agent means an agent who is legally authorized to bind the Seller under the law of the state in which the Seller is legally organized. For instance, under Oklahoma law, the Authorized Agent for each of the following types of entities is as stated below:

- **Corporations** – the president, board chair or board vice chair (or the vice president if the corporation was formed in Oklahoma) can sign; others can sign if they have and provide the City with (i) a corporate resolution giving them authority to bind the Seller, and (ii) a recent certificate of secretary indicating the authority is still valid and was in full force and effect on the date of the signature. (See IFB Section VI for sample of a Certificate of Secretary)
- **General Partnerships** – any partner can sign to bind all partners.
- **Limited Partnerships** – the general partner must sign.
- **Individuals** – no additional authorization is required, but signatures must be witnessed and notarized.
- **Sole Proprietorship** – the owner can sign. Any other person can sign if s/he provides a recent Power of Attorney, signed by the owner, authorizing him/her to bind the sole proprietorship.
- **Limited Liability Company (LLC)** – any manager of the LLC elected by the members of the LLC, or any member signing as manager of the LLC. All other signers will need a Consent of Members signed by all the Members of the LLC authorizing their signature on or up to 30 days before the date of their signature. (See Section VI for sample of a Consent of Members)

Entities organized in states other than Oklahoma must follow the law of the state in which they are organized.

II. SCOPE OF SERVICES AND SPECIFICATIONS

1. Scope of Services

The City is requesting Bids for Janitorial Services at the 911 Call Center for use by the Asset Management Department of the City of Tulsa.

Seller Qualifications

1. Sellers must have and maintain a phone number where they can be contacted within thirty (30) minutes, seven (7) days per week.
2. Sellers must also have and maintain a separate working email where copies of reports, pictures, and other information can be sent as needed.
3. Seller and any principals, officers or employees who will work on City premises must be capable of passing the required background checks.

2. Specifications

For the purposes of the Specifications, the "City Representative" shall mean "Asset Management Representative(s)" and "Facilities Representative" shall mean "911 Call Center Representative".

The Bid **must** meet or exceed the following Specifications.

1. SERVICES/SUPPLIES/EQUIPMENT
   Seller shall furnish all necessary labor, tools, appliances, equipment, supplies, maintenance and other accessories, services, and facilities to perform the services at the City facilities designated in this IFB other than supplies supplied by the City of Tulsa.

2. CLEANING REQUIREMENTS
   The specific cleaning requirements specified herein establish the minimum cleaning requirements. It is expressly understood by the Seller that the intent of this Agreement is to supply the complete janitorial services for the interior and exterior portions of the buildings listed.

3. AREA INCLUDED IN THE AGREEMENT
   It is expressly understood by the Seller that the intent of this Agreement is to supply the complete janitorial services for the interior and exterior portions of the location. **This includes a 6 Ft. perimeter around the exterior of the building and a 6 Ft. perimeter around each concrete walkway.**

4. AREA EXCLUDED FROM THE AGREEMENT
   All areas listed in this Agreement are included in the scope of services. However, certain areas will receive service only when specifically requested by the City.

5. LABOR HOURS
   The 911 Call Center operates twenty four hours a day, seven days a week under the auspices of Tulsa Police Department. It does not shut down for inclement weather or holidays. **Janitorial contractors are required to provide general purpose cleaning service daily with a two person crew for a minimum of five (5) hours per crew member between the hours of 8:00 AM to 5:00 PM.** All janitorial services provided shall not interfere with the day to day operations of the 911 Call Center or its staff. It is preferred that noisier cleaning

activities such as but not limited to vacuuming and floor cleaning occur between the hours of 3:00 pm to 5:00 pm due to lesser call quantities in the Call Center.

Seller shall guarantee the minimum number of labor hours, including number of personnel. These guaranteed minimum labor hours are for general purpose cleaning only. Monthly cost must include all the tasks listed on Schedule A to be completed upon the reoccurring frequency listed per task. Whatever labor hours the Seller guarantees will be expected. If Seller supplies less than the guaranteed labor hours, a deduction of $25 per hour shall be made for each hour not supplied.

6. SCHEDULING

Seller shall be responsible for the scheduling of the cleaning requirements specified herein. All services shall be performed during the frequency schedules prescribed in this Agreement and all work shall be completed without interfering with the proper performance of City of Tulsa day-to-day procedures within the facilities. The City reserves the right to approve and make suggested changes to the schedule set up by the Seller. Seller shall be responsible for the scheduling of the cleaning requirements specified herein. All services shall be performed during the frequency schedules prescribed in this Agreement and all work shall be completed without interfering with the proper performance of City of Tulsa day-to-day procedures within the facilities. The City reserves the right to approve and make suggested changes to the schedule set up by the Seller.

7. INITIAL CLEANING

Upon cleaning each area for the first time, as identified on the Schedule A: Required Task and Frequency, Seller shall remove all residual, accumulated dirt and soil; even though such dirt and soil may have been in existence prior to the effective date of this Agreement.

TABLE 1 - JANITORIAL CLEANING LOCATION

911 Call Center (Main Building)	801 E. Oklahoma	29,110 Sq. Ft.
911 Call Center (Smoke Shelter)	801 E. Oklahoma	96 Sq. Ft.
911 Call Center (Trash/Dumpster area)	801 E. Oklahoma	206 Sq. Ft.
911 Call Center (Inner Courtyard)	801 E. Oklahoma	5,950 Sq. Ft.
Approximate Total		35,362 Sq. Ft.

Flooring Types	Approximate Square Footage
Loop Pile Carpet	3,500
Ceramic Tile	400
Removable Carpet Tile Squares	6,500
Removable Computer Room Access Panels	1,500
Vinyl Tile	4,500

JANITORIAL SERVICE DAYS

General purpose cleaning will be performed during DAYTIME HOURS ONLY 8am to 5pm Monday through Sunday every day of the year **including Holidays**. Periodic services may be performed outside these hours upon request.

All cleaning such as but not limited to cleaning of carpets, stripping, and waxing of hard floor surfaces, sealer applied to restroom/locker room floors and wall tiles and other periodic tasks SHALL be coordinated through the Facilities Representative a minimum of at least one (1) week before the cleaning is started.

SUPPLIES

SELLER FURNISHED SUPPLIES

The Seller will furnish all necessary supplies other than those listed as supplied by the City of Tulsa, including but not limited to cleaners, disinfectants, waxes, wax stripping materials, wastebasket liners, and other products required to provide the janitorial services. Supplies shall be of the highest quality and the most suitable type or grade for the work specified in this Agreement.

Only unscented or non-fragrance items are to be utilized.

The City of Tulsa reserves the right to reject any chemical and/or cleaning agent used by Seller in this Agreement, and it shall be replaced with a product that meets with the approval of the City.

All chemicals utilized in City facilities must be properly identified with the manufacturer's label and name of custodial company on each container.

Any chemical found in a City facility without the required labeling may be removed from the facility at the Seller's expense, and written notice of the violation shall be issued to the Seller.

All chemicals shall be handled, stored, and disposed of in accordance with manufacturer recommendations, OSHA Hazard Communication Standards, and all applicable regulatory requirements. Seller will be familiar with and operate within the guidelines set forth by the Occupational Safety and Health Act and other Federal, State, or local regulations, which affect custodial and housekeeping operations.

SAFETY DATA SHEETS (SDS)

Two sets of Safety Data Sheets for all chemicals and cleaning agents must be supplied within a binder. One set/binder is to be on file with the City Representative, and one set/binder is to remain within the chemical and cleaner storage space on the 911 Call Center premises. If chemicals or cleaning agents are added or removed from use, the SDS binders shall be updated accordingly. Seller's employees are to have Safety Data Sheets provided in their primary language if it is not English.

CITY OF TULSA FURNISHED SUPPLIES

The City of Tulsa shall provide the following supplies for this Agreement, and the Seller will use these supplies to fill dispensers located throughout the building which are also supplied by City.

- Toilet Tissue
- Seat Covers
- Paper Towels
- Liquid Hand Soap

City provided supplies are to be stored separate from Seller provided supplies and equipment.

UNDER NO CIRCUMSTANCES ARE CITY OF TULSA SUPPLIES TO BE USED IN THE CLEANING OF ANY CITY-OWNED FACILITIES COVERED BY THIS AGREEMENT.

EQUIPMENT

SELLER FURNISHED EQUIPMENT

The Seller shall furnish all equipment necessary to perform the janitorial service tasks. Seller's equipment shall be of the size and type suitable for completing the various types of work described and for operating from existing sources of City furnished electrical power. The City of Tulsa reserves the right to reject any equipment used in this Agreement by Seller and such equipment shall be replaced with equipment that meets with the approval of the City.

EQUIPMENT INSPECTION

All equipment and attachments necessary to perform janitorial service tasks must be available for inspection at the 911 Call Center. The equipment and their attachments must be in new condition and capable of performing the work for which they were intended. If new equipment is on order, purchasing documents that describe the equipment sufficiently for evaluation must be available for review by the City Representative. Such equipment must be on the job site within 30 calendar days from the effective date of this Agreement. The new equipment will be subject to inspection for compliance.

CLEANING SUPPLIES AND EQUIPMENT STORAGE SPACE

The 911 Call Center has designated two storage rooms for use by Seller. One for storing chemicals and cleaning agents and one for equipment and supplies. Seller may store City-approved supplies, materials and equipment only in the designated janitorial storage areas. Seller agrees to keep these storage areas in accordance with all applicable fire regulations and in a neat and tidy manner. The use of City storage facilities will be on a space available basis and subject to the approval of the City Representative. **Under no circumstances will supplies or equipment be placed or left in hallways, corridors, restrooms, or other spaces.**

HOUSEKEEPING SERVICE

All wet mop heads, sponges and other similar tools must be rinsed carefully after use and replaced with new or clean dry mop heads, sponges, etc., when rinsing no longer restores them to a reasonable state of cleanliness, or daily, whichever occurs sooner. Conventional brooms, push or otherwise (unless otherwise specified), will not be used inside the building. When not in actual use, all such equipment, tools, and carts will be stored or left only in the designated storage areas.

Dirty water and cleaning solutions shall be disposed of immediately in mop sinks. Cleaning solutions cannot be dumped into floor drains. Fixtures of areas where water is obtained and disposed of shall be kept clean and sanitary at all times. Sinks will be cleaned daily and sink strainers shall not be removed except for cleaning purposes and shall then be properly replaced. Particular care will be taken to prevent mop shreds and other such material from getting into drains.

All materials and supplies shall be stored in coordination with applicable building fire regulations. In no case shall rags or cloths be permitted to accumulate in boxes or cans. However, rags may be stored in metal containers at the floor level, provided the containers are equipped with a lid which is kept in place at all times. Rags, mops, brushes, wax and other combustible materials used which contain a residue of animal, vegetable, or mineral oils are subject to spontaneous ignition and must

be disposed of or stored outside of the building in covered metal containers in the area designated. In any area where equipment and supply closets are shared jointly by Seller and/or City, the responsibility for cleaning the closet will rest upon the Seller.

OPERATIONS

SUPERVISION AND TRAINING OF EMPLOYEES

The Seller shall provide supervision and appropriate training to assure competent performance of the work, and the Seller or their authorized agent will make sufficient daily routine inspections to ensure that the work is performed as required. Copies of these inspection reports will be provided to the City daily.

In addition to daily inspections, the Seller shall perform and document quality control inspections of each facility at least twice per month to verify compliance with all required tasks, frequencies and performance standards. **Completed quality control inspection reports for the applicable billing period shall be submitted to the City Representative along with the Seller's monthly invoice.**

Seller's Job Manager and Supervisors must be literate and fluent in the English language, because of the necessity to read chemical labels, job instruction and signs, as well as the need for conversing with management personnel or other City of Tulsa employees.

ASSIGNMENT OF EMPLOYEES:

The Seller hereby agrees that any of their employees who may be assigned to perform services under this Agreement, shall be used exclusively for that purpose during the hours that they are working in areas covered by this Agreement and shall perform no other janitorial work at City of Tulsa facilities.

WORK REPORTS

Work reports will be required weekly on a form supplied by the City Representative. The work report shall be signed and dated by Seller or their site representative and submitted to the City Representative by start of work shift the following business day. Work reports will be maintained by Seller.

The work report must contain the following information as a minimum:

- Routine janitorial service tasks that were completed and checked off.
- Discrepancies from the routine scheduled tasks and an explanation of the circumstances involved.
- Any property or equipment that is not in a serviceable or operating condition, listed by description and location.
- Damage, vandalism or broken windows by description and location.
- Seller's employee(s) name who completed the tasks and work report.
- Date of work completed and date work report completed.

