



**CITY OF AZUSA  
NOTICE INVITING BIDS**

NOTICE IS HEREBY GIVEN that separate sealed Bids will be received at the City of Azusa City Clerk's Office, 213 E. Foothill Blvd., Azusa, CA 91702, California, phone (626) 812-5229 until 11:00AM on March 19, 2020, at which time they will be opened and reviewed for the provision of the following:

**“Janitorial Services for City of Azusa Facilities”**

All proposals must be sealed and clearly identify the bidder's name, and address. The City of Azusa hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this invitation, the City will not discriminate against any bidder on the grounds of race, color, sex, or national origin in consideration for the award.

Bid packets may be obtained at the Public Works Office in Azusa City Hall, 213 E. Foothill Blvd, Azusa. You may also email your bid packet request to [rdelgadillo@azusaca.gov](mailto:rdelgadillo@azusaca.gov).

A mandatory pre-bid conference will be held on Wednesday, February 19th, 2020, (9:30AM.) at the City of Azusa City Yard located at 809 N. Angeleno, Azusa, California 91702. The exact meeting location at the City Yard location will be the Conference Room in the City Yard Public Works Administration Office.

All persons responding to this invitation shall be aware that their bids are deemed public records and may be subject to disclosure upon request. The City reserves the right to reject any or all proposals, to waive any informality or irregularity in any bid received, and to be the sole judge of the merits of the bids received.

**CITY OF AZUSA**

/s/Jeffrey Lawrence Cornejo, Jr., City Clerk

Date: January 22, 2020

Published San Gabriel Valley Tribune: January 24, 2020

**CITY OF AZUSA**

**NOTICE INVITING BIDS**

**FOR**

**JANITORIAL SERVICES FOR CITY FACILITIES**

Submission Deadline: March 19, 2020, 11:00 A.M.

**Late submissions will not be considered**

Submit Proposals To: Adrian Garcia  
City of Azusa  
213 E. Foothill Blvd.  
Azusa, CA 91702

**CITY OF AZUSA**

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Proposed Schedule:

MANDATORY Pre-Bid Conference	February 19, 2020	9:30 a.m.
Bid Opening	March 19, 2020	11:00 a.m.
City Council Award of Contract	April 6, 2020	
Contract Effective	June 1, 2020	

**CITY OF AZUSA**

## **INSTRUCTIONS TO PROPOSERS**

### **CONTRACT TERMS AND CONDITIONS**

In awarding any equipment purchase contract, the selected bidder must agree to enter into a Maintenance Services Agreement (“Agreement”) with the City and comply with the Azusa Municipal Code (“City Code”) as conditions of receiving the contract.

The City reserves the right to: (1) reject any and all bids; (2) waive minor irregularities; or (3) disqualify any bid that contains false or misleading information.

The initial term of the contract is three (3) years with two (2) additional one (1) year extensions available.

### **LICENSES, PERMITS AND LAND USE APPROVALS**

The selected bidder must comply with all City, County and State standards and must, at the time it makes a proposal to the City and throughout the time that the bidder provides services to the City, possess all other permits, licenses or land use approvals required by the City or any County, State or Federal agency to operate its business. The bidder shall identify in its proposal the location from which it will provide services to the City. The bidder must have, at the time it submits its proposal, the right to lawfully operate the business from that location. The business must lawfully be operating from such location at the time it submits its bid.

### **AWARD OF CONTRACT**

Issuance of this Notice Inviting Bids and receipt of bids does not commit the City to award a contract. The City reserves the right to reject any or all proposals, to accept any bid or portion thereof, to waive any irregularity, or disqualify any bid that contains false or misleading information, and to take the bids under advisement for the period of time stated in the “Notice Inviting Bids,” all as may be required to provide for the best interests of the City. In no event will an award be made until all necessary investigations are completed as to the responsibility and qualifications of the bidder to whom the award is contemplated.

