

RESOLUTION NO. R-25-49

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH HI-GENE'S JANITORIAL SERVICE, INC, IN THE AMOUNT OF \$70,500.00 FOR ANNUAL JANITORIAL SERVICES AT CERTAIN CITY OF GLADSTONE FACILITIES.

WHEREAS, proposals were received for janitorial services and the proposal from Hi-Gene's Janitorial Service, Inc., has been determined to be the lowest and best bid.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, AS FOLLOWS:

THAT, the City Manager of the City of Gladstone, Missouri, is hereby authorized to execute a contract for janitorial services for City Hall, Police Department, Public Works and a sub-leased space at 7001 North Cherry Street, in the annual amount of \$70,500.00.

FURTHER, THAT, funds are hereby authorized for such purpose from the General Fund.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE COUNCIL OF THE CITY OF GLADSTONE, MISSOURI, THIS 25TH DAY OF AUGUST 2025.



Mayor Les Smith

ATTEST:



Kris Keller, City Clerk



Request for Council Action

RES # R-25-49

BILL # City Clerk Only

ORD # City Clerk Only

Date: 8/19/2025

Department: Public Works

Meeting Date Requested: 8/25/2025

Public Hearing: Yes Date: N/A

Subject: Contract Award, Janitorial Services

Background: The City of Gladstone recently solicited bids for janitorial services to be performed at City Hall, the Police Department, Public Works and a sub-leased space at 7001 N. Cherry Street (CEK). Requests were sent to four (4) janitorial companies as well as posted in the Kansas City Star. Six (6) companies submitted bids.

Budget Discussion: Funds are budgeted in the amount of \$ 70,500 from the General Fund. Ongoing costs are estimated to be \$73,320 annually. Previous year's funding was \$80,000

Public/Board/Staff Input: City staff have determined that the bid from Hi-Gene's Janitorial Service, Inc. in the amount of \$70,500 is the lowest and best bid received.

Provide Original Contracts, Leases, Agreements, etc. to: City Clerk and Vendor.

Timothy A. Nebergall
Department Director/Administrator

JA
City Attorney

BB
City Manager

R-25-49

JANITORIAL SERVICE AGREEMENT

CITY OF GLADSTONE FACILITIES JANITORIAL SERVICES

THIS AGREEMENT, made and entered into this 10 day of September, 2025, (the "Effective Date") by Hi-Gene's Janitorial Services, Inc. (hereinafter "Contractor") and the City of Gladstone, Missouri (hereinafter "City").

WHEREAS, the City desires to engage the Contractor to provide the services under the terms and conditions of the contract attached hereto and incorporated herein.

NOW, THEREFORE, in consideration of the compensation to be paid to the Contractor and of the mutual agreement herein contained, the parties to these presents have agreed and hereby agree, the City for itself and its successors, and the Contractor for itself, himself, or themselves, or its, his or their successors and assigns, or its, his or their executors and administrators, as follows:

SECTION 1. Term of Agreement. The term of this agreement shall be for two (2) years from the effective date of service, and shall be automatically renewed for an additional one (1) year term (up to three years for a total of five (5) years) thereafter unless either party shall give written notice of termination to the other party at least sixty (60) days prior to termination of the initial term.

SECTION 2. Scope of Services. The Contractor shall provide the Project Services described in Exhibit A. The Contractor will hire, train, supervise, direct the work of, and discharge all personnel engaged by them to perform the Project Services. The Contractor is solely responsible for payment of wages, salaries, fringe benefits and other compensation of, or claimed by, the Contractor's personnel in the performance of the Project Services, including, without limitation, contributions to any employee benefit plans and all payroll taxes.

SECTION 3. Payment. The City shall pay the Contractor fee as described in Exhibit A.