COMMUNICATION

Seller shall direct all routine communications to the Facilities Representative. If an issue cannot be resolved at that level, Seller shall escalate it to the City Representative – Custodial Contracts Inspector. If further escalation is necessary, Seller shall contact the City Representative – Maintenance Contracts Coordinator who is the final authority for all contract related matters. The Seller shall follow this communication hierarchy unless otherwise authorized in writing by the Maintenance Contracts Coordinator.

INSPECTIONS

Seller must inspect the completed janitorial service tasks performed by Seller's employee(s) on a weekly basis and submit a report of their findings to the City Representative. The City Representative may conduct random inspections of the areas covered under this Agreement to ensure compliance with contract service terms. Any major complaints that require documentation of services performed or an alleged violation of the Agreement either by the Seller or the City shall be filed by either and/or both parties in writing to the City Representative, within twenty-four (24) hours after the infraction.

SIGN-IN SHEET

Each person working at this City facility will sign in and out of the Janitorial Logbook daily.

Each Seller employee working in a City facility shall personally sign in and sign out using their full first and last name and the actual time of entry and exit. Employees shall not sign in or out for another employee. Incomplete, inaccurate, falsified or unidentified sign-in entries shall constitute a performance deficiency.

A minimum deduction of $25.00 per occurrence may be assessed for each incomplete, inaccurate, falsified or unidentified entry. In addition, any entry that prevents verification of an employee's actual presence in the facility may be counted as skipped service, with corrective action taken in accordance with the Sellers' Performance provisions of this Agreement.

ADDITIONAL SERVICES REQUEST

An hourly rate will be established for all other work requested of the Seller by the City in keeping with typical janitorial and cleaning services such as but not limited to additional deep cleaning when a room changes function such as moving from storage to office use or spruce up cleaning for visitors, etc. All additional service projects must be quoted and approved by the City Representative prior to work commencing.

The Seller will be reimbursed by the City on the basis of the hourly labor rate specified by the Seller in Exhibit A Item 2. of this Agreement, plus the City of Tulsa approved cost of the materials needed for the additional cleaning service.

SUSPENSION OF SERVICES

The City of Tulsa reserves the right to either temporarily or permanently suspend custodial services at various locations or areas listed in this Agreement. Notice of such suspensions will be made through the City Representative by verbal communication followed by a written letter.

EMERGENCY AND/OR PANDEMIC SERVICES

In the event of an emergency and/or pandemic threat to the City of Tulsa, the City Representative will work closely with the Seller to ensure appropriate Centers for Disease Control (CDC) disinfectants are utilized, and any additional Janitorial Services requirements are met. The frequency of cleaning and disinfecting will be required to be recorded on the work report checklist and provided daily to the City Representative. Checklist list will be provided. Failure to provide this information as required will result in the City of Tulsa taking the appropriate actions necessary to ensure these guidelines are met.

SELLERS' PERFORMANCE AND PENALTIES

When the Seller is notified that services were not provided on a scheduled date or the overall quality level was unsatisfactory, an amount will be deducted at a flat rate of $60.00 per incident, plus any additional charges assessed at $25.00 per labor hour if corrective work is required.

If the quality of an important portion of the services is unacceptable, an amount will be deducted from the balance due to the Seller at a flat rate of $60.00 per incident, plus any additional charges assessed at $25.00 per labor hour if corrective work is required.

If the Seller provides fewer labor hours than the guaranteed minimum for any facility or service day, deductions shall be assessed at a flat rate of $60.00 per incident, plus any additional charges assessed at $25.00 per labor hour, in accordance with the Labor Hours provisions of this Agreement."

The Deputy Director of Asset Management or authorized City Representative will decide all questions which may arise as to the quality and acceptability of any work performed under the Agreement.

Repeated deficiencies or unsatisfactory performance may result in cancellation of the Agreement.

THE FOLLOWING PENALTIES WILL BE ENFORCED

Janitorial Check In/Check Out Sheets in the Janitorial Logbook must be completed daily. There will be a deduction for the amount of time not identified on the Check In/Check Out Sheets. If minimum hours are not met by the Seller, the number of missed hour(s) shall be assessed at a minimum flat rate of $60.00 per incident, plus any additional charges assessed at $25.00 per labor hour, in accordance with the Labor Hours provisions of this Agreement.

Work Reports and Janitorial Check In/Check Out sheets will be required to be turned in weekly to the City Representative via email. There will be $25.00 deduction off the monthly invoice for each work report and check in/check out sheet which was not returned properly.

SECURITY

SECURITY CLEARANCE – HANDLED THROUGH CITY OF TULSA SECURITY

Prior to commencing any work under this Agreement, the City of Tulsa requires that the Seller and any principals, officers, or employees who will work on City premises undergo an enhanced background check. The Seller shall ensure this requirement is met and will pay for all costs associated with obtaining clearances.

A. Seller must submit to the City of Tulsa Security Office **within fourteen (14) days prior** to the starting date of this Agreement, a completed Oklahoma State Bureau of Investigation (OSBI) Form #CHRD01 "CRIMINAL HISTORY INFORMATION REQUEST" for all principals, officers or employees who will work on any City premises covered by this Agreement. This report must be current and completed **within thirty (30) days of employees' start date**.

B. This same "CRIMINAL HISTORY INFORMATION REQUEST" requirement must be met for all new employees added during the term of the Agreement and must also be submitted **within fourteen (14) days prior** to working in City facilities. This report must be current and completed **within the past thirty (30) days.**

C. The City of Tulsa Security Office and City of Tulsa Asset Management shall be notified **within twenty-four (24) hours** of any changes of employment pertaining to employees that work in City of Tulsa buildings.

D. Identification badges shall be returned to City of Tulsa Security Office **within seventy-two (72) hours** of termination of an employee for any reason.

E. Official City of Tulsa identification badges shall be issued by the City of Tulsa Security Office and shall be worn and displayed at all times by Seller and all Seller's employees while on City premises (Cost of badges to be paid for by the Seller).

F. Janitorial employees working in Police Department Buildings will also be required to pass an enhanced Security clearance administered by Tulsa Police Department.

FAILURE TO COMPLY WITH A, B, C, D, E OR F OF THE ABOVE SECURITY CLEARANCE SECTION MAY RESULT IN CANCELLATION OF THIS AGREEMENT.

SITE SECURITY

The 911 Call Center is a high security facility and entrance to the premises is tightly controlled. Only authorized Seller's employees are allowed on the premises. Acquaintances, family members, assistants or any other person shall not accompany Seller's employees into work areas unless they are also an authorized Seller's employee.

Minors, including family members of the Seller or their employees, are not to be on the premises during work hours and are prohibited from performing any work under this Agreement. Seller's employees are specifically prohibited from signing for or acknowledging receipt of deliveries on behalf of the 911 Call Center.

Keys shall be provided to the Seller for locked areas requiring cleaning. However, the provided keys shall not be removed from the 911 Call Center premises, nor shall they be duplicated.

TASK LIST AND FREQUENCY

The specific cleaning requirements specified herein establish the minimum cleaning requirements. The Seller shall be responsible to supply complete custodial services for the interior and exterior portions of the buildings listed.

WORK TIME DESIGNATIONS:

Unless designated otherwise, the following time schedules are applicable.

- Daily: Work to be performed as scheduled in Janitorial Service Days
- Weekly: Work to be performed once per week, a minimum of four (4) days apart.
- Monthly: Work to be performed once per month.
- Quarterly: Periodic services to be performed in March, June, September, and December of each year
- Semi-Annual: Periodic services to be performed in January and July of each year
- Annual: Periodic services to be performed once per Agreement year, within the first sixty-(60) days of each twelve (12) month period.
- As requested: City Representative(s) or Facilities Representative shall determine this work.

DEFINITIONS

- Dust (dry only) – Remove loose surface dust using a dry microfiber cloth or approved dusting tool. Liquids and feather dusters are not permitted. Dusting shall be accomplished by the removal of soil from the area, not by moving it from one surface to another.

- Damp Dust (water only) – Remove dust using a lightly moistened microfiber cloth or sponge with water only. The surface must not be left wet.

- Clean (water or light cleaning solution only) – Remove dirt, marks, smudges, or minor stains using appropriate cleaning methods, including lightly dampened cloths, cleaning wipes, or minimal moisture cleaning solutions suitable for the surface.

- Sanitize – Apply an approved disinfecting product to equipment or high touch surfaces to reduce germs and contaminants. Sanitizing is performed after cleaning and shall be done in accordance with manufacturer instructions.

- Wash (full water and light solution cleaning) – Perform water based cleaning, such as wiping or scrubbing with a cloth or brush, using water and approved cleaning solutions when appropriate. Restore the surface as close as possible to its original condition without causing damage.

SCHEDULE A: REQUIRED TASK AND FREQUENCY

D = Daily, W = Weekly, M = Monthly, Q = Quarterly, S = Semi-Annual, A = Annual, R = As Requested

			Task	Room Type
	1.	D	Empty all waste receptacles and clean the interiors and exteriors when soil is present.	Office
	1.	D	Empty all waste receptacles and clean the interiors and exteriors when soil is present.	Conference Room
	1.	D	Empty all waste receptacles and clean the interiors and exteriors when soil is present.	Classroom
	1.	D	Empty all waste receptacles and clean the interiors and exteriors when soil is present.	Copier
	1.	D	Empty all waste receptacles and clean the interiors and exteriors when soil is present.	Kitchen
	1.	D	Empty all waste receptacles and clean the interiors and exteriors when soil is present.	Lounge/Breakroom
	1.	D	Empty all waste receptacles and clean the interiors and exteriors when soil is present.	Restroom
	1.	D	Empty all waste receptacles and clean the interiors and exteriors when soil is present.	Smoke Shelter
	1.	D	Empty all waste receptacles and clean the interiors and exteriors when soil is present.	Operations Floor
	1.	D	Empty all waste receptacles and clean the interiors and exteriors when soil is present.	Hallway Square
	2.	W	Empty all waste receptacles and clean the interiors and exteriors when soil is present.	Electronics Rooms
	3.	D	Waste receptacle liners must be replaced with new liners when the existing liner is used or soiled.	Office
	3.	D	Waste receptacle liners must be replaced with new liners when the existing liner is used or soiled.	Conference Room
	3.	D	Waste receptacle liners must be replaced with new liners when the existing liner is used or soiled.	Classroom
	3.	D	Waste receptacle liners must be replaced with new liners when the existing liner is used or soiled.	Copier
	3.	D	Waste receptacle liners must be replaced with new liners when the existing liner is used or soiled.	Kitchen
	3.	D	Waste receptacle liners must be replaced with new liners when the existing liner is used or soiled.	Lounge/Breakroom
	3.	D	Waste receptacle liners must be replaced with new liners when the existing liner is used or soiled.	Restroom
	3.	D	Waste receptacle liners must be replaced with new liners when the existing liner is used or soiled.	Smoke Shelter
	3.	D	Waste receptacle liners must be replaced with new liners when the existing liner is used or soiled.	Operations Floor
	3.	D	Waste receptacle liners must be replaced with new liners when the existing liner is used or soiled.	Hallway Square
	4.	W	Waste receptacle liners must be replaced with new liners when the existing liner is used or soiled.	Electronics Rooms
	5.	D	Remove all litter, cans, papers, and other containers marked TRASH.	Office
	5.	D	Remove all litter, cans, papers, and other containers marked TRASH.	Conference Room
	5.	D	Remove all litter, cans, papers, and other containers marked TRASH.	Classroom