No person may withdraw his bid for a period of ninety (90) days after the time set for the opening thereof.

### **INSURANCE**

Prior to the commencement of the janitorial services, the selected bidder shall provide to the City certificates of insurance with original endorsements, and copies of policies, if requested by the City, of the following insurance, with Best’s Class A- or better carriers:

- (1) Workers' compensation insurance covering all employees and principals of the bidder, in a minimum amount of \$1 million per accident, effective per the laws of the State of California; and
- (2) Commercial General Liability insurance covering third party liability risks, including without limitation contractual liability, in a minimum amount of \$1 million combined single limit per occurrence for bodily injury, personal injury, and property damage. If commercial general liability insurance or other form with a general aggregate limit.

Said policy or policies shall be endorsed to state the coverage shall no be suspended, voided, or canceled by either party, or reduced in coverage or in limits except after thirty (30) days' prior notice has been given in writing to the City. The selected bidder shall give to the City prompt and timely notice of any claim made or suit instituted arising out of the selected bidder's operation hereunder.

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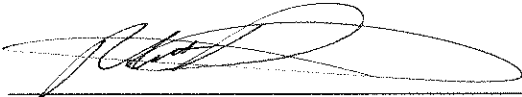
**Important Notice to Contractors**

The City of Azusa takes exceptional pride in the appearance of all its City facilities. Residents and non-residents alike use our facilities on a daily basis to conduct business and to interact with staff members. We wish to provide to the public, as well as City employees, clean and well maintained facilities that reflect the City's success and pride.

In order to insure that each Contractor is familiar with the facilities covered under this contract, the City has mandated that you participate in the formal walk-through on Wednesday, February 19th, 2020 at 9:30 a.m. The tour will commence at the Azusa City Yard, located at 809 N. Angeleno Ave. **Failure to participate in the entire walkthrough will disqualify your bid.**

Each contractor will be asked to submit a building by building quotation, estimated duration of time spent per facility, number of assigned employees per facility, and be readily available for emergencies and extra work. This contract shall be in effect for three (3) years.

Sincerely yours,



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Robert Delgadillo, P.E.  
Director of Public Works/City Engineer

## CITY OF AZUSA

### SPECIAL PROVISIONS FOR JANITORIAL CLEANING SERVICES

Contact Person: Chris Gutierrez  
Public Works Facilities Foreman  
Telephone Number (626) 812-5263  
E-mail rgardea@azusaca.gov  
Work Days Monday – Thursday  
Hours of Work 6:30 AM – 5:00 PM

### FOR JANITORIAL CLEANING SERVICES

The following locations shall apply to the specifications, work to be performed, bidding and invoicing.

#### Facility Inventory

##### *Civic Center*

➤ City Hall	213 E. Foothill Blvd.	6,632 sq. ft.
➤ West Wing		8,630 sq. ft.
➤ Auditorium		4,460 sq. ft.
➤ Durrell House (Museum)	740 E. Alameda Ave.	2,021 sq. ft.
➤ Barnes House (Sister City)	795 N. Dalton Ave.	1,250 sq. ft.
➤ Police Department	725 N. Alameda Ave.	28,558 sq. ft.
➤ Senior Center	740 N. Dalton Ave.	15,743 sq. ft.
➤ City Library	729 N. Dalton Ave.	18,500 sq. ft.

##### *City Corporate Yard*

➤ Public Works Office (includes outside restroom by Rosedale Room)	809 N. Angeleno Ave.	6,580 sq. ft.
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##### *Satellite Facilities*

➤ Azusa Woman's Club	1003 N. Azusa Ave.	6,160 sq. ft.
➤ MPK Admin. Area	320 N. Orange Place	2,000 sq. ft.
➤ MPK & NRC Public Areas	320 & 340 N. Orange Pl.	18,000 sq. ft.
➤ Aquatic Center (Slauson Park)	501 E. 5 <sup>th</sup> St.	3,864 sq. ft.
➤ Boy Scout House	1320 Old San Gabriel Canyon Rd	4,000 sq. ft.

