

## **CONTRACT FOR SERVICES CONEJO RECREATION AND PARK DISTRICT**

Agreement made and entered into in the County of Ventura by and between the Conejo Recreation and Park District, hereinafter referred to as "Owner," and **Executive Facilities Services Inc.** hereinafter referred to as "Contractor."

1. Contractor shall furnish all materials and perform all of the work for the completion of **custodial services** in accordance with the Contract Documents, which includes the Request for Proposal.

Owner reserves right to utilize services of the Contractor as per the scope of the services agreement on an as needed/requested basis by the Owner. Owner reserves the right to utilize another contractor to perform similar services at any time.

2. Contractor shall perform work in accordance with service rates (Exhibit A).
3. The service rates shall be considered full compensation to Contractor for furnishing all materials and for doing all the work contemplated and embraced in this agreement, also from the actions of the elements, from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by Owner, and for all risks of every description connected with the work, also for all expenses incurred by or in consequence of the suspension or discontinuance of work, and for well and faithfully completing the work, and the whole thereof, in the manner and according to the Contract Documents.
4. Contractor herein certifies that he is licensed by the State of California in accordance with regulations of the Contractor's State License Board.
5. The Contractor shall defend and hold the Owner, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional-acts or omissions of The Contractor, its officers, agents, or employees. Contractor shall obtain a policy of comprehensive bodily injury and property damage liability insurance whose provisions conform to the article and worker's compensation insurance as required by law. Contractor shall maintain such policies in full force and effect at all times until acceptance of work by Owner. Concurrently with execution of this Contract, Contractor shall furnish to Owner a Certificate of Liability Insurance and an Additional Insured Endorsement.
  - (a) The Additional Insured Endorsement shall name Conejo Recreation and Park District, City of Thousand Oaks, and Conejo Open Space Conservation Agency, its directors, officers, agents, and employees, as additional insureds to the Contractor's policy. This contract will not be executed until all required insurance documents have been provided to Owner.
  - (b) Policy shall insure above-mentioned while acting within the scope of their duties, against all claims, suits, or other actions of any nature brought for or on account of any injury, damage, or loss, including any death arising out of or connected with the work under this Contract.

(c) Minimum limits of coverage of the policy shall be:

Bodily Injury: \$1,000,000 each person; \$2,000,000 each occurrence, \$5,000,000 aggregate.

Property Damage: \$500,000 each occurrence.

(d) Terms of Policy:

- a. Insurer shall not cancel or modify policy without ten (10) days prior written notice to Owner.
- b. Owner shall not be responsible for any premiums or assessments on policy.

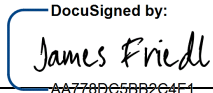
6. Owner reserves the right to do other work in connection with project or adjacent thereto by Contract or otherwise, and Contractor shall at all times conduct his work so as to impose no hardship on Owner or others engaged in the work, nor to cause any unreasonable delay or hindrance thereto.
7. Contractor shall furnish materials, articles, and equipment in ample quantities and at such times as to insure uninterrupted progress of the work. No advertising of any description will be permitted in or about the work.
8. Owner may require additional work to be performed at a negotiated cost with the Contractor.
9. Owner may, at its sole discretion, with 30 days' notice to the Contractor, modify the scope of work by deleting portions of the Contract.
10. Owner shall be entitled to all costs including reasonable attorney's fees necessarily incurred to enforce any provisions of this Contract.
11. Contractor hereby unconditionally guarantees that the work will be done in accordance with requirements of Contract.
12. Contractor further agrees that within ten (10) calendar days after being notified in writing by Owner of any work not in accordance with requirements of Contract or any defects in the work, Contractor will commence and prosecute with due diligence all work necessary to fulfill terms of this guarantee/warranty, and to complete the work within a reasonable period of time, and in event he fails to so comply, he does hereby authorize said Owner to proceed to have such work done at Contractor's expense and Contractor will pay cost thereof upon demand.
13. Owner, by notifying Contractor in writing, may upon 90 calendar days' notice, terminate without cause any portion or all of the services agreed to be performed under this Agreement. If termination is for cause, no notice period need be given. In the event of termination, Contractor shall have the right and obligation to immediately assemble work in progress for the purpose of closing out the job. All compensation for actual work performed and charges outstanding at the time of termination shall be payable by Owner to Contractor within 30 days following submission of a final statement by Contractor unless termination is for cause. In such event, Contractor shall be compensated only to the extent required by law.
14. This contract is to be in effect from **July 1, 2023** to **June 30, 2028** with two optional one-year extensions. The term of the contract may be extended based on the mutual agreement of both parties. Service rates may be adjusted at the beginning of each year at the approval of the Owner and Contractor.

15. As used herein, the singular includes the plural, the masculine pronoun includes the feminine or neutral as required.