SECTION 4. Prevailing Wages. The Contractor shall comply with all laws regarding the payment of prevailing wages to employees of the Contractor or subcontractor, if applicable. Contractor shall indemnify the City for any damage resulting to the City from failure of either the Contractor or any subcontractor to pay prevailing wages pursuant to applicable laws.

SECTION 5. Construction Safety Training.

- A. The Contractor shall provide a ten (10) hour Occupational Safety and Health Administration (OSHA) construction safety program for all employees who will be on-site at the project. The construction safety program shall include a course in construction safety and health that is approved by OSHA or a similar program approved by the Missouri Department of Labor and Industrial Relations that is at least as stringent as an approved OSHA program as required by Section 292.675, RSMo.
- B. If any on-site employees have not previously completed a construction safety program, Contractor shall require those on-site employees to complete a construction safety program within sixty (60) days after the date work on the project commences.
- C. The Contractor acknowledges and agrees that any of Contractor's employees found on the project site without documentation of the successful completion of a construction safety program shall be required to produce such documentation within twenty (20) days or will be subject to removal from the project.
- D. The Contractor shall require all of its subcontractors to comply with the requirements of this Section and Section 292.675, RSMo.

SECTION 6. Notice of Penalty Provisions

- A. Pursuant to Section 292.675, RSMo, Contractor shall forfeit to City as a penalty two thousand five hundred dollars (\$2,500), plus one hundred dollars (\$100) for each on-site employee employed by Contractor or its subcontractor, for each calendar day, or portion thereof, such on-site employee is employed without the construction safety training required in Section 5 above.
- B. The penalty described in Subsection A of this Section shall not begin to accrue until the time periods described in Sections 5B and 5C above have elapsed.
- C. Violations of Section 5 above and imposition of the penalty described in this Section shall be investigated and determined by the Missouri Department of Labor and Industrial Relations.

SECTION 7. Unauthorized Aliens. Pursuant to 285.530(1), RSMo., by its sworn affidavit in substantially the form attached hereto as Exhibit C and incorporated herein, Contractor hereby affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Furthermore, Contractor affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

SECTION 8. Insurance Requirements.

- A. **General Provisions.** Contractor shall file (by the Effective Date) with the City evidence of liability insurance that is consistent with the amounts set forth below, and shall maintain such insurance until this contract is terminated.
- B. **Limits and Coverage.**
 - 1. **Professional Liability Insurance:** Professional Liability insurance in an amount not less than \$2,000,000 Combined Single Limit, if applicable.
 - 2. **Commercial General Liability Insurance:** \$2,000,000 CSL for bodily injury and property damage per occurrence or sovereign immunity limits.
 - a. The following endorsements shall attach to the policy:
 - (i) The policy shall cover personal injury as well as bodily injury.
 - (ii) The policy shall cover blanket contractual liability subject to the standard universal exclusions of contractual liability included in the carrier's standard endorsement as to bodily injuries, personal injuries and property damage.
 - (iii) Broad form property damage liability shall be afforded.
 - (iv) The City shall be listed as an additional insured.
- C. **Workers' Compensation Insurance:** The Contractor shall obtain and maintain Workers' Compensation Insurance for a limit of \$500,000 for all of their respective employees, and in case any work is sublet, the Contractor shall require any subcontractors to provide Workers' Compensation insurance for all subcontractors' employees, in compliance with Missouri law. The Contractor hereby indemnifies the City for any damage resulting to it from failure of either the Contractor or any contractor or subcontractor to obtain and maintain such insurance.
- D. **Commercial Automobile Liability Insurance:** Contractor shall obtain and keep in force commercial automobile liability insurance with a \$2,000,000 CSL covering scheduled automobiles. The insurance will be written on a Commercial Business Auto form, or an acceptable equivalent, and will protect against claims arising out of the operation of motor vehicles, as to acts done in connection with this

Agreement, by the Contractor or subcontractor. The minimum limits for commercial automobile liability insurance may be satisfied by maintaining excess/umbrella liability coverage in an amount sufficient to meet the minimum limits.