SCHEDULE A: REQUIRED TASK AND FREQUENCY				
D = Daily, W = Weekly, M = Monthly, Q = Quarterly, S = Semi-Annual, A = Annual, R = As Requested				
			Task	Room Type
	5.	D	Remove all litter, cans, papers, and other containers marked TRASH.	Copier
	5.	D	Remove all litter, cans, papers, and other containers marked TRASH.	Kitchen
	5.	D	Remove all litter, cans, papers, and other containers marked TRASH.	Lounge/Breakroom
	5.	D	Remove all litter, cans, papers, and other containers marked TRASH.	Restroom
	5.	D	Remove all litter, cans, papers, and other containers marked TRASH.	Smoke Shelter
	5.	D	Remove all litter, cans, papers, and other containers marked TRASH.	Operations Floor
	5.	D	Remove all litter, cans, papers, and other containers marked TRASH.	Hallway Square
	6.	D	**Dust**/Clean desktops (only if the desktops are cleared of paper).	Office
	6.	D	**Dust**/Clean desktops (only if the desktops are cleared of paper).	Classroom
	6.	D	**Dust**/Clean desktops (only if the desktops are cleared of paper).	Reception Desk
	6.	D	**Dust**/Clean desktops (only if the desktops are cleared of paper).	Operations Training
	6.	D	**Dust**/Clean desktops (only if the desktops are cleared of paper).	Operations Floor
	7.	D	Clean and sanitize all headsets and telephone instruments **throughout the week**, ensuring consistent coverage and that all devices are serviced at least once every seven days.	Office
	7.	D	Clean and sanitize all headsets and telephone instruments **throughout the week**, ensuring consistent coverage and that all devices are serviced at least once every seven days.	Conference Room
	7.	D	Clean and sanitize all headsets and telephone instruments **throughout the week**, ensuring consistent coverage and that all devices are serviced at least once every seven days.	Classroom
	7.	D	Clean and sanitize all headsets and telephone instruments **throughout the week**, ensuring consistent coverage and that all devices are serviced at least once every seven days.	Reception Desk
	7.	D	Clean and sanitize all headsets and telephone instruments **throughout the week**, ensuring consistent coverage and that all devices are serviced at least once every seven days.	Operations Floor
	8.	W	Empty and wash smoking receptacle at Smoke Shelter.	Smoke Shelter
	9.	W	Dust/Clean non-fabric chair surfaces and vacuum fabric chair areas to remove dust, smudges, marks, and debris.	Office
	9.	W	Dust/Clean non-fabric chair surfaces and vacuum fabric chair areas to remove dust, smudges, marks, and debris.	Conference Room
	9.	W	Dust/Clean non-fabric chair surfaces and vacuum fabric chair areas to remove dust, smudges, marks, and debris.	Classroom
	9.	W	Dust/Clean non-fabric chair surfaces and vacuum fabric chair areas to remove dust, smudges, marks, and debris.	Quiet Room
	9.	W	Dust/Clean non-fabric chair surfaces and vacuum fabric chair areas to remove dust, smudges, marks, and debris.	Lounge/Breakroom
	9.	W	Dust/Clean non-fabric chair surfaces and vacuum fabric chair areas to remove dust, smudges, marks, and debris.	Entrance
	9.	W	Dust/Clean non-fabric chair surfaces and vacuum fabric chair areas to remove dust, smudges, marks, and debris.	Lobby
	9.	W	Dust/Clean non-fabric chair surfaces and vacuum fabric chair areas to remove dust, smudges, marks, and debris.	Reception Desk
	9.	W	Dust/Clean non-fabric chair surfaces and vacuum fabric chair areas to remove dust, smudges, marks, and debris.	Operations Training

SCHEDULE A: REQUIRED TASK AND FREQUENCY				
D = Daily, W = Weekly, M = Monthly, Q = Quarterly, S = Semi-Annual, A = Annual, R = As Requested				
			Task	Room Type
	9.	W	Dust/Clean non-fabric chair surfaces and vacuum fabric chair areas to remove dust, smudges, marks, and debris.	Operations Floor
	9.	W	Dust/Clean non-fabric chair surfaces and vacuum fabric chair areas to remove dust, smudges, marks, and debris.	Hallway Square
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall-mounted fixtures to remove fingerprints, smudges, and marks.	Office
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall-mounted fixtures to remove fingerprints, smudges, and marks.	Conference Room
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall-mounted fixtures to remove fingerprints, smudges, and marks.	Classroom
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall-mounted fixtures to remove fingerprints, smudges, and marks.	Storage
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall-mounted fixtures to remove fingerprints, smudges, and marks.	Mechanical and Corridor
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall-mounted fixtures to remove fingerprints, smudges, and marks.	Electronics
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall-mounted fixtures to remove fingerprints, smudges, and marks.	Copier
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall-mounted fixtures to remove fingerprints, smudges, and marks.	Exercise
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall-mounted fixtures to remove fingerprints, smudges, and marks.	Quiet Room
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall-mounted fixtures to remove fingerprints, smudges, and marks.	Kitchen
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall-mounted fixtures to remove fingerprints, smudges, and marks.	Lounge/Breakroom
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall-mounted fixtures to remove fingerprints, smudges, and marks.	Entrance
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall-mounted fixtures to remove fingerprints, smudges, and marks.	Restroom
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall-mounted fixtures to remove fingerprints, smudges, and marks.	Lobby
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall mounted fixtures to remove fingerprints, smudges, and marks.	Reception Desk
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall mounted fixtures to remove fingerprints, smudges, and marks.	Janitorial Storage
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall mounted fixtures to remove fingerprints, smudges, and marks.	Paper Goods Storage
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall mounted fixtures to remove fingerprints, smudges, and marks.	Vending Market
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall mounted fixtures to remove fingerprints, smudges, and marks.	Operations Training
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall mounted fixtures to remove fingerprints, smudges, and marks.	Operations Floor
	10.	D	Clean light switches, walls, and the horizontal surfaces of wall mounted fixtures to remove fingerprints, smudges, and marks.	Hallway Square

SCHEDULE A: REQUIRED TASK AND FREQUENCY

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			Task	Room Type
	11.	D	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Entrance
	11.	D	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Restroom
	11.	D	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Lobby
	11.	D	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Janitorial Storage
	11.	D	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Operations Training
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Office
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Conference Room
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Classroom
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Storage
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Mechanical and Corridor
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Electronics
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Copier
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Exercise
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Quiet Room
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Kitchen
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Lounge/Breakroom
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Entrance
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Reception Desk
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Paper Goods Storage
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	Vending Market
	12.	W	Clean all door handles, frames, and kick plates to remove fingerprints, smudges, and other marks.	No Access
	13.	D	Return chairs and waste receptacles to their proper locations after cleaning in all facility areas.	All facility areas
	14.	D	All waste material shall be removed, bagged, and bags placed into City-provided dumpster for disposal.	All facility areas

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			Task	Room Type
	15.	D	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	Office
	15.	D	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	Conference Room
	15.	D	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	Classroom
	15.	D	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	Storage
	15.	D	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	Mechanical and Corridor
	15.	D	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	Copier
	15.	D	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	Exercise
	15.	D	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	Quiet Room
	15.	D	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	Kitchen
	15.	D	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	Lounge/Breakroom
	15.	D	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	Entrance

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			Task	Room Type
	15.	D	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	Reception Desk
	15.	D	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	Paper Goods Storage
	15.	D	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	Vending Market
	15.	D	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	No Access
	16.	W	Clean hard surface floors using the method appropriate for the flooring type. Wet mop floors that can be wet mopped using an appropriate cleaning solution to remove soil. For hard surface floors that cannot be wet mopped, dust or damp dust floors as defined.	Electronics
	17.	Q	Clean corners of rooms and the areas around wall mounted telephone and electrical outlets to remove dust, smudges, marks, and cobwebs.	All facility areas
	18.	D	Spray buff hard surface floors to remove black marks and scuffs and to restore floor finish gloss.	Kitchen
	18.	D	Spray buff hard surface floors to remove black marks and scuffs and to restore floor finish gloss.	Lounge/Breakroom
	18.	D	Spray buff hard surface floors to remove black marks and scuffs and to restore floor finish gloss.	Entrance
	18.	D	Spray buff hard surface floors to remove black marks and scuffs and to restore floor finish gloss.	Restroom
	18.	D	Spray buff hard surface floors to remove black marks and scuffs and to restore floor finish gloss.	Lobby
	18.	D	Spray buff hard surface floors to remove black marks and scuffs and to restore floor finish gloss.	Hallway Square
	19.	D	Vacuum carpeted heavy traffic areas such as hallways, offices, and lobby areas to remove soil. Apply anti-static spray, a carpet care product used to reduce static electricity buildup, only in areas specified by the City and according to manufacturer instructions.	Office
	19.	D	Vacuum carpeted heavy traffic areas such as hallways, offices, and lobby areas to remove soil. Apply anti-static spray, a carpet care product used to reduce static electricity buildup, only in areas specified by the City and according to manufacturer instructions.	Operations Training
	19.	D	Vacuum carpeted heavy traffic areas such as hallways, offices, and lobby areas to remove soil. Apply anti-static spray, a carpet care product used to reduce static electricity buildup, only in areas specified by the City and according to manufacturer instructions.	Operations Floor

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			Task	Room Type
	20.	D	Spot clean carpeted heavy traffic areas to remove daily stains and visible soil.	Office
	20.	D	Spot clean carpeted heavy traffic areas to remove daily stains and visible soil.	Conference Room
	20.	D	Spot clean carpeted heavy traffic areas to remove daily stains and visible soil.	Classroom
	20.	D	Spot clean carpeted heavy traffic areas to remove daily stains and visible soil.	Copier
	20.	D	Spot clean carpeted heavy traffic areas to remove daily stains and visible soil.	Exercise
	20.	D	Spot clean carpeted heavy traffic areas to remove daily stains and visible soil.	Quiet Room
	20.	D	Spot clean carpeted heavy traffic areas to remove daily stains and visible soil.	Reception Desk
	20.	D	Spot clean carpeted heavy traffic areas to remove daily stains and visible soil.	Paper Goods Storage
	20.	D	Spot clean carpeted heavy traffic areas to remove daily stains and visible soil.	Operations Floor
	21.	W	Vacuum and spot clean the call center raised floor carpet by designated areas throughout the week, ensuring the entire carpeted area is fully serviced at least once per week.	Operations Training
	22.	D	Spot dust all surfaces up to a height of six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Office
	22.	D	Spot dust all surfaces up to a height of six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Conference Room
	22.	D	Spot dust all surfaces up to a height of six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Classroom
	22.	D	Spot dust all surfaces up to a height of six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Copier
	22.	D	Spot dust all surfaces up to a height of six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Exercise
	22.	D	Spot dust all surfaces up to a height of six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Quiet Room
	22.	D	Spot dust all surfaces up to a height of six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Kitchen
	22.	D	Spot dust all surfaces up to a height of six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Lounge/Breakroom
	22.	D	Spot dust all surfaces up to a height of six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Entrance
	22.	D	Spot dust all surfaces up to a height of six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Restroom
	22.	D	Spot dust all surfaces up to a height of six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Lobby
	22.	D	Spot dust all surfaces up to a height of six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Reception Desk
	22.	D	Spot dust all surfaces up to a height of six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Operations Training

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			Task	Room Type
	22.	D	Spot dust all surfaces up to a height of six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Operations Floor
	22.	D	Spot dust all surfaces up to a height of six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Hallway Square
	23.	Q	Thoroughly dust all surfaces up to six feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined. Dusting shall remove soil rather than transfer it from one surface to another.	Office
	23.	Q	Thoroughly dust all surfaces up to six feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined. Dusting shall remove soil rather than transfer it from one surface to another.	Conference Room
	23.	Q	Thoroughly dust all surfaces up to six feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined. Dusting shall remove soil rather than transfer it from one surface to another.	Classroom
	23.	Q	Thoroughly dust all surfaces up to six feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined. Dusting shall remove soil rather than transfer it from one surface to another.	Copier
	23.	Q	Thoroughly dust all surfaces up to six feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined. Dusting shall remove soil rather than transfer it from one surface to another.	Exercise
	23.	Q	Thoroughly dust all surfaces up to six feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined. Dusting shall remove soil rather than transfer it from one surface to another.	Quiet Room
	23.	Q	Thoroughly dust all surfaces up to six feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined. Dusting shall remove soil rather than transfer it from one surface to another.	Kitchen
	23.	Q	Thoroughly dust all surfaces up to six feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined. Dusting shall remove soil rather than transfer it from one surface to another.	Lounge/Breakroom
	23.	Q	Thoroughly dust all surfaces up to six feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined. Dusting shall remove soil rather than transfer it from one surface to another.	Entrance
	23.	Q	Thoroughly dust all surfaces up to six feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined. Dusting shall remove soil rather than transfer it from one surface to another.	Restroom
	23.	Q	Thoroughly dust all surfaces up to six feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined. Dusting shall remove soil rather than transfer it from one surface to another.	Lobby
	23.	Q	Thoroughly dust all surfaces up to six feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined. Dusting shall remove soil rather than transfer it from one surface to another.	Reception Desk
	23.	Q	Thoroughly dust all surfaces up to six feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined. Dusting shall remove soil rather than transfer it from one surface to another.	Operations Training
	23.	Q	Thoroughly dust all surfaces up to six feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined. Dusting shall remove soil rather than transfer it from one surface to another.	Operations Floor