IN WITNESS THEREOF, the parties hereto have executed this agreement on the day and year first indicated below.

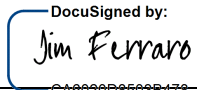
**CONEJO RECREATION & PARK DISTRICT**

Date: \_\_\_\_\_

By:  \_\_\_\_\_  
James Friedl, General Manager

**EXECUTIVE FACILITIES SERVICES INC.**

Date: \_\_\_\_\_

By:  \_\_\_\_\_  
Jim Ferraro  
\_\_\_\_\_  
Print Name

**EXHIBIT A****CUSTODIAL SERVICES AT THE  
CONEJO RECREATION AND PARK DISTRICT SERVICE RATES**

1.	<b>Alex Fiore Teen Center</b> Provide services as described on pages A-1 thru A-2	\$ <u>3,305.70</u> per month
2.	<b>Borchard Community Center</b> Provide services as described on pages A-3 thru A-5	\$ <u>3,401.28</u> per month
3.	<b>The Community Pool at CLU</b> Provide services as described on pages A-6	\$ <u>395.42</u> per month
4.	<b>Conejo Community Center</b> Provide services as described on pages A-7 thru A-9	\$ <u>2,337.57</u> per month
5.	<b>Conejo Creek South Park</b> Provide services as described on pages A-10	\$ <u>1,660.79</u> per month
6.	<b>Dos Vientos Community Center</b> Provide services as described on pages A-11 thru A-12	\$ <u>3,466.51</u> per month
7.	<b>Goebel Adult Community Center</b> Provide services as described on pages A-13 thru A-14	\$ <u>3,929.57</u> per month
8.	<b>North Ranch Playfield</b> Provide services as described on pages A-15	\$ <u>653.24</u> per month
9.	<b>Old Meadows Center</b> Provide services as described on pages A-16 thru A-17	\$ <u>1,683.95</u> per month
10.	<b>Rancho Conejo Playfield</b> Provide services as described on page A-18	\$ <u>489.93</u> per month
11.	<b>Sapwi Trails Community Park</b> (4 single stall restrooms) a) Neighborhood Park – <u>2100 Scenicpark Street</u> b) Arboles Terrace – <u>2550 Avenida de los Arboles</u> c) Westlake Lower Terrace & Westlake Upper Terrace – 2225 North Westlake Blvd. Provide services as described on pages A-19	\$ <u>1,107.19</u> per month
12.	<b>Thousand Oaks Community Center</b> Provide services as described on pages A-20 thru A-22	\$ <u>3,883.58</u> per month
	<b>TOTAL</b>	\$ <u>26,314.73</u> per month
	<b>Or (amount written out):</b>	

Twenty Six Thousand Three Hundred Fourteen dollars and Seventy Three cents

**CRPD Janitorial Service Contract  
Alex Fiore Teen Center  
1375 E. Janss Road, Thousand Oaks, CA 91362**

**DAILY - 7X PER WEEK**

**ALL CARPETED AREAS**

- Vacuum
- Spot clean all carpeting

**ALL CONCRETE / VINYL / TILE FLOORING AREAS:**

- Vacuum all concrete contraction/control joints before wet mopping.
- Sweep and wet mop (make sure to remove all spills and stains. Do NOT wet mop wood flooring)

**THROUGHOUT FACILITY:**

- Empty all trash receptacles, including recycle bins. Replace all soiled liners.
- Dust all cleared surfaces, including cabinets, tables, windowsills, shelves, counters, work surfaces, and partitions. Do NOT clean computer monitors.
- Clean glass of entry doors and all display cabinets.
- Spot clean walls and light switches.
- Remove all gum and other foreign substances.
- Clean and disinfect all drinking fountains.
- Sanitize all door hardware.

**KITCHEN**

- Wipe clean and disinfect sinks, counters, and back splashes.
- Wipe clean tables and chairs.
- Empty trash- reline as needed.
- Clean exterior of the refrigerator(s) - as needed.
- Clean microwave - in/out.
- Clean exterior of cooking range and hood – as needed.
- Clean hood grease filters by hand, with hot soapy water utilizing non-abrasive sponges or brushes – 1x per month (Do not use harsh chemicals in the hood filter cleaning process, as they can cause corrosion).
- Sweep and mop floors.
- Re-stock as needed.

**RESTROOMS**

- Using germicidal disinfectants, clean the following: Toilets, sinks, urinals, mirrors, counters, walls, and stalls.
- Empty trash- reline as needed.
- Re-stock as needed.
- Sweep and mop floors.
- Machine scrub restroom floors and baseboards 1 x month

**GAME ROOM**

- Standard cleaning. Do NOT clean the pool table surface.