##### *Light & Water Department*

➤ L & W Admin. Building	729 N. Azusa Ave.	18,737 sq. ft.
➤ Electric Yard Office	1020 W. 10 <sup>th</sup> St.	4,000 sq. ft.
➤ Water Yard & Annex	710 W. Gladstone	2,375 sq. ft.

- Water Filtration Office      1870 Ranch Road      2,925 sq. ft.
- Light and Water Suite 2B      729 N. Azusa Ave.      2,475 sq. ft.

## **1. CONTRACT EXTENSIONS**

- a. The City and Contractor, by mutual consent and approval of Council, may extend this three (3) year janitorial contract at its termination, for a period of one year, not to exceed two (2) consecutive years.

## **2. EXHIBITS**

- a. Contractor shall comply with the following exhibits:

### ***Exhibit A – Sign In/Out Form***

- Sign-in/out forms shall be completed each working day by assigned custodian
- A form shall be placed at a designated area of each facility.
- Contractor shall have the responsibility of submitting all completed monthly forms to the Facilities Foreman.
- City shall have the right to deduct the average day of janitorial cost from monthly payment for each day not recorded on this form.

### ***Exhibit B – Monthly Inspection Form***

- City will provide a monthly inspection form to be used by both City and Contractor, to document performance.
- Monthly inspections shall be performed within the first week of each month.
- Contractor shall be prepared to allocate a minimum of two (2) hours to perform this task.
- Form must have both City and Contractor signature in order to be valid.

### ***Exhibit C – Main Bid Document***

- This form shall be completed and submitted along with bid.
- Contractor shall include the monthly cost to perform all work specified herein.

### ***Exhibit D – Main Bid Document (Supplemental)***

- The contractor shall complete this form in order for the City to evaluate submitted bids and for comparison purposes as to labor time per day per facility.
- This document shall remain on file and considered part of contract as a benchmark for duration of service per facility.

### ***Exhibit E – Carpet Cleaning & Floor Waxing (Contractor to furnish)***

- Contractor shall have the expert experience and ability to perform carpet cleaning, vinyl and tile waxing and polishing.



-Contractor shall indicate the cost per square foot to perform these duties during non-regular working days and hours.

**3. EXTRA WORK**

- a. City may authorize the Contractor to perform extra services as required.
- b. Contractor shall be prepared to work evening hours, weekends, and holidays.
- c. The City reserves the right to obtain alternate quotations.

**4. INVOICING**

- a. All invoices for extra work shall be submitted to the City separate from the monthly contract invoice.
- b. Invoice shall state the nature of work, cost breakdown for each facility, date, and name of City employee who authorized the work.

**5. CUSTOMER SERVICE**

- a. Contractor shall be responsible for furnishing uniforms to employees, to include name of employee and company name.
- b. City maintains the right to have contractor relocate or remove its employees from any City premise.

**6. CONTRACT EMPLOYEES**

- a. Contractor shall submit to City an employee roster as to the names of individuals who shall be assigned to each City facility.
- b. City reserves the right to conduct background checks for each contract employee for criminal offenses.
- c. All custodians shall be the employees of the Contractor in which the name of the company is indicated on the agreement.
- d. Contractor shall submit the name and position of Supervisor in charge of custodians.
- e. Contractor shall state the name of all sub-contractors.

**7. HOURS & DAYS OF WORK**

- a. All work shall be performed on the days specified on section #4 (Service by Facility), of the Facility Service Specifications.
- b. All restrooms and break rooms shall receive full service per the designated service days on section #4 (Service by facility), of the Facility Service Specifications.

**8. EQUIPMENT & SUPPLIES**

- a. Contractor shall supply all equipment required to perform work in order to maintain a satisfactory level of service. Example of which are; vacuum cleaners, push carts, mops, dust brooms, hand held vacuums and mini blind dusters.