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			Task	Room Type
	23.	Q	Thoroughly dust all surfaces up to six feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined. Dusting shall remove soil rather than transfer it from one surface to another	Hallway Square
	24.	D	Empty recycling receptacles. Recycle materials shall not be mixed with waste materials.	Office
	24.	D	Empty recycling receptacles. Recycle materials shall not be mixed with waste materials.	Classroom
	24.	D	Empty recycling receptacles. Recycle materials shall not be mixed with waste materials.	Copier
	24.	D	Empty recycling receptacles. Recycle materials shall not be mixed with waste materials.	Lounge/Breakroom
	24.	D	Empty recycling receptacles. Recycle materials shall not be mixed with waste materials.	Operations Floor
	24.	D	Empty recycling receptacles. Recycle materials shall not be mixed with waste materials.	Hallway Square
	25.	D	Empty paper shredder waste and place all shredded material into the marked recycling container.	Operations Floor
	26.	R	Clean all glass partitions and ledges to remove fingerprints, smudges, and marks.	Operations Training
	26.	R	Clean all glass partitions and ledges to remove fingerprints, smudges, and marks.	Operations Floor
	27.	R	Clean partition glass to remove film, haze, fingerprints, smudges, and other marks, using only cleaning products specified by facility administration.	Operations Floor
	28.	W	Clean all windowsills to remove dust, smudges, and marks.	Office
	28.	W	Clean all windowsills to remove dust, smudges, and marks.	Conference Room
	28.	W	Clean all windowsills to remove dust, smudges, and marks.	Classroom
	28.	W	Clean all windowsills to remove dust, smudges, and marks.	Kitchen
	28.	W	Clean all windowsills to remove dust, smudges, and marks.	Lounge/Breakroom
	28.	W	Clean all windowsills to remove dust, smudges, and marks.	Reception Desk
	28.	W	Clean all windowsills to remove dust, smudges, and marks.	Operations Floor
	28.	W	Clean all windowsills to remove dust, smudges, and marks.	Hallway Square
	29.	D	Clean exterior surfaces of refrigerators, microwave ovens, coffee makers, and other breakroom appliances.	Kitchen
	29.	D	Clean exterior surfaces of refrigerators, microwave ovens, coffee makers, and other breakroom appliances.	Operations Floor
	30.	R	Dust/Clean the tops of shelves and file cabinets to remove dust, smudges, and marks.	Office
	30.	R	Dust/Clean the tops of shelves and file cabinets to remove dust, smudges, and marks.	Conference Room
	30.	R	Dust/Clean the tops of shelves and file cabinets to remove dust, smudges, and marks.	Classroom
	30.	R	Dust/Clean the tops of shelves and file cabinets to remove dust, smudges, and marks.	Copier
	31.	R	Dust all accessible surfaces throughout the facility to remove dust and cobwebs. When dry dusting is insufficient to remove soil, damp dust as defined.	Office

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			Task	Room Type
	31.	R	Dust all accessible surfaces throughout the facility to remove dust and cobwebs. When dry dusting is insufficient to remove soil, damp dust as defined.	Conference Room
	31.	R	Dust all accessible surfaces throughout the facility to remove dust and cobwebs. When dry dusting is insufficient to remove soil, damp dust as defined.	Classroom
	31.	R	Dust all accessible surfaces throughout the facility to remove dust and cobwebs. When dry dusting is insufficient to remove soil, damp dust as defined.	Copier
	31.	R	Dust all accessible surfaces throughout the facility to remove dust and cobwebs. When dry dusting is insufficient to remove soil, damp dust as defined.	Reception Desk
	31.	R	Dust all accessible surfaces throughout the facility to remove dust and cobwebs. When dry dusting is insufficient to remove soil, damp dust as defined.	Operations Training
	31.	R	Dust all accessible surfaces throughout the facility to remove dust and cobwebs. When dry dusting is insufficient to remove soil, damp dust as defined.	Operations Floor
	31.	R	Dust all accessible surfaces throughout the facility to remove dust and cobwebs. When dry dusting is insufficient to remove soil, damp dust as defined.	Hallway Square
	32.	W	Vacuum all carpeted areas and walk-off (floor) mats - Including all hard-to-reach areas such as under counters, under desks, under furniture and all nooks and crannies.	Office
	32.	W	Vacuum all carpeted areas and walk-off (floor) mats - Including all hard-to-reach areas such as under counters, under desks, under furniture and all nooks and crannies.	Conference Room
	32.	W	Vacuum all carpeted areas and walk-off (floor) mats - Including all hard-to-reach areas such as under counters, under desks, under furniture and all nooks and crannies.	Classroom
	32.	W	Vacuum all carpeted areas and walk-off (floor) mats - Including all hard-to-reach areas such as under counters, under desks, under furniture and all nooks and crannies.	Copier
	32.	W	Vacuum all carpeted areas and walk-off (floor) mats - Including all hard-to-reach areas such as under counters, under desks, under furniture and all nooks and crannies.	Exercise
	32.	W	Vacuum all carpeted areas and walk-off (floor) mats - Including all hard-to-reach areas such as under counters, under desks, under furniture and all nooks and crannies.	Quiet Room
	32.	W	Vacuum all carpeted areas and walk-off (floor) mats - Including all hard-to-reach areas such as under counters, under desks, under furniture and all nooks and crannies.	Reception Desk
	32.	W	Vacuum all carpeted areas and walk-off (floor) mats - Including all hard-to-reach areas such as under counters, under desks, under furniture and all nooks and crannies.	Paper Goods Storage

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			Task	Room Type
	32.	W	Vacuum all carpeted areas and walk-off (floor) mats - Including all hard-to-reach areas such as under counters, under desks, under furniture and all nooks and crannies.	Operations Training
	32.	W	Vacuum all carpeted areas and walk-off (floor) mats - Including all hard-to-reach areas such as under counters, under desks, under furniture and all nooks and crannies.	Operations Floor
	33.	R	Clean/Wash metal desk frames to remove soil, smudges, and marks.	Office
	33.	R	Clean/Wash metal desk frames to remove soil, smudges, and marks.	Conference Room
	33.	R	Clean/Wash metal desk frames to remove soil, smudges, and marks.	Classroom
	33.	R	Clean/Wash metal desk frames to remove soil, smudges, and marks.	Hallway Square
	34.	R	Clean coat racks to remove dust, smudges, and marks.	Operations Floor
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Office
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Conference Room
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Classroom
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Storage
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Electronics
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Copier
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Exercise
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Quiet Room
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Kitchen
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Lounge/Breakroom
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Entrance
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Restroom
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Lobby
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Reception Desk
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Janitorial Storage
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Paper Goods Storage
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Vending Market
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Operations Training

SCHEDULE A: REQUIRED TASK AND FREQUENCY				
D = Daily, W = Weekly, M = Monthly, Q = Quarterly, S = Semi-Annual, A = Annual, R = As Requested				
			Task	Room Type
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Operations Floor
	35.	M	Clean all air supply and air return vents, including ceiling, wall, floor, and window unit vents, to remove dust, smudges, and marks.	Hallway Square
	36.	D	Clean all interior window glass throughout the facility to remove fingerprints, smudges, and marks.	Operations Floor
	37.	M	Clean all interior window glass throughout the facility to remove fingerprints, smudges, and marks.	Office
	37.	M	Clean all interior window glass throughout the facility to remove fingerprints, smudges, and marks.	Conference Room
	37.	M	Clean all interior window glass throughout the facility to remove fingerprints, smudges, and marks.	Classroom
	37.	M	Clean all interior window glass throughout the facility to remove fingerprints, smudges, and marks.	Quiet Room
	37.	M	Clean all interior window glass throughout the facility to remove fingerprints, smudges, and marks.	Kitchen
	37.	M	Clean all interior window glass throughout the facility to remove fingerprints, smudges, and marks.	Lounge/Breakroom
	37.	M	Clean all interior window glass throughout the facility to remove fingerprints, smudges, and marks.	Vending Market
	37.	M	Clean all interior window glass throughout the facility to remove fingerprints, smudges, and marks.	Hallway Square
	38.	M	Dust all surfaces over a height of six- (6) feet, using a treated duster. Dust all surfaces above six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Office
	38.	M	Dust all surfaces over a height of six- (6) feet, using a treated duster. Dust all surfaces above six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Conference Room
	38.	M	Dust all surfaces over a height of six- (6) feet, using a treated duster. Dust all surfaces above six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Classroom
	38.	M	Dust all surfaces over a height of six- (6) feet, using a treated duster. Dust all surfaces above six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Copier
	38.	M	Dust all surfaces over a height of six- (6) feet, using a treated duster. Dust all surfaces above six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Exercise
	38.	M	Dust all surfaces over a height of six- (6) feet, using a treated duster. Dust all surfaces above six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Quiet Room
	38.	M	Dust all surfaces over a height of six- (6) feet, using a treated duster. Dust all surfaces above six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Restroom
	38.	M	Dust all surfaces over a height of six- (6) feet, using a treated duster. Dust all surfaces above six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Reception Desk

SCHEDULE A: REQUIRED TASK AND FREQUENCY

D = Daily, W = Weekly, M = Monthly, Q = Quarterly, S = Semi-Annual, A = Annual, R = As Requested

			Task	Room Type
	38.	M	Dust all surfaces over a height of six- (6) feet, using a treated duster. Dust all surfaces above six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Paper Goods Storage
	39.	S	Dust all surfaces over a height of six- (6) feet, using a treated duster. Dust all surfaces above six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Kitchen
	39.	S	Dust all surfaces over a height of six- (6) feet, using a treated duster. Dust all surfaces above six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Lounge/Breakroom
	39.	S	Dust all surfaces over a height of six- (6) feet, using a treated duster. Dust all surfaces above six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Lobby
	39.	S	Dust all surfaces over a height of six- (6) feet, using a treated duster. Dust all surfaces above six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Operations Training
	39.	S	Dust all surfaces over a height of six- (6) feet, using a treated duster. Dust all surfaces above six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Operations Floor
	39.	S	Dust all surfaces over a height of six- (6) feet, using a treated duster. Dust all surfaces above six (6) feet using a dry dusting tool. When dry dusting is insufficient to remove soil, damp dust as defined.	Hallway Square
	40.	D	Empty and maintain vacuum filter bags or canisters as needed for proper operation.	Janitorial Storage
	41.	D	Clean or replace vacuum safety filters and exhaust filters as needed to maintain proper operation.	Janitorial Storage
	42.	Q	Clean all exterior window glass at ground floor levels throughout the facility to remove fingerprints, smudges, and marks.	All facility areas
	43.	Q	Scrub hard surface floors using an appropriate detergent and finish remover to remove soil and old finish as required. Rinse thoroughly and apply a skid-resistant floor finish recommended by the flooring manufacturer. When the finish is dry, machine buff to restore gloss. Use only the minimum strength of finish remover necessary and rinse promptly to prevent damage to floor tiles and adhesive.	Kitchen
	43.	Q	Scrub hard surface floors using an appropriate detergent and finish remover to remove soil and old finish as required. Rinse thoroughly and apply a skid-resistant floor finish recommended by the flooring manufacturer. When the finish is dry, machine buff to restore gloss. Use only the minimum strength of finish remover necessary and rinse promptly to prevent damage to floor tiles and adhesive.	Lounge/Breakroom
	43.	Q	Scrub hard surface floors using an appropriate detergent and finish remover to remove soil and old finish as required. Rinse thoroughly and apply a skid-resistant floor finish recommended by the flooring manufacturer. When the finish is dry, machine buff to restore gloss. Use only the minimum strength of finish remover necessary and rinse promptly to prevent damage to floor tiles and adhesive.	Entrance