**GYMNASIUM**

- Dust mop and spot mop- daily.
- Dust mop floors again using the proper Hillyard solution for Gym floors. Contractor to provide Hillyard Solution.
- Spot clean doors- as needed.
- Remove any spit and or other stains from walls on a best-efforts basis.

**BUILDING EXTERIOR**

- Empty all outdoor trash receptacles around the building, including recycle bins. Replace all soiled liners.

**WEEKLY -1X PER WEEK**

**THROUGHOUT FACILITY:**

- Polish/buff vinyl flooring
- Vacuum and spot clean vinyl, upholstery {chairs, couches, and panels}.

**MONTHLY - 1X PER MONTH**

**THROUGHOUT FACILITY:**

- High dusting to include high shelving, vents, and lighting fixtures less than 10' high.
- Descale drinking fountains
- Machine scrub ceramic/natural tile. Do NOT wax ceramic, terrazzo, or natural flooring/materials.

**QUARTERLY - 4X PER YEAR**

**THROUGHOUT FACILITY:**

- Strip and wax all vinyl flooring

**ANNUALLY - 1X PER YEAR**

**THROUGHOUT FACILITY:**

- Clean carpets - steam extraction

SUPPLIES: All supplies to be included in monthly cost and provided by the contractor at all locations mentioned.

**CRPD Janitorial Service Contract  
Borchard Community Center  
190 Reino Rd. Newbury Park, CA 91320**

**DAILY - 7x PER WEEK**

**LOBBY/RECEPTION AREA**

- Vacuum/sweep all floor areas.
- Dust and or clean all horizontal surfaces.
- Spot clean glass entrance doors - each visit.
- Sweep and mop tile floors.
- Clean windowsills.
- Remove cobwebs, including exterior of doorways and adjacent windows - as needed.

**OFFICE AREAS/HALLWAYS**

- Dust and or clean any horizontal surfaces, including but not limited to: Desks, tables, file cabinets, counters, windowsills, etc.
- Spot clean any glass door/interior windows.
- Empty trash - reline as needed
- Vacuum all carpeted areas.
- Vacuum/Sweep and mop all hard floor areas.
- Clean overhead vents - as needed.
- Remove cobwebs- as needed.
- Dust blinds - 1 x per month.
- Spot clean doors, light switches, and walls - as needed.
- Spot clean carpets- on a best-efforts basis- a spot is 6" in diameter or smaller.

**KITCHEN AREAS/BANQUET ROOMS**

- Wipe clean sinks and counters.
- Wipe clean tables and chairs.
- Empty trash- reline as needed.
- Clean exterior of the refrigerator(s) - as needed.
- Clean microwave - in/out.
- Clean exterior of cooking range and hood – as needed.
- Clean hood grease filters by hand, with hot soapy water utilizing non-abrasive sponges or brushes – 1x per month (Do not use harsh chemicals in the hood filter cleaning process, as they can cause corrosion).
- Sweep and mop floors.
- Re-stock as needed.

**RESTROOMS**

- Using germicidal disinfectants, clean the following: Toilets, sinks, urinals, mirrors, counters, walls, and stalls.
- Empty trash- reline as needed.
- Re-stock as needed.
- Sweep and mop floors.

- Machine scrub restroom floors and baseboards 1 x month.

### **GYMNASIUM CARE**

- Dust mop and spot mop- daily.
- Dust mop floors again using the proper Hillyard solution for Gym floors. Contractor to provide Hillyard Solution.
- Spot clean doors- as needed.
- Remove any spit and or other stains from walls on a best-efforts basis.

### **WINDOW CARE**

- Clean all windows (ground level with a 6-foot ladder or lower) in and out -1 x per month.

### **CARPET CARE**

- Clean accessible areas only, no moving of file cabinets or desks.
- Carpet cleaning to be performed as part of the monthly cost during the months of April and October.

### **FLOOR**

- Burnish and/or strip and re-seal all VCT and linoleum floors - 1 x per month.

## **BORCHARD SHOP CLASSROOM**

### **DAILY- 5x PER WEEK MONDAY THRU FRIDAYS**

#### **CLASSROOM AREA DAILY**

- Vacuum all carpeted areas and floor mats, etc.
- Empty trash-reline as needed.
- Clean counters- where accessible.
- Clean sinks.
- Clean overhead vents as needed.
- Remove cobwebs as needed.
- Spot clean carpets as needed, on a best-efforts basis.
- Sweep and mop any hard floor areas.
- Clean and sanitize all drinking fountains if any.
- Remove smudges, fingerprints from doors, door frames, light switch plates, etc.

#### **RESTROOM**

- Using germicidal disinfectants, clean the following: Toilets, sinks, urinals, mirrors, counters, walls, and stalls.
- Empty trash reline as needed.
- Re-stock as needed- from contractor supply.
- Sweep and mop floors.
- Machine scrub restroom floors and baseboards 1 x month.