- b. City shall supply all paper supplies, cleaning solvents, plastic liners and soaps.

**9. SECURITY**

- a. City will supply keys, entry cards or computerized chips and alarm codes to contract employees.
- b. Contractor shall be responsible for the cost to replace any lost security items.
- c. City shall have the right to verify security entry logs for deduction of pay for service NOT rendered or shortage of time spent per facility.
- d. Contractor employees shall comply with all City security entry procedures.
- e. Contractor may be liable for stolen items, if it so determined that Contractor did not secure facility upon completion of work.

**10. SUPERVISION**

- a. Contractor shall provide adequate supervision on the job.
- b. All work shall be done in a manner satisfactory to the Facility Maintenance Staff or designated City Representative.
- c. Contractor shall inform the Facility Maintenance Staff of all cleaning schedules or change in personnel.

## **FACILITY SERVICE SPECIFICATIONS**

**1. Daily service shall be provided per the days specified on section #4 (Service by Facility) for the followings:**

**a. Daily Restrooms and Kitchen/Break Rooms Service**

1. Refill soap, paper towels and tissue dispensers.
2. Clean wash basins, toilets and urinals (water or waterless).
3. Polish all chrome fixtures.
4. Empty trash containers and clean outside of trash container as required.
5. Clean all mirrors.
6. Disinfect all toilet seats.
7. Wipe down walls around lavatory fixtures.
8. Wet mop all floors with disinfectant.
9. Change all fragrant deodorizers as required.
10. High dust partitions and fixtures.
11. Clean table tops, counter tops, sinks, wipe stove tops and sides of refrigerators.
12. Wet mop Kitchen at Senior Center.
13. Shower room cleaning at Light and Water Facilities.
14. Empty Blue recycling bin containers to the main blue recycling bin (White paper only at L&W facilities, Library, West Wing, City Hall).
15. Spray Cleaning enzymes on waterless urinals interior and wipe clean urinals exterior.

**b. Daily Floor Service**

1. Sweep all floors thoroughly with chemically treated dust mop.
2. Wet mop composition floors from spillage.
3. Vacuum all carpeted areas.
4. Carpet spot cleaning.

**c. Daily Interior Cleaning**

1. Vacuum all carpeted areas.
2. Empty trash containers.
3. Replace plastic liners.
4. Dust table tops and counters.
5. Empty exterior ash trays.
6. Clean all glass doors and front/rear entry windows.
7. Wipe down door knobs and jams including handles on appliances with sanitary wipes (as needed during flu season).

**d. Daily Exterior Cleaning**

1. Removal of trash, litter, and leaves on exterior of building (L&W Administration. Monday through Thursday).

2. **Weekly service shall be once per week on the last service day of the week for the followings:**
  - a. **Weekly Floor Service**
    1. Wet mop all vinyl and tile floors.
    2. Spot clean where required.
    3. Clean and wipe Council dais.
  - b. **Weekly Interior Cleaning**
    1. Dust mini blinds.
    2. Vacuum all cloth chairs.
    3. High dust all file cabinets, doors and partitions.
    4. Wash walls and doors of hand prints or other visible marks.
    5. Clean mechanical vents.
    6. Wipe and clean all window panes.
    7. Wipe and clean cabinets in break rooms.
    8. Wipe down door knobs and jams including handles on appliances with sanitary wipes.
3. **Quarterly service shall be once every three months on the 1<sup>st</sup> weekly service day of the quarter for the followings:**
  1. Wash all exterior and interior windows.
  2. Clean all interior baseboards.
  3. Clean Exterior Building Railings.
  4. Replacement of waterless urinal cartridges.
4. **Biannual service shall be once every six (6) months on the first non-regular workday of the month**
  - a. **Carpet Steam Cleaning of all carpeted areas for facilities listed in the Facility Inventory**
5. **Service by Facility**
  - a. ***Police Department, NRC & Memorial Park Public Areas***
    1. Service shall be performed seven (7) days per week
    2. NRC & Memorial Park - Full janitorial service: Monday to Sunday between the hours of 11:00PM and 6:00AM. Special attention to kitchens and bathrooms as these are highly utilized areas and need thorough, deep-cleaning.
    3. **Police Station – 6 hours of janitorial service per day are required for this facility. Service is to commence no later than 3:30 P.M. and no earlier than 2:00 P.M. Monday-Thursday.**
    4. Full janitorial service: Friday to Sunday between the hours of 7:00AM and 4:00PM
    5. Once per week floor mopping of jail area.
  - b. ***City Library***