SCHEDULE A: REQUIRED TASK AND FREQUENCY				
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			Task	Room Type
	43.	Q	Scrub hard surface floors using an appropriate detergent and finish remover to remove soil and old finish as required. Rinse thoroughly and apply a skid-resistant floor finish recommended by the flooring manufacturer. When the finish is dry, machine buff to restore gloss. Use only the minimum strength of finish remover necessary and rinse promptly to prevent damage to floor tiles and adhesive.	Restroom
	43.	Q	Scrub hard surface floors using an appropriate detergent and finish remover to remove soil and old finish as required. Rinse thoroughly and apply a skid-resistant floor finish recommended by the flooring manufacturer. When the finish is dry, machine buff to restore gloss. Use only the minimum strength of finish remover necessary and rinse promptly to prevent damage to floor tiles and adhesive.	Lobby
	43.	Q	Scrub hard surface floors using an appropriate detergent and finish remover to remove soil and old finish as required. Rinse thoroughly and apply a skid-resistant floor finish recommended by the flooring manufacturer. When the finish is dry, machine buff to restore gloss. Use only the minimum strength of finish remover necessary and rinse promptly to prevent damage to floor tiles and adhesive.	Vending Market
	43.	Q	Scrub hard surface floors using an appropriate detergent and finish remover to remove soil and old finish as required. Rinse thoroughly and apply a skid-resistant floor finish recommended by the flooring manufacturer. When the finish is dry, machine buff to restore gloss. Use only the minimum strength of finish remover necessary and rinse promptly to prevent damage to floor tiles and adhesive.	Hallway Square
	44.	R	Remove carpet stains, vacuum all carpets, shampoo using hot water extraction equipment, and re-vacuum after the carpets are dry.	Office
	44.	R	Remove carpet stains, vacuum all carpets, shampoo using hot water extraction equipment, and re-vacuum after the carpets are dry.	Conference Room
	44.	R	Remove carpet stains, vacuum all carpets, shampoo using hot water extraction equipment, and re-vacuum after the carpets are dry.	Classroom
	44.	R	Remove carpet stains, vacuum all carpets, shampoo using hot water extraction equipment, and re-vacuum after the carpets are dry.	Copier
	44.	R	Remove carpet stains, vacuum all carpets, shampoo using hot water extraction equipment, and re-vacuum after the carpets are dry.	Exercise
	44.	R	Remove carpet stains, vacuum all carpets, shampoo using hot water extraction equipment, and re-vacuum after the carpets are dry.	Quiet Room
	44.	R	Remove carpet stains, vacuum all carpets, shampoo using hot water extraction equipment, and re-vacuum after the carpets are dry.	Reception Desk
	44.	R	Remove carpet stains, vacuum all carpets, shampoo using hot water extraction equipment, and re-vacuum after the carpets are dry.	Operations Training
	44.	R	Remove carpet stains, vacuum all carpets, shampoo using hot water extraction equipment, and re-vacuum after the carpets are dry.	Operations Floor
	45.	Q	Shampoo inaccessible carpeted areas such as corners using manual scrubbing devices. After shampooing and allowing the carpet to dry, vacuum the carpet and walk off mats in a consistent pattern to restore a uniform pile appearance. Use portable carpet dryers to dry the area completely before traffic resumes.	Office

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			Task	Room Type
	45.	Q	Shampoo inaccessible carpeted areas such as corners using manual scrubbing devices. After shampooing and allowing the carpet to dry, vacuum the carpet and walk off mats in a consistent pattern to restore a uniform pile appearance. Use portable carpet dryers to dry the area completely before traffic resumes.	Conference Room
	45.	Q	Shampoo inaccessible carpeted areas such as corners using manual scrubbing devices. After shampooing and allowing the carpet to dry, vacuum the carpet and walk off mats in a consistent pattern to restore a uniform pile appearance. Use portable carpet dryers to dry the area completely before traffic resumes.	Classroom
	45.	Q	Shampoo inaccessible carpeted areas such as corners using manual scrubbing devices. After shampooing and allowing the carpet to dry, vacuum the carpet and walk off mats in a consistent pattern to restore a uniform pile appearance. Use portable carpet dryers to dry the area completely before traffic resumes.	Copier
	45.	Q	Shampoo inaccessible carpeted areas such as corners using manual scrubbing devices. After shampooing and allowing the carpet to dry, vacuum the carpet and walk off mats in a consistent pattern to restore a uniform pile appearance. Use portable carpet dryers to dry the area completely before traffic resumes.	Exercise
	45.	Q	Shampoo inaccessible carpeted areas such as corners using manual scrubbing devices. After shampooing and allowing the carpet to dry, vacuum the carpet and walk off mats in a consistent pattern to restore a uniform pile appearance. Use portable carpet dryers to dry the area completely before traffic resumes.	Quiet Room
	45.	Q	Shampoo inaccessible carpeted areas such as corners using manual scrubbing devices. After shampooing and allowing the carpet to dry, vacuum the carpet and walk off mats in a consistent pattern to restore a uniform pile appearance. Use portable carpet dryers to dry the area completely before traffic resumes.	Reception Desk
	45.	Q	Shampoo inaccessible carpeted areas such as corners using manual scrubbing devices. After shampooing and allowing the carpet to dry, vacuum the carpet and walk off mats in a consistent pattern to restore a uniform pile appearance. Use portable carpet dryers to dry the area completely before traffic resumes.	Operations Training
	45.	Q	Shampoo inaccessible carpeted areas such as corners using manual scrubbing devices. After shampooing and allowing the carpet to dry, vacuum the carpet and walk off mats in a consistent pattern to restore a uniform pile appearance. Use portable carpet dryers to dry the area completely before traffic resumes.	Operations Floor
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Office
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Conference Room

SCHEDULE A: REQUIRED TASK AND FREQUENCY				
D = Daily, W = Weekly, M = Monthly, Q = Quarterly, S = Semi-Annual, A = Annual, R = As Requested				
			Task	Room Type
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Classroom
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Storage
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Electronics
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Copier
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Exercise
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Quiet Room
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Kitchen
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Lounge/Breakroom
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Entrance
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Restroom
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Lobby
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Reception Desk
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Janitorial Storage
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Paper Goods Storage
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Operations Training

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			Task	Room Type
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Operations Floor
	46.	Q	Clean/Wash base cove in all corridors and rooms to remove soil, wax-residue, and splatter. Restore the base cove to a clean, uniform appearance.	Hallway Square
	47.	M	Dust/Clean blinds throughout the facility to remove dust, smudges, and marks.	All facility areas
	48.	A	Clean and wax woodwork and wood doors throughout the facility.	All facility areas
	49.	R	Clean light fixture lenses inside and outside, and clean the interior of can lights to remove dust, smudges, and marks.	Kitchen
	49.	R	Clean light fixture lenses inside and outside, and clean the interior of can lights to remove dust, smudges, and marks.	Lounge/Breakroom
	50.	D	Clean and maintain outside entrances and sidewalks within six (6) feet of the facility, including removal of litter, debris and stains..	Courtyard
	50.	D	Clean and maintain outside entrances and sidewalks within six (6) feet of the facility, including removal of litter, debris and stains.	Walkways & Building Perimeter
	51.	D	Clean and maintain dumpster areas, including removal of litter, debris, and spilled waste. All waste materials shall be placed inside the dumpster, and no trash shall be left on the ground around the dumpster.	Dumpster Area
	52.	D	Clean and maintain outside walls in the vicinity of entrance canopies and entrance lights to remove lint, cobwebs, mud, and other dirt. This requirement includes all courtyard entrances.	Courtyard
	52.	D	Clean and maintain outside walls in the vicinity of entrance canopies and entrance lights to remove lint, cobwebs, mud, and other dirt. This requirement includes all courtyard entrances.	Walkways & Building Perimeter
	53.	D	Clean glass entrance doors inside and outside to remove fingerprints, smudges, and marks.	Entrance
	53.	D	Clean glass entrance doors inside and outside to remove fingerprints, smudges, and marks.	Lobby
	54.	W	Sweep all sidewalks, steps, building entrance areas and ramps. Remove all accumulated gravel and sand from all sidewalks, and ramps.	Smoke Shelter
	54.	W	Sweep all sidewalks, steps, building entrance areas and ramps. Remove all accumulated gravel and sand from all sidewalks, and ramps.	Courtyard
	54.	W	Sweep all sidewalks, steps, building entrance areas and ramps. Remove all accumulated gravel and sand from all sidewalks, and ramps.	Walkways & Building Perimeter
	55.	W	Empty and clean ash urns and replace sand as needed.	Smoke Shelter
	56.	D	Sweep and mop hard surface floors to remove soil. Dust horizontal surfaces as defined.	Kitchen
	56.	D	Sweep and mop hard surface floors to remove soil. Dust horizontal surfaces as defined.	Lounge/Breakroom
	56.	D	Sweep and mop hard surface floors to remove soil. Dust horizontal surfaces as defined.	Restroom
	56.	D	Sweep and mop hard surface floors to remove soil. Dust horizontal surfaces as defined.	Entrance
	56.	D	Sweep and mop hard surface floors to remove soil. Dust horizontal surfaces as defined.	Lobby

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			Task	Room Type
	56.	D	Sweep and mop hard surface floors to remove soil. Dust horizontal surfaces as defined.	Vending Market
	56.	D	Sweep and mop hard surface floors to remove soil. Dust horizontal surfaces as defined.	Hallway Square
	57.	W	Clean and sanitize exercise room, and training rooms, including removing soil, smudges, marks, and debris from equipment surfaces, counters, and fixtures.	Exercise
	57.	W	Clean and sanitize exercise room, and training rooms, including removing soil, smudges, marks, and debris from equipment surfaces, counters, and fixtures.	Operations Training
	58.	D	Clean and sanitize table surfaces in break rooms, public areas, and hallways.	Office
	58.	D	Clean and sanitize table surfaces in break rooms, public areas, and hallways.	Conference Room
	58.	D	Clean and sanitize table surfaces in break rooms, public areas, and hallways.	Classroom
	58.	D	Clean and sanitize table surfaces in break rooms, public areas, and hallways.	Quiet Room
	58.	D	Clean and sanitize table surfaces in break rooms, public areas, and hallways.	Kitchen
	58.	D	Clean and sanitize table surfaces in break rooms, public areas, and hallways.	Lounge/Breakroom
	58.	D	Clean and sanitize table surfaces in break rooms, public areas, and hallways.	Restroom
	58.	D	Clean and sanitize table surfaces in break rooms, public areas, and hallways.	Reception Desk
	58.	D	Clean and sanitize table surfaces in break rooms, public areas, and hallways.	Operations Training
	58.	D	Clean and sanitize table surfaces in break rooms, public areas, and hallways.	Operations Floor
	58.	D	Clean and sanitize table surfaces in break rooms, public areas, and hallways.	Hallway Square
	59.	D	Restrooms shall be checked and maintained multiple times during each shift to ensure cleanliness and sanitation.	Restroom
	60.	D	Sweep floors and wet mop using a quaternary disinfectant detergent to remove soil and maintain sanitation.	Kitchen
	60.	D	Sweep floors and wet mop using a quaternary disinfectant detergent to remove soil and maintain sanitation.	Lounge/Breakroom
	60.	D	Sweep floors and wet mop using a quaternary disinfectant detergent to remove soil and maintain sanitation.	Restroom
	60.	D	Sweep floors and wet mop using a quaternary disinfectant detergent to remove soil and maintain sanitation.	Entrance
	61.	D	Clean and sanitize restroom and locker room partitions to remove soil, smudges, marks, and graffiti. Authorized writing or postings shall not be removed.	Restroom
	62.	D	Clean toilets and urinals use appropriate bowl cleaner to remove soil, stains, and scale. Sanitize toilets and urinals daily.	Restroom

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			Task	Room Type
	63.	D	Restock toilet paper and seat covers in all restrooms and locker rooms as needed.	Restroom
	64.	D	Clean and restock paper towel and soap dispensers daily; and clean dispensers as needed.	Kitchen
	64.	D	Clean and restock paper towel and soap dispensers daily; and clean dispensers as needed.	Restroom
	64.	D	Clean and restock paper towel and soap dispensers daily; and clean dispensers as needed.	Operations Floor
	65.	D	Empty and clean sanitary napkin disposals and replace liners with new liners.	Restroom
	66.	D	Clean and sanitize sinks and mirrors using an appropriate quaternary disinfectant detergent to remove soil and smudges.	Restroom
	67.	D	Clean and sanitize urinal partitions and walls in restrooms and locker rooms to remove soil, smudges, and marks.	Restroom
	68.	W	Clean and sanitize showers to remove soil, soap residue, smudges, and contaminants.	Restroom
	69.	D	Clean and sanitize restroom and shower entry area walls and doors and deodorize as needed.	Restroom
	70.	D	Clean and sanitize counters, and cabinets, removing soil, smudges, and marks.	Classroom
	70.	D	Clean and sanitize counters, and cabinets, removing soil, smudges, and marks.	Copier
	70.	D	Clean and sanitize counters, and cabinets, removing soil, smudges, and marks.	Reception Desk
	70.	D	Clean and sanitize counters, and cabinets, removing soil, smudges, and marks.	Operations Training
	70.	D	Clean and sanitize counters, and cabinets, removing soil, smudges, and marks.	Operations Floor
	71.	D	Check the operation of all dispensers and fixtures in restrooms, locker rooms, and showers. Report any maintenance issues to the City Representative.	Kitchen
	71.	D	Check the operation of all dispensers and fixtures in restrooms, locker rooms, and showers. Report any maintenance issues to the City Representative.	Restroom
	71.	D	Check the operation of all dispensers and fixtures in restrooms, locker rooms, and showers. Report any maintenance issues to the City Representative.	Operations Floor
	72.	W	Flush floor drains using one (1) gallon of hot water.	Kitchen
	72.	W	Flush floor drains using one (1) gallon of hot water.	Restroom
	72.	W	Flush floor drains using one (1) gallon of hot water.	Janitorial Storage
	73.	M	Replace deodorizer cartridges, batteries, and aerosol cans in restrooms, locker rooms, and showers as needed.	Restroom

Room Type	Quantity per Type	Room Type	Quantity per Type
Office	21	Operations Floor	1
Conference Room	2	Hallway Square	1
Classroom	2	Janitorial Storage	3
Storage	4	Paper Goods Storage	1
Copier	1	Mechanical and Corridor	3
Exercise	1	Electronics	5
Quiet Room	1	Entrance	4
Kitchen	1	Lobby	1
Lounge/Breakroom	1	Walkways & Building Perimeter	3 + 1
Restroom	2	Courtyard	1
Reception Desk	1	Dumpster Area	1
Vending Market	1	Smoke Shelter	1
Operations Training	1	No Access	5

REPEATED DEFICIENCIES IN THE PERFORMANCE OF THE SERVICES LISTED ABOVE WILL BE DEEMED UNSATISFACTORY PERFORMANCE AND WILL LEAD TO TERMINATION OF THE AGREEMENT FOR DEFAULT.