SECTION 9. Labor and Materials Payment Bond

- A. **Labor and Materials Payment Bond.** Prior to commencement of field work, Contractor shall furnish a labor and materials payment bond in a form acceptable to the City Attorney, in an amount equal to 100% of the total cost of completing the field work, as determined by the City, conditioned upon the payment for all labor and materials suppliers. Copies of certifications of such bond shall be delivered to the City prior to the commencement of construction.

SECTION 10. General Conditions

- A. **Compliance with Laws and Safety Regulations.** Contractor shall comply with all federal, state, and local laws, ordinances, and regulations applicable to the Project Services. Contractor shall secure all licenses, permits, etc. from public and private sources necessary for the fulfillment of its obligations under this Agreement. In the performance of the Project Services, Contractor shall comply with the applicable provisions of the Federal Occupational Safety and Health Act, as well as any other pertinent federal, state and/or local safety or environmental laws or regulations.

Contractor shall obtain and maintain an occupational or business license with the City, if required by city code and any required state or federal license. The cost for this occupational license shall be borne by the Contractor.

- B. **Contractor's responsibility for subcontractors.** The Contractor shall be as fully responsible to the City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons it directly employs. Contractor shall cause appropriate provisions to be inserted in all subcontracts relating to this work, to bind all subcontractors to Contractor by all the terms herein set forth, and insofar as applicable to the work of subcontractors and to give Contractor the same power regarding termination of any subcontract as the City may exercise over Contractor under any provisions of this contract. Nothing contained in this contract shall create any contractual relation between the subcontractor and the City or between any subcontractors.
- C. **General Independent Contractor Clause.** This agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Contractor will be an independent contractor and not the City's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Missouri Revenue and Taxation laws, Missouri Workers' Compensation and Unemployment Insurance laws.
- D. **Liquidated Damages.** N.A.
- E. **Termination.** The City shall have the right at anytime by written notice to Contractor to terminate and cancel this contract, without cause, for the convenience of the City, and Contractor shall immediately stop work. In such event City shall not be liable to Contractor except for payment for actual work performed prior to such notice in an amount proportionate to the completed contract price and for the actual costs of preparations made by Contractor for the performance of the cancelled portions of the contract, including a reasonable allowance of profit applicable to the actual work performed and such preparations. Anticipatory profits and consequential damages shall not be recoverable by Contractor.

The City reserves the right to terminate this contract by giving at least five (5) days prior written notice to the Contractor, without prejudice to any other rights or remedies of the City should the Contractor be adjudged a bankrupt, or if Contractor should make a general assignment for the benefit of its creditors,

or if a receiver should be appointed for Contractor or for any of its property, or if Contractor should persistently or repeatedly refuse or fail to supply enough properly skilled workmen or proper material, or if Contractor should refuse or fail to make prompt payment to any person supplying labor or materials for the work under the contract, or persistently disregard instructions of the City or fail to observe or perform any provisions of the contract.

E. Right to Proceed. In the event this contract is terminated pursuant to Paragraph E above, then the City may take over the work and prosecute the same to completion, by contract or otherwise, and Contractor and its sureties shall be liable to the City for any costs over the amount of this contract thereby occasioned by the City. In any such case, the City may take possession of, and utilize in completing the work, such materials, appliances and structures as may be on the work site and are necessary for completion of the work. The foregoing provisions are in addition to, and not in limitation of, the rights of the City under any other provisions of the contract, city ordinances, and state and federal laws.

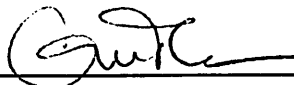
G. Liability.