1. Full janitorial service: Monday to Saturday between the hours of 9:00PM and 6:00AM.
  2. Additional Restroom Service between 2PM – 5PM, Monday, Tuesday, and Wednesday
- c. *City Hall, West Wing, City Yard, Memorial Park Admin., Auditorium***
1. Full janitorial service: Monday to Thursday between the hours of 5:30PM and 6:00AM
  2. Auditorium and Council Lounge to be serviced once per week on Tuesday between the hours of 5:30PM and 6:00 AM
- d. *Durrell House, Barnes House, Woman's Club, Boy Scout House, Aquatic Center***
1. Full janitorial service: Once per month
- e. *Senior Center***
1. Full janitorial service: Monday to Friday between the hours of 11:00PM and 6:00AM
  2. Thorough cleaning of all classrooms to include wiping down of tabletops daily and floors swept and/or vacuumed depending on flooring type. Blinds should be wiped down bi-monthly.
  3. Additional restroom cleaning on an as needed basis (notice will be given when a special event is taking place). Approximately 5 times per month. This would include a thorough cleaning of the kitchen, dining room (including table tops), lobby area, restrooms, and mopping/vacuuming of all flooring areas.
  4. Clean Commercial/Industrial Stove once per year. Steam clean all grease, burned patches, and particles. Shall include stove hood and sliding gates that are located above.
- f. *Light & Water Administration Building, Electric Yard Office, Water Yard Office, & Annex Building. Light & Water Suite 2B.***
1. Full janitorial service: Monday, Tuesday, Wednesday and Friday between the hours of 5:30PM and 6:00AM.
  2. Light & Water Suite 2B – not currently occupied. Quote as a separate item, same service as above.
  3. Exterior of L&W Administration: Monday, Tuesday, Wednesday, and Thursday morning before 8 a.m.
- g. *Water Filtration Office***
1. Full janitorial service: Friday between the hours of 5:30PM and 6:00AM.

**EXHIBIT A**

**JANITORIAL PERSONNEL SIGN-IN/OUT LOG**

Facility \_\_\_\_\_

Month \_\_\_\_\_

DAY	PERSONNEL	TIME-IN	TIME-OUT
1			
2			
3			
4			
5			
6			
7			
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**EXHIBIT B**