BID RESPONSE LISTS – ATTACHMENTS TO BE INCLUDED WITH BID SUBMISSION

- Cleaning Agents List - Bidders must submit a list of all chemicals and cleaning agents intended for use to fulfill the terms of this Agreement, listing the name of the item, manufacturer, and brand name.

- Supplies List - Bidders must submit a list of all other supplies intended for use to fulfill the terms of this Agreement, listing the name of the item, manufacturer, and brand name.

- Equipment List - Bidders shall submit a list of all equipment intended for use to accomplish the terms of this Agreement, listing the name of the item, manufacturer, brand name and model of item to be used, and applicable equipment Specifications for those items submitted.

ALL BIDS SUBMITTED WITHOUT A CLEANING AGENT, SUPPLIES, OR EQUIPMENT LIST WILL BE CONSIDERED NON-RESPONSIVE AND REJECTED.

III. BID SUBMISSION INSTRUCTIONS AND INFORMATION

1. **Bidder Registration**: To ensure timely updates and alerts about business opportunities with the City, interested Bidders should register as a Bidder with the City. To register, interested Bidders should complete the City's vendor registration form by contacting vendorsupport@cityoftulsa.org or check the City's "Selling to the City" Website.

2. **Pre-Bid Conference**: If a pre-Bid conference is required, see the first page for time and location.

   Attendance Requirement
   ☒ Attendance at the Pre-Bid Conference is required to submit a Bid.
   ☐ Attendance is not required to submit a Bid.

3. **Questions and Concerns:** As You prepare Your Bid response, You may have questions or points of clarification around this Solicitation. Any questions or comments about this Invitation for Bid must be sent via e-mail to the buyer listed on the first page "Assigned Buyer" and be received at least **10 Days prior to the Bid Submission Date.** Please include the IFB Bid number (as indicated on the title page) on all communications. Bidders may only communicate with the City through the Assigned Buyer – communication with other City staff could result in disqualification.

4. **Issuing of Addenda:** The City may addend or amend its IFB at any time before the Bid Submission Date. In addition to registering as a Bidder with the City, Bidders can check the "Purchasing Bid Opportunities & Results" page on the City Website for the latest updates (linked here). Any such amendments shall become a part of the Agreement. You must acknowledge receipt of any Addenda or Amendments by writing in the issued Addenda numbers on Exhibit A – Delivery and Pricing. City may reject any Bid that fails to acknowledge any Addenda or Amendments.

5. **Submission and Receipt of Bids**: The City requires two completed Invitation for Bids: 1 Original and 1 Copy. Each must be clearly labeled on the front sheet indicating "Original" or "Copy." Use the Bidder Checklist to ensure Your Bid includes all required components. If a copy on electronic media is also required, the box below will be checked.

   ☐Electronic Copy is also required.

   Bids must be received no later than 5:00 PM (CST) on the Bid Submission Date (see first page) and delivered to:

   City of Tulsa - City Clerk's Office
   175 East 2nd Street, Suite 260
   Tulsa Oklahoma 74103

   Bids must be sealed and either mailed or delivered. The package, container, or envelope should contain both of Your completed Bids, the original and the copy. Please use the provided label on the last page of this IFB to clearly write the Bidder's legal name and Bid number on the outside of the package, container, or envelope. No faxed or emailed Bids will be considered.

   Bids received after the stated date and time **will not be accepted.** The timestamp clock located at the City Clerk's Office on the second floor of City Hall at 175 East 2nd Street, Suite 260, Tulsa, Oklahoma, 74103 is the City's official bid clock for this IFB. Timeliness of Bid submittals will be determined using only this clock.

Exceptions to Timeliness Requirement

The Purchasing Agent, at his/her sole discretion, may make exceptions only for the following reasons:

- City Hall closed for business for part or all of the day on the date the response was due;
- If the Purchasing Agent deems it appropriate due to large-scale disruptions in supply chains and the transportation industry that may have prevented delivery as required;
- If documented weather conditions caused the late delivery. You must provide documentation of such weather to the satisfaction of the Purchasing Agent.

In the event that the Bid submittal is delivered after the time specified and does not meet the exceptions listed above, the Bid will not be accepted, and the submittal envelope will not be opened.

The City will not be liable for delays in delivery of Bids to the City due to handling by the U.S. Postal Service, or any other type of delivery service. The City reserves the right to postpone the date and time for submittal of Bids at any time prior to the Bid Opening Date or to delay or reschedule the Bid Opening Date for its own convenience.

The City reserves the right to cancel, revise, or amend this IFB and associated bidding documents up to the time specified for receipt of Bids.

6. **Bid Opening**: All Bid openings are public and take place at 8:30 a.m. Thursday, the day after Bids are due. The Bid openings are held in the City of Tulsa Council Meeting Room, 175 East 2nd Street, 2nd Floor, Tulsa, Oklahoma.

THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

IV. BID EVALUATION AND AWARD

1. **Bid Evaluation**: The Assigned Buyer and departmental staff will work together to determine the winning Bid. Generally speaking, the Bid award will go to the **Lowest Secure Bidder**: **the Supply or Service that can best meet the City's needs at the lowest cost**. In addition to price and specifications, the Buyer and departmental staff may also evaluate Bidder history and experience, delivery time, maintenance requirements, and performance data, among other factors.

2. **Bid Rejection or Withdrawal**: The City may reject any or all Bids in whole or in part. Reasons a Bid may be rejected include, but are not limited to the following:
   - A submitted Bid does not contain all the necessary materials, signatures, and/or affidavits (listed on the included checklist);
   - The Bid does not meet specifications and requirements in some material way;
   - The Bidder holds outstanding debt to the City;
   - The Bidder adds additional terms and conditions that modify IFB requirements or attempt to limit Bidder's liability to the City.

   City reserves the right to waive minor deficiencies of specifications, technicalities or informalities in a Bid, provided that the best interest of the City would be served without prejudice to the rights of other Bidders. Bid withdrawal, meanwhile, may only be accomplished by having an Authorized Agent request the withdrawal in person at the City Clerk's office before the City's close of business on the Bid Submission Date.

3. **Bid Award Recommendation and Appeal**: Upon receipt of the Bid recommended for selection, the Assigned Buyer will email all participating Bidders a memo announcing the recommended Bid. This email will include the time, date, and location (or virtual meeting link (if applicable) for the Standard, Specifications, and Award (SSA) committee meeting at which the Bid award recommendation will be considered.

   Bidders not recommended for award may submit an appeal via email to the Assigned Buyer before the SSA meeting.

   SSA meetings are held Thursdays at 8:30am in the City of Tulsa Council Meeting Room, 175 East 2nd Street, 2nd Floor, Tulsa, Oklahoma.

   During this meeting, Bidders not recommended for award may present and request that the Bid award recommendation be reconsidered.

V. BID PROCESSING

1. **Forms, Notice to Proceed, and Irrevocability of Offer:** If the City Accepts Your Bid, You will have ten (10) Days from notification of the Acceptance to provide a completed IRS form W-9. You cannot start work until authorized to do so by the Purchasing Agent or a representative.

   Bidder understands and acknowledges that the offer submitted as the Bid is firm and irrevocable from the City's close of business on the Bid Submission Date until the date the City Accepts the Bid or **___365___ Days** after the Bid Opening Date, whichever is earlier.

2. **Purchase Order Without Contract:** If the successful Bid is less than One Hundred Thousand Dollars ($100,000), the City, in its sole discretion, may Accept the Bid upon written approval of the Mayor rather than execute the Purchase Agreement. Instead, the City will purchase the Supplies and/or Services by issuing a purchase order. In any event, the terms of this IFB will govern the transaction and be enforceable by the City and Seller.

3. **Insurance:**

   Yes: ☒ **No: ☐**

   Seller and its subcontractors must obtain at Seller's expense and keep in effect so long as City is purchasing Supplies or Services from Seller pursuant to this Bid, policies of insurance in the minimum amounts set forth below and Workers' Compensation and Employer's Liability insurance in the statutory limits required by law.

General Liability: personal injury and property damage, each occurrence	$1,000,000.00
Automobile Liability: Combined Single Limit (CSL), each occurrence	$1,000,000.00
Workers' Compensation	(Statutory limits)

   Seller's insurer must be authorized to transact business in the State of Oklahoma. Seller will have 10 Days after notification that its Bid was Accepted by the City to provide proof of coverage. The Certificate of Insurance must be completed with the following information:

   A. Your name
   B. Insurer's name and address
   C. Policy number
   D. Liability coverage and amounts
   E. Commencement and expiration dates
   F. Signature of authorized agent of insurer
   G. Certificate Holder Information: City of Tulsa, 175 East 2nd St., Suite 260, Tulsa, OK 74103

   Seller shall not cause any required insurance policy to be cancelled nor permit it to lapse. Failure of the Seller to comply with the insurance requirements may be deemed a breach of the contract.

4. **Bonding:** **Yes: ☐** **No: ☒**

5. **Federal Funding:** **Yes: ☐** **No: ☒**

6. **References:** If the box is checked "Yes," References are **required:**

Yes: ☒ **No:** ☐ **If yes, number of references required**: 3

For each reference, the following information must be included: Company Name, Contact Name, Address, Phone Number, E-Mail Address, and the supplies or services provided.

Company Name:	
Contact Name:	
Address:	
Phone Number:	
Email Address:	
Description of Supplies/Services Provided:	
Company Name:	
Contact Name:	
Address:	
Phone Number:	
Email Address:	
Description of Supplies/Services Provided:	
Company Name:	
Contact Name:	
Address:	
Phone Number:	
Email Address:	
Description of Supplies/Services Provided:	

7. **Data Rider:** If the box is checked "Yes," the Data Rider is **required:** **Yes:** ☐ **No:** ☒

8. Any documents provided in response to subsections 4 through 7 above are by this reference fully incorporated into the Agreement as if set-forth entirely in this Section V.

VI. SAMPLE FORMS

Certificate of Secretary

The undersigned _____ (Assistant) Secretary of _____, a _____ corporation, (the "Corporation") hereby certifies that the following is a true and correct copy of a Resolution duly adopted by the Board of Directors of the Corporation on the _____ day of _____, 20___.

RESOLVED, that _____ is authorized to execute and enter bids, contracts, bonds, affidavits and any ancillary documents, on behalf of the Corporation.

The undersigned further certifies that this Resolution is in full force and effect as of the date of this Certificate and has not been amended, modified, revoked or rescinded.

IN WITNESS WHEREOF, I have executed this Certificate this ___ day of _____, 20__.

_____
(Signature)

_____
Printed Name

_____
(Assistant) Secretary

[NAME OF COMPANY], LLC

Consent of Members

The undersigned, being all of the Members of [Name of Company], LLC, an Oklahoma Limited Liability Company, hereby authorize, consent to, approve and ratify the execution by _____ [name of Authorized Representative] on behalf of [Name of Company], LLC of bid proposals, contracts, affidavits and related documents in connection with [Name of Project] of the City of Tulsa.

DATED, this ____ day of _____, 20__. [Date must be dated date authorized representative signed or up to 30 days before the authorized representative signed]

_____
[Signature]

Name Printed: _____

_____
Title

Name Printed: _____

_____
[Title]

[ADD ADDITIONAL LINES FOR ADDITIONAL MEMBERS]

Disclaimer Statement: This form is made available for example purposes only and is not intended to be legal advice nor intended to be relied upon in lieu of consultation with an attorney."

SAMPLE

EXHIBIT A – DELIVERY AND PRICING

Bidder's Legal Name: _____
(Must be Bidder's company name as reflected on its organizational documents, filed with the state in which Bidder is organized)

Delivery: If Your Bid is Accepted, state the number of Days You need to deliver the Supplies and/or to begin providing Services: _____

You must be able to deliver the Supplies and/or Services as specified in Your Bid. Failure to do so may result in City terminating the Agreement and pursuing collection under any performance bond, as well as seeking any other damages to which it may be entitled in law or in equity.