1. In no event shall the City be liable to the Contractor for special, indirect, or consequential damages, except those caused by the City's gross negligence or willful or wanton misconduct arising out of or in any way connected with a breach of this contract. The maximum liability of the City shall be limited to the amount of money to be paid or received by the Contractor under this contract.
2. The Contractor shall defend, indemnify and save harmless the City, its elected or appointed officials, agents and employees from and against any and all liability, suits, damages, costs (including attorney fees), losses, outlays and expenses from claims in any manner caused by, or allegedly caused by, or arising out of, or connected with, this contract, or the work or any subcontract thereunder (the Contractor hereby assuming full responsibility for relations with subcontractors), including, but not limited to, claims for personal injuries, death, property damage, or for damages from the award of this contract to Contractor, notwithstanding any possible negligence, whether sole or concurrent, on the part of the City, its officials, agents and employees.
3. The Contractor shall indemnify and hold the City harmless from all wages or overtime compensation due any employees in rendering services pursuant to this agreement or any subcontract, including payment of reasonable attorneys' fees and costs in the defense of any claim made under the Fair Labor Standards Act, the Missouri Prevailing Wage Law or any other federal or state law.
4. The indemnification obligations of Contractor hereunder shall not be limited by any limitations as to the amount or type of damages, compensation or benefits payable by or for the Contractor, under any federal or state law, to any person asserting the claim against City, its elected or appointed officials, agents and employees, for which indemnification is sought.
5. The indemnification obligations herein shall not negate, abridge or reduce in any way any additional indemnification rights of the City, its elected or appointed officials, agents and employees, which are otherwise available under statute, or in law or equity.
6. Contractor affirms that it has had the opportunity to recover the costs of the liability insurance required in this agreement in its contract price. Contractor's obligation under this agreement to defend, indemnify, and hold harmless any person from that person's own negligence or wrongdoing is limited to the coverage and limits of the applicable insurance required of the Contractor under this agreement.

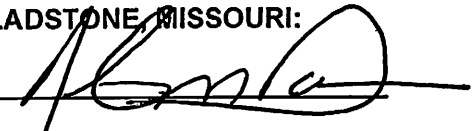
H. Conflict of Interest. In accepting this contract, Contractor certifies that no member or officer of its firm or corporation is an officer or employee of the City of Gladstone, Missouri, or any of its boards or agencies, and further that no officer or employee of the City has any financial interest, direct or indirect,

N. Jurisdiction. This agreement and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this agreement be adjudicated, venue shall be proper only in the Circuit Court of Clay County, Missouri.

IN WITNESS WHEREOF, the Contractor and the City have executed this Agreement as of the Effective Date.

By: 
Name: Gwen Thomason
Title: CEO

CITY OF GLADSTONE, MISSOURI:

By: 
Name: Robert M. Baer
Title: City Manager



CITY HALL

EXHIBIT A-1

Note: The contractor shall supply all supplies, materials and equipment necessary except paper supplies and hand soap.

General Note: If a desktop is covered in paperwork do not clean it, however, if a desktop has been cleared of paper wipe it down with a wet cloth.

Liners shall not remain in a trash basket longer than one week.

<i>All Areas</i>		Frequency	Person Assigned
1	Empty trash baskets and replace liners, as necessary	Daily	
2	Empty recycling containers	Daily	
3	Clean and sanitize drinking fountain	Daily	
4	Sweep and vacuum all high traffic areas	Daily	
5	Dust air vents	Semi-Annually	

<i>All Office Areas/Reception Lobby Area</i>		Frequency	Person Assigned
1	Feather dust all flat surfaces, including all desks, chairs, tack strips, tops of cubicles and credenzas. Remove obvious spills, stains and smudges.	Twice Weekly	
2	Wet wipe all counters	Daily	
3	Dust mop window ledges	Weekly	
4	Dust all office furniture (Include Bottom of Chairs)	Weekly	
5	Dust all blinds	Weekly	

<i>Front Entry/Lobby</i>		Frequency	Person Assigned
1	Clean and polish front doors/large glass window behind counter	Bi-Weekly	
2	Dust ledges, pictures and wall hangings	Bi-Weekly	
3	Dust lobby furnishings	Bi-Weekly	