**MONTHLY INSPECTION FORM**

Facility	Date
City Representative	Contractor Representative

Level of Service -      1 = Satisfactory      2 – Needs Improvement

DAILY SERVICE \_\_\_\_\_

Improvement Comments \_\_\_\_\_

WEEKLY SERVICE \_\_\_\_\_

Improvement Comments \_\_\_\_\_

MONTHLY SERVICE \_\_\_\_\_

Improvement Comments \_\_\_\_\_

RESTROOM SERVICE \_\_\_\_\_

Improvement Comments \_\_\_\_\_

FLOOR SERVICE \_\_\_\_\_

Improvement Comments \_\_\_\_\_

WINDOW SERVICE \_\_\_\_\_

Improvement Comments \_\_\_\_\_

**EXHIBIT C**

**MAIN BID DOCUMENT  
THREE YEAR JANITORIAL SERVICE CONTRACT  
JUNE 1, 2020 THROUGH MAY 31, 2023**

<b>FACILITY</b>	<b>UNIT PRICE</b>
<b>CIVIC CENTER</b>	
1 CITY HALL	\$ - <i>monthly</i>
2 WEST WING	\$ - <i>monthly</i>
3 AUDITORIUM	\$ - <i>monthly</i>
Auditorium - additional auditorium & restroom cleaning	\$ - <i>per cleaning</i>
4 DURRELL HOUSE	\$ - <i>monthly</i>
5 BARNES HOUSE	\$ - <i>monthly</i>
6 POLICE STATION	\$ - <i>monthly</i>
7 SENIOR CENTER	\$ - <i>monthly</i>
SENIOR CENTER - additional auditorium & kitchen cleaning	\$ - <i>per cleaning</i>
SENIOR CENTER - additional restroom cleaning	\$ - <i>per cleaning</i>
8 LIBRARY	\$ - <i>monthly</i>
9 COUNCIL LOUNGE	\$ - <i>monthly</i>
<b>CITY CORPORATE YARD</b>	
9 PUBLIC WORKS OFFICE	\$ - <i>monthly</i>
10 TRANSPORTATION OFFICE	\$ - <i>monthly</i>
11 WAREHOUSE	\$ - <i>monthly</i>
12 RESTROOM (BY ROSEDALE ROOM)	\$ - <i>monthly</i>
<b>SATELLITE FACILITIES</b>	
13 WOMEN'S CLUB	\$ - <i>monthly</i>
14 MEMORIAL PARK ADMIN AREA	\$ - <i>monthly</i>
Memorial Park - additional restroom cleaning	\$ - <i>per cleaning</i>
Memorial Park - additional kitchen cleaning	\$ - <i>per cleaning</i>
15 NRC AND MEMORIAL PARK PUBLIC	\$ - <i>monthly</i>
16 AQUATIC CENTER	\$ - <i>monthly</i>
17 BOY SCOUT HOUSE	\$ - <i>monthly</i>
<b>LIGHT &amp; WATER FACILITIES</b>	
18 L&W ADMIN BUILDING	\$ - <i>monthly</i>
19 ELECTRIC YARD OFFICE	\$ - <i>monthly</i>
20 WATER YARD & ANNEX	\$ - <i>monthly</i>
21 WATER FILTRATION OFFICE	\$ - <i>monthly</i>
(Do not include "per cleaning" items) <b>TOTAL</b>	<b>\$ - <i>monthly</i></b>
(Do not include "per cleaning" items) <b>TOTAL</b>	<b>\$ - <i>annually</i></b>
<b>Bidder's Signature</b>	
LIGHT & WATER FACILITIES SUITE 2B	\$ - monthly
(currently vacant; service will be added when/if occupied)	