Pricing:

Item	Estimated. Quantity	Description	Unit Cost	Extended Cost
1.	12 months	911 Call Center Janitorial Services	$	$
2.	16 hours	Additional Janitorial Services as requested Hourly rate per person per hour	$	$
TOTAL EXTENDED COST NOT TO EXCEED: **(All costs must be included, or Your Bid will be disqualified)**			$_____	

THE CITY DOES NOT GUARANTEE ANY SPECIFIC QUANTITY OR NUMBER OF PURCHASES, IF ANY, THAT WILL BE MADE DURING THE AGREEMENT TERM.

Annual Price Adjustment. The prices bid for any Supplies and/or Services shall not increase during the first year of the term of the Agreement. However, if You anticipate that You will not be able to maintain firm prices after the first year of the term, You may request an annual change in price using one of the following methods. The Increase shall be limited to the lesser of:

a. The change in the Consumer Price Index from BLS Table 1 (linked here) from the prior year.
b. Or the following fixed percentage: _____%.

Addenda
The Bidder acknowledges receipt of Addenda to the IFB as follows. (Please write in each Addenda number issued, if applicable):

_____ Addenda # _____ Addenda # _____ Addenda # _____ Addenda # _____ Addenda #

State of Organization: _____

Bidder's Type of Legal Entity: (check one)

☐ Sole Proprietorship
☐ Partnership
☐ Corporation
☐ Limited Liability Company
☐ Limited Partnership
☐ Limited Liability Partnership
☐ Limited Liability Limited Partnership
☐ Other: _____

Bidder's Address: _____
Street City State Zip Code

Bidder's Website Address: _____

Sales Contact:

Name: _____

Title/Position: _____

Street: _____

City: _____

State: _____

Phone: _____

Email: _____

Contact for Legal Notice:

Name: _____

Title/Position: _____

Street: _____

City: _____

State: _____

Phone: _____

Email: _____

How did you learn about this business opportunity with the City of Tulsa?

☐ Email from Assigned Buyer
☐ City of Tulsa Website
☐ Tulsa World posting
☐ Purchasing search engine
☐ Industry colleague
☐ Other: _____

AFFIDAVIT

NON-COLLUSION, INTEREST, AND CLAIMANT

STATE OF _____)
)ss.
COUNTY OF_____)

I, _____, of lawful age, being first duly sworn, state that:
(Seller's Authorized Agent)

1. I am the Authorized Agent of Seller herein for the purposes of certifying facts pertaining to the existence of collusion between and among Bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the proposal to which this statement is attached.

2. I am fully aware of the facts and circumstances surrounding the making of Seller's Bid to which this statement is attached, and I have been personally and directly involved in the proceedings leading to the submission of such Bid; and

3. Neither the Seller nor anyone subject to the Seller's direction or control has been a party:
   a. to any collusion among Bidders in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding,
   b. to any collusion with any municipal official or employee as to quantity, quality, or price in the prospective contract, or as to any other terms of such prospective contract, nor
   c. in any discussions between Bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

4. No officer or employee of the City of Tulsa either directly or indirectly owns a five percent (5%) interest or more in the Bidders business or such a percentage that constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa own an interest in the Bidders business which is less than a controlling interest, either direct or indirect.
   _____

5. All invoices to be submitted pursuant to this agreement with the City of Tulsa will be true and correct.

6. That the work, services or material furnished will be completed or supplied in accordance with the plans, specifications, orders, requests or contract furnished or executed by the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the City of Tulsa or of any public trust where the City of Tulsa is a beneficiary, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted. Affiant further certifies that (s)he has complied with all applicable laws regarding equal employment opportunity.

By: _____
Signature
Title: _____

Subscribed and sworn to before me this _____day of _____, 20____.

_____
Notary Public

My Commission Expires: _____

Notary Commission Number: _____

The Affidavit must be signed by an Authorized Agent and notarized.

PURCHASE AGREEMENT

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INSTRUCTIONS: Bidder must properly sign and return this document or Bid may be **rejected**. Your signature on this document indicates You have read and understand these terms and conditions and agree to be bound by them.

THIS PURCHASE AGREEMENT is between the CITY OF TULSA, OKLAHOMA, a municipal corporation, 175 East 2nd Street, Tulsa, Oklahoma, 74103-3827 (the "City") and:

_____

(Bidder's company name as reflected on its organizational documents filed with the state in which Bidder is organized; not simply DBA and address) (the "Seller").

WITNESSETH:

WHEREAS, the City has approved certain specifications and advertised for or solicited Bids on the following supplies or services:

TAC 775F 911 Call Center Janitorial Services

(the "Supplies and/or Services").

WHEREAS, Seller submitted a Bid and desires to provide the Supplies and/or Services to City;

WHEREAS, Seller acknowledges that its signature on this Purchase Agreement constitutes an irrevocable offer to provide the Supplies and/or Services specified in the Agreement and that if Accepted by the City's Mayor, this document will become the contract for such Supplies and/or Services.

NOW, THEREFORE, for and in consideration of the terms, covenants and conditions hereinafter set forth, the parties hereto agree as follows:

1. **Definitions.**
   - 1.1. **"Acceptance" or "Accepts"** with respect to a Bid means either (1) City's execution of the Purchase Agreement, or (2) Mayor's written approval of the Bid award recommendation and issuance of a purchase order on behalf of the City if the purchase is for an amount less than One Hundred Thousand Dollars ($100,000) and the City determines it is in its best interests.
   - 1.2. **"Acceptance"** with respect to delivery of the Supplies and/or Services shall mean City's written acknowledgment that Seller has satisfactorily provided such Supplies and/or Services as required.
   - 1.3. **"Addenda" "Addendum" or Amendment(s)"** means a clarification, revision, addition, or deletion to the Invitation for Bid by City which will become a part of the agreement between the parties.
   - 1.4. **"Agreement"** consists of the Invitation for Bid and the Purchase Agreement.
   - 1.5. **"Bid Opening Date"** means the date the Bid is opened by the City.
   - 1.6. **"Bid Submission Date"** means the date the Bid is due from Bidder to the City.
   - 1.7. **"City"** means the City of Tulsa, Oklahoma.
   - 1.8. **"Days"** means calendar days unless otherwise specified.
   - 1.9. **"Invitation for Bid" or "IFB"** consists of the following documents: Cover page, Sections I-VI, Exhibit A – Delivery and Pricing, Affidavit(s), Purchase Agreement, and Bidder Checklist.
   - 1.10. **"Primary Seller"** means the Seller whose Bid City Accepts as the principal seller of the Supplies and/or Services required.
   - 1.11. **"Purchasing Ordinance"** means Tulsa Revised Ordinances, Title 6, Chapter 4 et seq.
   - 1.12. **"Secondary Seller"** means the Seller whose Bid City Accepts as a back-up seller in the event the Primary Seller is unable to provide all the Supplies and/or Services.
   - 1.13. **"Seller"** means the Bidder whose Bid City Accepts.
   - 1.14. **"Specifications"** means the technical and/or performance requirements for the Supplies or Services.
   - 1.15. **"You" or "Your"** means the Bidder responding to this Invitation for Bid or the Seller whose Bid the City Accepts.
   - 1.16. **"Website"** means the City of Tulsa's website for the Purchasing Division: www.cityoftulsa.org/purchasing

2. **Order of Precedence.** Capitalized terms used but not defined herein will have the respective meanings given to them in the Purchasing Ordinance. In the event of conflicting or ambiguous language between this Purchase Agreement, any of the other Agreement documents, and additional information submitted by the Seller and Accepted by City, the parties shall be governed first according to this Purchase Agreement, second according to the remainder of the documents included in the Agreement and third according to any additional information submitted by Seller and Accepted by City.

3. **Purchase and Sale.** Seller agrees to sell City the Supplies and/or Services for the price and upon the delivery terms set forth on Exhibit A – Delivery and Pricing. City agrees to pay Seller the price as set forth in Exhibit A based on (a) the quantity actually purchased in the case of Supplies and/or Services priced by unit, or (b) the total price for a stated quantity of Supplies and/or Services, upon (i) delivery of the Supplies and/or Services to the City, (ii) the City's Acceptance thereof, and (iii) Seller's submission and City's approval of a verified claim for the amount due. City shall not pay any late charges or fees.

PURCHASE AGREEMENT

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4. **Term.** The term of the Agreement begins on the date the Mayor/Mayor Pro Tem of the City of Tulsa executes this Purchase Agreement and terminates one year from that date. City in its sole discretion may offer Seller an opportunity to renew this Agreement up to an additional four (4) one (1) year term(s). Seller understands and acknowledges that any future contracts or renewals are neither automatic nor implied by this Agreement. City's continuing purchase of the Supplies and/or Services set forth in this Agreement is subject to City's needs and to City's annual appropriation of sufficient funds in City's fiscal year (July 1st to June 30th) in which City purchases Supplies and/or Services. In the event City does not appropriate or budget sufficient funds to perform this Agreement, this Agreement is null and void without further action by City.

   The City may extend the Agreement for ninety (90) days beyond a final renewal term at the price and upon the delivery terms set forth on Exhibit A – Delivery and Pricing. The City, at its sole option and to the extent allowable by law, may choose to exercise subsequent ninety (90) day extensions upon the price and upon the delivery terms set forth on Exhibit A – Delivery and Pricing to facilitate the finalization of related terms and conditions of a new award or as needed for transition to a new Seller.

5. **Supplies Warranty.** With respect to all Supplies to be delivered under this Agreement, Seller warrants to City that such Supplies will be of good materials and workmanship and free from defects and will conform to the Specifications provided by City. In addition, Seller shall assure that the Supplies purchased hereunder are covered by all available and applicable manufacturers' warranties for such Supplies and expressly agrees that it will be responsible for performing all warranty obligations set forth in the Specifications for the Supplies.

6. **Services Warranty.** With respect to all Services to be performed under this Agreement, Seller warrants that it shall perform the Services using personnel of required skill, experience, and qualifications and in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services and in accordance with the Specifications provided by City.

7. **Warranty Period.** Seller agrees that all warranties set forth herein will remain in effect for a period of one (1) year from the date City Accepts the Supplies and/or Services, or as specified in the Specifications, whichever is later. Seller shall not disclaim or otherwise limit the express warranties set forth herein.

8. **Warranty Remedies.** City shall notify Seller if any of the Supplies and/or Services fails to meet the warranties set forth above. If the failure is with Supplies, then Seller shall promptly correct, repair or replace such Supplies at its sole expense and/or if the failure is with a Service, then Seller shall promptly reperform such Service at Seller's sole expense. Notwithstanding the foregoing, if City determines that such Supplies and/or Services are defective or non-conforming within the first thirty (30) Days after the date of Acceptance by City, then Seller at City's option shall refund the entire purchase price, and, in the case of Supplies, City shall promptly return such Supplies to Seller. Seller shall pay all expenses related to the return of such Supplies to Seller.

9. **Rejection, Seller Bears Risk.** All Supplies and Services purchased in the Agreement are subject to approval by the City. Rejection of Supplies or Services, resulting because of nonconformity to the terms, conditions, and Specifications of this Agreement, whether held by the City or returned, will be at Seller's risk and expense. Seller shall bear the risk of loss or damage at all times until the Acceptance of the Supplies or Services by City.

10. **Force Majeure.** Seller will not be responsible for delays in delivery of the Supplies or Services due to acts of God, government action or inaction, fire, war, or riot, provided Seller notifies the City immediately, in writing of such pending or actual delay. Normally, in the event of any such delays (acts of God, etc.) the date of delivery of the Supplies or Services will be extended for a period equal to the time lost due to the reason for delay.

11. **Conflict of Interest.** By signing this Purchase Agreement, Seller covenants that it has no direct or indirect pecuniary or proprietary interest, and that it shall not acquire an interest that conflicts in any manner or degree with the Supplies or Services required to be provided or performed under the Agreement. Furthermore, Seller shall not employ any person or agent having any such conflict of interest. In the event that the Seller or its agents, employees or representatives hereafter acquires such a conflict of interest, it shall immediately disclose such interest to the City and take action immediately to eliminate the conflict or to withdraw from this contract, as the City requests.

12. **No Indemnification by City.** Seller understands and acknowledges that City is a municipal corporation that is funded by its taxpayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Seller harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorneys' fees and costs. In addition, Seller shall not limit its liability to City for actual loss or direct damages for any claim based on a material breach of this Agreement. City reserves the right to pursue all legal and equitable remedies to which it may be entitled.