<i>All Restrooms</i>		Frequency	Person Assigned
1	Scrub stools, urinals and disinfect all surfaces	Daily	
2	Scrub sink, counter top areas	Daily	
3	Refill dispensers: soap, toilet paper, seat covers	Daily	
4	Polish mirrors and faucets	Daily	
5	Wet mop vinyl/tiled areas using a germicidal disinfectant cleaner	Daily	
6	Wipe down walls and stall partitions	Weekly	



CITY HALL

EXHIBIT A-1

<i>All Floors</i>		<i>Frequency</i>	<i>Person Assigned</i>
<i>Vinyl/tiled floors:</i>			
1	Dry mopped	Daily	
2	Wet mopped	Weekly	
<i>Carpeted areas:</i>			
3	Vacuumed	Daily	
4	Spot clean to remove unsightly marks & spills	Daily	
<i>Display Cases</i>		<i>Frequency</i>	<i>Person Assigned</i>
<i>Located in City Hall Lobby and along employee entrance hallway:</i>			
1	Clean exterior glass	Monthly	
2	Wipe out interior-get the dust that settles on the bottom of the case (<i>Keep Dead Flies & Bugs Out of this Case!</i>)	Monthly	
<i>Council Chambers</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Clean tables, counters and podium	Daily	
2	Straighten chairs	Daily	
3	Vacuum floor	Daily	
4	Dust blinds & chairs	Weekly	
<i>Council Chamber Dias</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Dust and wet wipe as necessary (<i>Do on Sundays & Thursdays</i>)	Bi-Weekly	
2	Vacuum carpet	Weekly	



CITY HALL

EXHIBIT A-1

Conference Rooms

		Frequency	Person Assigned
1	Clean table tops and all counters	Bi-Weekly	
2	Clean sinks	Bi-Weekly	
3	Vacuum carpet	Bi-Weekly	

Break Room

		Frequency	Person Assigned
1	Clean table tops and all counters	Daily	
2	Wipe off coffee machine	Daily	
3	Clean and sanitize outside surfaces of other appliances	Daily	
4	Dispose of all trash, newspapers, etc.	Daily	
5	Mop floors	Daily	
6	Clean sink	Daily	
7	Clean interior of microwave	Daily	

City Hall - LOWER LEVEL

Stairway, Hall & Records Room:

1	Sweep Stairs	Daily	
2	Wet Mop stairs (Use Clean Mop Head)	Bi-Weekly	
3	Sweep Hallway	Bi-Weekly	
4	Wet Mop Hallway	Weekly	
5	Wet Mop Records Room Floor	Yearly	



POLICE STATION

EXHIBIT A-2

Note: The contractor shall supply all supplies, materials and equipment necessary except paper supplies and hand soap.

General Note: If a desktop is covered in paperwork do not clean it, however, if a desktop has been cleared of paper wipe it down with a wet cloth.

Liners shall not remain in a trash basket longer than one week.

<i>Lobby</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Sweep/vacuum	Daily	
2	Wet mop	Bi-Weekly	
3	Wipe down chairs and flat surfaces	Daily	
4	Clean windows and all glass surfaces (<i>Receptionist Windows & Doors</i>)	Daily	
<i>Records Room</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Sweep/vacuum	Daily	
2	Wet mop	Bi-Weekly	
3	Wipe down chairs and flat surfaces	Daily	
4	Clean windows and all glass surfaces	Daily	
<i>Criminal Investigations Unit</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Sweep/vacuum	Daily	
2	Wipe down chairs and flat surfaces	Daily	
3	Clean windows and all glass surfaces	Daily	
<i>Administrative Offices</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Vacuum carpet	Daily	
2	Wipe down chairs and flat surfaces	Daily	
3	Clean windows and all glass surfaces	Daily	
<i>Conference Rooms</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Clean table tops and all counters	Bi-Weekly	
2	Vacuum carpet	Bi-Weekly	
<i>Generator Room</i>		<i>Frequency</i>	<i>Person Assigned</i>
1	Sweep and mop	Quarterly	