**\* TOTALS TO BE BASED ON AN AWARD OF CONTRACT FOR SERVICES TO ALL OF THE FACILITIES ABOVE.**



**EXHIBIT C**

**MAIN BID DOCUMENT - ALTERNATE  
THREE YEAR JANITORIAL SERVICE CONTRACT  
JUNE 1, 2020 THROUGH MAY 31, 2023**

<b>FACILITY</b>	<b>GROUP PRICE</b>
<b>BID GROUP #1</b>	
1 CITY HALL	
2 WEST WING	
3 AUDITORIUM	
4 DURRELL HOUSE	
5 BARNES HOUSE	
6 PUBLIC WORKS OFFICE	
7 TRANSPORTATION OFFICE	
8 WAREHOUSE	
9 RESTROOM (BY ROSEDALE ROOM)	
10 COUNCIL LOUNGE	
	\$ - <i>monthly</i>
<b>BID GROUP #2</b>	
1 POLICE STATION	
2 BOY SCOUT HOUSE	
	\$ - <i>monthly</i>
<b>BID GROUP #3</b>	
1 SENIOR CENTER	
	\$ - <i>monthly</i>
<b>BID GROUP #4</b>	
1 LIBRARY	
	\$ - <i>monthly</i>
<b>BID GROUP #5</b>	
1 WOMEN'S CLUB	
2 MEMORIAL PARK ADMIN AREA	
3 NRC AND MEMORIAL PARK PUBLIC AREAS	
4 AQUATIC CENTER	
	\$ - <i>monthly</i>
<b>BID GROUP #6</b>	
1 L&W ADMIN BUILDING	
2 ELECTRIC YARD OFFICE	
3 WATER YARD & ANNEX	
4 WATER FILTRATION OFFICE	
	\$ - <i>monthly</i>
	<b>TOTAL \$ - <i>monthly*</i></b>
	<b>TOTAL \$ - <i>annually*</i></b>
SENIOR CENTER ADDTL RESTROOM (as needed)	\$ - <i>each cleaning</i>
L&W SUITE 2B (currently vacant; service once occupied)	\$ - <i>monthly</i>

**Bidder's Signature**

**\* THE CITY RESERVES THE RIGHT TO SELECT OR DELETE ANY OF THE (6) GROUP BID LINE ITEMS.**

**EXHIBIT D**

**MAIN BID DOCUMENT**

The City is requesting the Contractor to document the required number of personnel to be assigned to fulfill the specifications of this contract. The contractor shall include the estimated minimum time to be dedicated to each facility. If the amount of time listed on the sign-in sheet is less than the time listed on this document, it is at the City's discretion to discount payment at a rate of \$10 per hour.

**Number of total assigned personnel:** \_\_\_\_\_

**CIVIC CENTER**

- 1 CITY HALL \_\_\_\_\_ hrs of service per facility per day
- 2 WEST WING \_\_\_\_\_ hrs of service per facility per day
- 3 AUDITORIUM \_\_\_\_\_ hrs of service per facility per day
- 4 DURRELL HOUSE \_\_\_\_\_ hrs of service per facility per day
- 5 BARNES HOUSE \_\_\_\_\_ hrs of service per facility per day
- 6 POLICE STATION \_\_\_\_\_ hrs of service per facility per day
- 7 SENIOR CENTER \_\_\_\_\_ hrs of service per facility per day
- 8 LIBRARY \_\_\_\_\_ hrs of service per facility per day
- 9 COUNCIL LOUNGE \_\_\_\_\_ hrs of service per facility per day

**CITY CORPORATE YARD**

- 9 PUBLIC WORKS OFFICE \_\_\_\_\_ hrs of service per facility per day
- 10 TRANSPORTATION OFFICE \_\_\_\_\_ hrs of service per facility per day
- 11 WAREHOUSE \_\_\_\_\_ hrs of service per facility per day
- 12 RESTROOM (BY ROSEDALE ROOM) \_\_\_\_\_ hrs of service per facility per day

**SATELLITE FACILITIES**

- 13 WOMEN'S CLUB \_\_\_\_\_ hrs of service per facility per day
- 14 MEMORIAL PARK ADMIN AREA \_\_\_\_\_ hrs of service per facility per day
- 15 NRC AND MEMORIAL PARK PUBLIC AREAS \_\_\_\_\_ hrs of service per facility per day
- 16 AQUATIC CENTER \_\_\_\_\_ hrs of service per facility per day
- 17 BOY SCOUT HOUSE \_\_\_\_\_ hrs of service per facility per day

**LIGHT & WATER FACILITIES**

- 18 L\$W ADMIN BUILDING \_\_\_\_\_ hrs of service per facility per day
- 19 ELECTRIC YARD OFFICE \_\_\_\_\_ hrs of service per facility per day
- 20 WATER YARD & ANNEX \_\_\_\_\_ hrs of service per facility per day
- 21 WATER FILTRATION OFFICE \_\_\_\_\_ hrs of service per facility per day
- 22 SUITE 2B \_\_\_\_\_ hrs of service per facility per day  
(currently vacant; service added once occupied)

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**Contractors Signature**

**Date**