13. **Liability/Indemnification.** Seller shall hold City harmless for any loss, damage or claims arising from or related to its performance of the Agreement. Seller must exercise all reasonable and customary precautions to prevent any harm or loss to all persons and property related to the Agreement. Seller agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the Supplies, Services, labor, or materials furnished by Seller or Seller's subcontractors under this Agreement. In addition, Seller agrees to indemnify, defend, and save harmless City and its officers, employees and agents from all suits and actions of any nature brought against them due to the use of patented appliances, products or processes provided by Seller hereunder. Seller shall pay all royalties and charges incident to such patents.

PURCHASE AGREEMENT

14. **No liens**. Pursuant to City's Charter (Art. XII, §5), no lien of any kind shall exist against any property of City. Seller shall deliver all Supplies to City free and clear of liens. Delivery by Seller to City of Supplies which are subject to liens shall be a material breach of the Agreement and all damages and costs incurred by City because of the existence of such liens shall be paid to City by Seller. At City's option, City may return such Supplies to Seller and Seller shall pay the cost of returning such Supplies and reimburse City for any payments made for such Supplies.

15. **No Insurance by City.** If City is leasing Supplies herein, City shall not be required to obtain insurance for Seller's property. Seller shall be solely responsible for any insurance it deems necessary. City is self-insured for its own negligence, subject to the limits of the Governmental Tort Claims Act (51 O.S. § 151 et seq.).

16. **No Confidentiality.** Seller understands and acknowledges that City is subject to the Oklahoma Open Records Act (51 O.S. §24A.1 et seq.) and therefore cannot assure the confidentiality of this Agreement or other information provided by Seller pursuant to this Agreement that would be inconsistent with City's compliance with its statutory requirements thereunder.

17. **Compliance with Laws.** Seller shall comply, and ensure its subcontractors used in the performance of this Agreement comply with all applicable federal, state and local laws, regulations and standards. Seller is responsible for any costs of such compliance. Seller certifies that it and all its subcontractors to be used in the performance of this Agreement are in compliance with 25 O.S. Sec. 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. Sec. 1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

18. **Acknowledgment.** If Seller has 10 or more full-time employees during the term of the Agreement, and this Agreement has a value of one hundred thousand dollars ($100,000) or more, Seller hereby represents, warrants, and covenants to the City that, in accordance with and pursuant to 21 O.S. § 1289.31 (i) it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and (ii) will not discriminate against a firearm entity or firearm trade association during the term of this Agreement.

19. **Termination.** City, by written notice, may terminate this Agreement, in whole or in part, when such action is in the best interest of City. If City terminates this Agreement, City shall be liable only for payment for Supplies accepted and Services rendered prior to the effective date of termination. City's right to terminate this Agreement is cumulative to any other rights and remedies provided by law or by this Agreement.

20. **Payment.** Invoices should be e-mailed to the City of Tulsa – Accounts Payable at: apinvoices@cityoftulsa.org**.** Payment will be made net 30 days after receipt of a properly submitted invoice or the City's Acceptance of the Supplies or Services, whichever is later.

    Each invoice must be fully itemized, identifying Supplies provided and/or Services performed, and must bear the purchase order number assigned by the City.

    The purchase order number shall appear on all invoices, packing lists, packages, shipping notices, instruction manuals and other written documents relating to the Supplies or Services. Packing lists shall be enclosed in each and every box or package shipped pursuant to this Agreement, indicating the content therein.

21. **Price Changes.** The parties understand and agree that the variables in Seller's cost of performance may fluctuate, but any change in Seller's cost of performance will not alter its obligations under this Agreement, nor excuse performance or delay on Seller's part. Notwithstanding the foregoing, after the first year of the term, the Seller may request a price increase in addition to any other price increase set forth in this Agreement. In its sole discretion, the City may approve the request if it determines that such price increase is in the City's best interest.

22. **Right to Audit.** Seller agrees that Seller's books, records, documents, accounting procedures, practices, price lists or any other items related to the Supplies and/or Services provided hereunder are subject to inspection, examination, and copying by City or its designees. City requires Seller to retain all records related to this Agreement for the duration of the term of this Agreement and a period of three years following completion and/or termination of the Agreement. If an audit, litigation or other action involving such records begins before the end of the three-year period, Seller shall maintain the records three years after the date that all issues arising out of the action are resolved or until the end of the three-year retention period, whichever is later.

23. **Notice.** Any notice, demand, or request required by or made pursuant to this Agreement will be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the following:

To Seller:		Contact for Legal Notice as specified on Exhibit A – Delivery and Pricing form.
	To CITY:	City Clerk CITY OF TULSA, OKLAHOMA 175 E. 2nd Street, Suite 260 Tulsa, Oklahoma 74103
	With a copy to:	Tulsa Purchasing Division 175 E. 2nd Street, 15th Floor Tulsa, OK 74103

PURCHASE AGREEMENT

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24. **Relationship of Parties.** The Seller is and shall always remain an independent contractor with respect to activities and conduct while engaged in the performance of services for the City under this Agreement. No employees, subcontractors or agents of the Seller will be deemed to be employees of the City for any purpose whatsoever, and none will be eligible to participate in any benefit program provided by the City for its employees. The Seller shall be solely responsible for the payment of all employee wages and salaries, taxes, withholding payments, fringe benefits, insurance premiums, continuing education courses, materials or related expenses on behalf of its employees, subcontractors, and agents. Nothing in this Agreement will be construed to create a partnership, joint venture, or agency relationship among the parties. No party will have any right, power or authority to act as a legal representative of another party, and no party will have any power to obligate or bind another party, or to make any representations, express or implied, on behalf of or in the name of the other in any manner or for any purpose whatsoever.

25. **Third Parties.** This Agreement is between City and Seller and creates no right unto or duties to any other person. No person is or will be deemed a third-party beneficiary of this Agreement.

26. **Time of Essence.** City and Seller agree that time is deemed to be of the essence with respect to this Agreement. The Agreement is subject to cancellation by the City for Seller's failure to deliver on time. All deliveries are required F.O.B to the City's facilities. For any exception to the delivery date specified in the Agreement, Seller shall give prior written notification and obtain written approval from the City. The Acceptance by the City of later performance with or without objection or reservation shall neither waive the City's right to claim damages for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by Seller.

27. **Binding Effect.** This Agreement shall be binding upon City and Seller and their respective successors, heirs, legal representatives and permitted assigns.

28. **Headings.** The headings used herein are for convenience only and will not be used in interpreting this Agreement.

29. **Severability Provision.** If any term or provision herein is determined to be illegal or unenforceable, the remainder of this Agreement will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible to be legal, valid and enforceable.

30. **Governing Law and Venue.** This Agreement is executed in and shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to its choice of law principles, which shall be the forum for any lawsuits arising under this Agreement or incident thereto. The parties stipulate that venue is proper in a court of competent jurisdiction in Tulsa County, Oklahoma and each party waives any objection to such venue. City does not and will not agree to binding arbitration of any disputes.

31. **No Waiver.** A waiver of any breach of any provision of this Agreement shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.

32. **Entire Agreement**. The entire agreement between City and Seller is contained in the Agreement. No verbal agreement between the parties is binding. Any scope of services, scope of work, quote, invoice, acknowledgment or other communication or other document issued by Seller in connection with this Agreement will be for the purposes of describing in greater detail the Supplies and/or Services (as applicable) to be provided. Seller's rejection or modification of the terms set forth in the City's IFB is void and of no effect, unless any such modification improves upon the City's terms or Specifications, in which case the improvement is accepted. Seller understands and acknowledges that if it adds terms and conditions to its Bid that are different from the terms set forth herein that City may reject the Bid as non-responsive.

33. **Amendment/No Assignment.** The Agreement may only be modified or amended in a writing signed by both parties. Notwithstanding anything to the contrary stated herein or in the attachments to this Agreement, no future agreements, revisions or modifications that may be required under this Agreement are effective or enforceable unless such terms, revisions or modifications have been reduced to writing and signed by City and Seller. Seller may not assign this Agreement or use subcontractors to provide the Supplies and/or Services without City's prior written consent. Seller shall not be entitled to any claim for extras of any kind or nature.

34. **Multiple Counterparts.** This Purchase Agreement may be executed in several counterparts, each of which will be deemed an original, but which together will constitute one and the same instrument.

PURCHASE AGREEMENT

(Page 5 of 5)

35. **Interpretive Matters and Definitions.** The following interpretive matters shall be applicable to this Agreement:

35.1. Unless the context otherwise requires: (a) all references to Sections are to Sections of or to this Agreement; (b) each term defined in this Agreement has the meaning assigned to it; (c) "or" is disjunctive but not necessarily exclusive; (d) words in a singular include the plural and vice versa. All references to "$" or to dollar amounts shall be in lawful currency of the United States of America;

35.2. No provision of this Agreement will be interpreted in favor of, or against, any of the parties hereto by reason of the extent to which such party or its counsel participated in the drafting thereof or by reason of the extent to which any such provision is inconsistent with any prior draft hereof or thereof;

35.3. Any reference to any applicable laws will be deemed to include all rules and regulations promulgated thereunder and judicial interpretations thereof, unless the context requires otherwise;

35.4. The word "including" means "including, without limitation" and does not limit the preceding words or terms; and

35.5. All words used in this Agreement will be construed to be of such gender, number or tense as circumstances require.

36. **Equal Employment Opportunity.** Seller agrees to comply with all applicable laws regarding equal employment opportunity and nondiscrimination.

37. **Authority to Bind. The undersigned individual states that s/he has authority to bind Seller to this Agreement, that s/he has read and understands the terms of this Agreement, and that Seller agrees to be bound by this Agreement.**

IMPORTANT NOTE: This document must be signed by Authorized Agent. FAILURE TO SUBMIT PROPERLY AUTHORIZED SIGNATURE MAY RESULT IN YOUR BID BEING REJECTED AS NONRESPONSIVE.

IN WITNESS WHEREOF, this Agreement has been executed in multiple copies on the dates set forth below to be effective during the period recited above.

Seller Company Name: _____

Sign Here ► _____

ATTEST:

Printed Name: _____

Title: _____

_____
Corporate Secretary

Date: _____

CITY OF TULSA, OKLAHOMA,
a municipal corporation,

ATTEST:

By: _____
Mayor

_____
City Clerk

Date: _____

APPROVED:

_____
Assistant City Attorney

BIDDER CHECKLIST

Use this checklist to ensure You have properly read and completed **all** documents listed below. This document (the IFB) contains all the following materials, which must be completed and returned to the City of Tulsa City Clerk's Office in a mailed envelope with the affixed packing label (found on the last page). Each of these documents will form the resulting Agreement between the City and Seller.

Remember: Bids must be sealed and either mailed or delivered. Please use the provided label to clearly write the Bidder legal name and Bid number on the outside of the package, container, or envelope. The package, container, or envelope should contain both of Your completed Bids, the original and the copy. No faxed or emailed Bids will be considered. Unless otherwise stated herein, Bids received after the stated date and time **will not be accepted.**

Bidder's Name: _____

BIDDER CHECKLIST		
BIDDER DOCUMENTS	**PAGES**	**INCLUDED?**
Notice of Invitation for Bid (Cover page and Sections I-IV)	1-2, 3-34	
Specifications	4-32	
Certificate(s) of Insurance	36	
References (if applicable)	37	
Sample Forms	38	
EXHIBIT A: Delivery and Pricing	39-40	
Affidavits ***Signatures of Authorized Agent and notarization required.*** ***Reference Page 2: Authorized Agent***	41	
Purchase Agreement ***Complete legal name in first paragraph and signature block.*** ***Signature by Authorized Agent required.*** ***Reference Page 2: Authorized Agent***	42-46	
Attachment 1: Cleaning Agents List		
Attachment 2: Supplies List		
Attachment 3: Equipment List		

Any contact with City Employees or Officials, other than the assigned Project Buyer, for or about this solicitation will disqualify Your Bid and it shall be deemed non-responsive.

Top Left Corner

FROM: [Name]
[Bidder's legal name]
[Street Address]
[City, State, Zip Code]

PACKING LABEL

City of Tulsa – City Clerk's Office
175 East 2nd Street, Suite 260
Tulsa, OK, 74103

Bidder Submission For:
BID# TAC 775F
BID DESCRIPTION: 911 Call Center Janitorial Services

Please affix this label on the package, container, or envelope containing Your two completed Bids: one labeled "Original," the other labeled "Copy." We recommend that both Bids (original and copy) be sent in the same envelope.

This label ensures that Your Bid will be sent to the correct office (City Clerk's) and that it is associated with the correct Solicitation (indicated by the Bid number). Bids must be sealed and either mailed or delivered to the City Clerk's Office. Bids must also be received no later than 5:00 PM (CST) on date listed on the first page of the IFB.