POLICE STATION

EXHIBIT A-2

Men's & Women's Locker Rooms

		<i>Frequency</i>	<i>Person Assigned</i>
1	Sweep/vacuum	Daily	
2	Wipe down benches	Weekly	
3	Empty trash containers	Daily	
4	Dust top of lockers	Weekly	

Dispatch Area

		<i>Frequency</i>	<i>Person Assigned</i>
1	Vacuum Carpet	Bi-Weekly	
2	Feather Dust	Daily	
3	Sweep vinyl floor	Daily	
4	Wet Mop	Bi-Weekly	

EOC/Training Room

		<i>Frequency</i>	<i>Person Assigned</i>
1	Clean table tops and all counters	Bi-Weekly	
2	Vacuum carpet	Bi-Weekly	

Conference Rooms

		<i>Frequency</i>	<i>Person Assigned</i>
1	Clean table tops and all counters	Bi-Weekly	
2	Vacuum carpet	Bi-Weekly	

Sergeants' Area and Report Writing

		<i>Frequency</i>	<i>Person Assigned</i>
1	Vacuum carpet	Daily	
2	Wipe down chairs and flat surfaces	Daily	
3	Clean windows and all glass surfaces	Daily	

Exercise Room

		<i>Frequency</i>	<i>Person Assigned</i>
1	Sweep & Mop Floor	Weekly	
2	Clean Windows and Mirrors	Bi-Weekly	
3	Dust Equipment	Bi-Weekly	



POLICE STATION

EXHIBIT A-2

<i>Sally Port</i>		Frequency	Person Assigned
1	Vacuum carpet and runners	Daily	
2	Sweep building stairwells and entryways	Daily	
3	Wet wipe handrails, fixtures and door frames	Daily	
4	Clean and polish all glass doors and windows	Daily	

<i>Detention Area-Holding Cells</i>		Frequency	Person Assigned
1	Check each day - mop and clean toilet, as needed	Daily	

<i>Booking Room</i>		Frequency	Person Assigned
1	Clean tops of counters	Daily	
2	Sweep/vacuum	Daily	
3	Clean glass surfaces	Daily	
4	Feather Dust	Daily	
5	Empty non-biohazard trash containers	Daily	

<i>Employee Entrance Hallway</i>		Frequency	Person Assigned
1	Sweep	Weekly	
2	Mop	Weekly	
3	Remove Trash	Weekly	

<i>Inside Stairway (from Upstairs City Hall):</i>		Frequency	Person Assigned
1	Clean glass door at bottom of stairs	Daily	
2	Sweep stairs	Daily	
3	Wet mop stairs (Use Clean Mop Head)	Weekly	
4	Dust top of storage cabinet at the bottom of stairs	Daily	



POLICE STATION

EXHIBIT A-2

<i>Break Room</i>		Frequency	Person Assigned
1	Clean table tops and all counters	Daily	
2	Wipe off coffee machine	Daily	
3	Clean and sanitize outside surfaces of other appliances	Daily	
4	Dispose of all trash, newspapers, etc.	Daily	
5	Mop floors	Daily	
6	Clean sink	Daily	
7	Clean interior of microwave	Daily	



PUBLIC WORKS BUILDING BOTH LEVELS

EXHIBIT A-3

Note: The contractor shall supply all supplies, materials and equipment necessary except paper supplies and hand soap.

General Note: If a desktop is covered in paperwork do not clean it, however, if a desktop has been cleared of paper wipe it down with a wet cloth.

Liners shall not remain in a trash basket longer than one week.

<i>All Areas</i>		Frequency	Person Assigned
1	Empty all trash baskets and replace liners, as necessary	Mon/Wed/Fri	
2	Clean and sanitize drinking fountain in garage	Mon/Wed/Fri	
3	Sweep and mop all high traffic areas <i>(Exclude the garage)</i>	Mon/Wed/Fri	
4	Dust air vents	Semi-Annually	

<i>All Office Areas</i>		Frequency	Person Assigned
1	Feather dust all flat surfaces. Remove obvious spills and smudges.	Mon/Wed/Fri	
2	Wet wipe all counters	Mon/Wed/Fri	
3	Dust mop window ledges	Weekly	
4	Dust all office furniture <i>(Include Bottom of Chairs)</i>	Weekly	
5	Clean all windows, including entryway doors	Weekly	
6	Dust window blinds	Mon/Wed/Fri	
7	Dust mop floors	Mon/Wed/Fri	
8	Clean under desks	Weekly	

<i>All Restrooms</i>		Frequency	Person Assigned
1	Scrub stools, urinals and disinfect all surfaces	Mon/Wed/Fri	
2	Scrub sink, counter top areas	Mon/Wed/Fri	
3	Refill dispensers: soap, toilet paper, towels, seat covers	Mon/Wed/Fri	
4	Polish mirrors and faucets	Mon/Wed/Fri	
5	Wet mop floors using a germicidal disinfectant cleaner	Mon/Wed/Fri	
6	Wipe down walls and stall partitions	Weekly	

<i>Inside Stairway</i>		Frequency	Person Assigned
1	Sweep stairs	Mon/Wed/Fri	
2	Wet mop stairs <i>(Use Clean Mop Head)</i>	Weekly	



PUBLIC WORKS BUILDING

BOTH LEVELS

EXHIBIT A-3

Break Room

		Frequency	Person Assigned
1	Clean table tops and all counters	Mon/Wed/Fri	
2	Wipe off coffee machine	Mon/Wed/Fri	
3	Clean and sanitize outside surfaces of other appliances	Mon/Wed/Fri	
4	Dispose of all trash, newspapers, etc.	Mon/Wed/Fri	
5	Mop floors	Mon/Wed/Fri	
6	Clean Sink	Mon/Wed/Fri	
7	Clean interior of microwaves	Mon/Wed/Fri	

Locker Rooms

		Frequency	Person Assigned
1	Sweep & Mop	Mon/Wed/Fri	
2	Wipe down locker fronts and benches	Weekly	
3	Dust locker tops	Weekly	
4	Sweep under lockers	Weekly	
5	Wipe all surfaces in shower areas, including ceilings	Weekly	
6	Scrub & disinfect shower stalls and floors	Weekly	



VARIOUS LOCATIONS

EXHIBIT A-4

Note: The contractor shall supply all supplies, materials and equipment necessary except paper supplies and hand soap.

Polina Building/Leased Space to CEK Insurance

<i>Restrooms</i>	Frequency	Person Assigned
1. Clean & Stock	Daily	
<i>Conference Room</i>	Frequency	Person Assigned
1. Sweep & Mop	Weekly	

Tile, Carpet and Glass Cleaning/Waxing Schedules

<i>City Hall (Upper Level)</i>	Frequency	Person Assigned
Break Room - Vinyl Tile	Each Month: Jan. thru Dec.	
Lobby - Ceramic Tile	Two Times A Year: Jan. and July	
Computer Room	Upon Request	
Entrance Glass	Each Month: Jan. thru Dec.	
Interior Glass	Bi-Monthly: Feb.; Apr.; June; Aug.; Oct.; Dec.	
Upper Level Carpet Cleaning	One Time A Year: Sept.	
Conference Room Chairs - Upholstery Cleaning	One Time A Year: Sept.	
Lobby - Ceramic Tile Deep Scrub	Two Times A Year: March and Sept.	
Restrooms	Each Month: Jan. thru Dec.	
<i>Police Station (City Hall Lower Level)</i>	Frequency	Person Assigned
Armory Room - Vinyl Tile	Two Times A Year: Jan. and July	
Booking Room - Vinyl Tile	Upon Request	
Break Room - Vinyl Tile	Each Month: Jan. thru Dec.	
Dispatch Room - Vinyl Tile	Quarterly: Jan., April, Sept., Dec.	
Employee Entrance Landing Area - Vinyl Tile	Each Month: Jan. thru Dec.	
Employee Entrance Long Hallway - Vinyl Tile	Each Month: Jan. thru Dec.	
Carpet Cleaning	One Time A Year: Sept.	
Lobby - Ceramic Tile	Quarterly: Jan., April, Sept., Dec.	
Lobby - Atrium	Quarterly: Jan., April, Sept., Dec.	
Locker Rooms - Vinyl Tile	Quarterly: Jan., April, Sept., Dec.	
Lockroom - Ceramic Tile	Two Times A Year: Jan. and July	
Restrooms - Vinyl Tile	Quarterly: Jan., April, Sept., Dec.	
<i>Fire Station #1</i>	Frequency	Person Assigned
Bedrooms - Carpet Cleaning	One Time A Year: Sept.	
Stamped Concrete - Deep Scrub	Two Times A Year: March and Sept.	
Bathrooms - Ceramic Tile	Two Times A Year: March and Sept.	
<i>Fire Station #2</i>	Frequency	Person Assigned
Carpet Cleaning	One Time A Year: Sept.	
Hallway & Kitchen - Vinyl Tile	Two Times A Year: March and Sept.	
<i>Public Works Building</i>	Frequency	Person Assigned
Throughout Building - Vinyl (no wax) / Clean Glass	Quarterly: Jan., April, Sept., Dec.	
<i>Water Treatment Plant</i>	Frequency	Person Assigned
Throughout Building - Vinyl Tile	Quarterly: Jan., April, Sept., Dec.	



**GLADSTONE COMMUNITY CENTER
JANITORIAL SPECIFICATIONS**

EXHIBIT A-5

REQUIRED CUSTODIAL HOURS

Gladstone City Hall - Upper Floor

Mondays and Wednesdays - Clean AFTER 8:30 PM
All Other Days - Clean AFTER 6:00 PM

(working around the schedule of special meetings posted)

Gladstone Police Station - City Hall Lower Floor

Cleaning is to commence at approximately 11:00 AM

Gladstone Public Works

Clean AFTER 5:00 PM

EXHIBIT B - PAYMENT SCHEDULE

YOUR CUSTOMIZED PLAN AND INVESTMENT

FEES

Service according to attached specifications.

Janitorial Rates Year One		
City of Gladstone	Frequency	Rate
City Hall / Police Station / Public Works	Per Scope	\$ 4,450 / month
Sixth Day Service – Police Station	1 time / week	\$ 545 / month
Polina Building – CEK Insurance	5 nights / week	\$ 880 / month
Biohazard Clean-up	Upon Request	\$ 125 / request

Janitorial Rates Year Two		
City of Gladstone	Frequency	Rate
City Hall / Police Station / Public Works	Per Scope	\$ 4,630 / month
Sixth Day Service – Police Station	1 time / week	\$ 565 / month
Polina Building – CEK Insurance	5 nights / week	\$ 915 / month
Biohazard Clean-up	Upon Request	\$ 130 / request

Janitorial Rates Year Three		
City of Gladstone	Frequency	Rate
City Hall / Police Station / Public Works	Per Scope	\$ 4,815 / month
Sixth Day Service – Police Station	1 time / week	\$ 585 / month
Polina Building – CEK Insurance	5 nights / week	\$ 950 / month
Biohazard Clean-up	Upon Request	\$ 135 / request

All rates include cleaning equipment and chemicals; excluding consumables.

Accepted by: _____
 City of Gladstone representative

Date: _____