#### **WINDOWS**

- Wash all windows in and out - 1 x per month.

## **CARPETS**

- Clean carpets (area rugs) – 1 x per month.

**SUPPLIES:** All supplies to be included in the monthly cost and provided by the contractor at all locations mentioned in this RFP. These supplies are to include:

1. Toilet Paper
2. Multifold Towels
3. Paper Roll Towels
4. Large Trash Liners - 45 gallon
5. Medium Trash Liners - 33 gallon
6. Small Trash Liners - 16 gallon
7. Hand Soap for restrooms and kitchen
8. Urinal Deodorizers

**CRPD Janitorial Service Contract  
The Community Pool at CLU  
100 N Overton Ct, Thousand Oaks, CA 91360**

**DAILY – 5 X PER WEEK**

**OFFICE AREAS/HALLWAYS**

- Dust and or clean any horizontal surfaces, including but not limited to: Desks, tables, file cabinets, counters, window sills, etc.
- Spot clean any glass door/interior windows.
- Empty trash - reline as needed
- Vacuum all carpeted areas.
- Vacuum/Sweep and mop all hard floor areas.
- Clean overhead vents - as needed.
- Remove cobwebs- as needed.
- Dust blinds - 1 x per month.
- Spot clean doors, light switches, and walls - as needed.
- Spot clean carpets - on a best-efforts basis- a spot is 6" in diameter or smaller.

**RESTROOMS**

- Using germicidal disinfectants, clean the following: Toilets, sinks, urinals, mirrors, counters, walls, and stalls.
- Empty trash - reline as needed.
- Re-stock as needed.
- Sweep and mop floors.
- Machine scrub restroom floors and baseboards 1 x month

SUPPLIES: All supplies to be included in monthly cost and provided by the contractor at all locations mentioned in this RFP. These supplies are to include.

1. Toilet Paper
2. Multifold Towels
3. Paper Roll Towels
4. Large Trash Liners - 45 gallon
5. Medium Trash Liners - 33 gallon
6. Small Trash Liners - 16 gallon
7. Hand Soap for restrooms and kitchen
8. Urinal Deodorizers

**CRPD Janitorial Service Contract  
Conejo Community Center  
1175 Hendrix Avenue, Thousand Oaks, CA 91360**

**DAILY - 7x PER WEEK**

**LOBBY/RECEPTION AREA**

- Vacuum/sweep all floor areas.
- Dust and or clean all horizontal surfaces.
- Spot clean glass entrance doors- each visit.
- Sweep and mop tile floors.
- Clean windowsills.
- Remove cobwebs, including exterior doorways and adjacent windows - as needed.

**OFFICE AREAS/HALLWAYS**

- Dust and or clean any horizontal surfaces, including but not limited to: desks, tables, file cabinets, counters, window sills, etc. Spot clean any glass door/interior windows.
- Empty trash - reline as needed.
- Vacuum all carpeted areas.
- Vacuum/Sweep and mop all hard floor areas.
- Clean overhead vents - as needed.
- Remove cobwebs - as needed.
- Dust blinds - 1 x per month.
- Spot clean doors, light switches, and walls - as needed.
- Spot clean carpets- on a best-efforts basis - a spot is 6" in diameter or smaller.

**KITCHEN AREAS/BANQUET ROOMS**

- Wipe clean sinks and counters.
- Wipe clean tables and chairs.
- Empty trash- reline as needed.
- Clean exterior of refrigerator(s) - as needed.
- Clean microwave - in/out
- Clean exterior of cooking range and hood – as needed.
- Clean hood grease filters by hand, with hot soapy water utilizing non-abrasive sponges or brushes – 1x per month (Do not use harsh chemicals in the hood filter cleaning process, as they can cause corrosion).
- Sweep and mop floors.
- Re-stock as needed.

**RESTROOMS:**

- Using germicidal disinfectants, clean the following: Toilets, sinks, urinals, mirrors, counters, walls, and stalls.
- Empty trash - reline as needed.
- Re-stock as needed.
- Sweep and mop floors.
- Machine scrub restroom floors - 1 x per month.

## **WINDOW CARE**

- Clean all windows (ground level with a 6-foot ladder or lower) in and out - 1 x per month.

## **CARPET CLEANING**

- Clean accessible areas only, no moving of file cabinets or desks.
- Carpet cleaning to be performed as part of the monthly cost during the months of April and October.
- Clean preschool area rug(s) 1 x per month.

## **FLOOR CARE**

- Burnish and/or strip and re-seal all VCT and linoleum floors - 1 x per month.

## **MAIN HALL - SPORT COURT RESPONSE HG (COATED FLOOR) Moriah LLC**

(questions (704) 926-4072 [www.moriahllc.com](http://www.moriahllc.com))

Follow the below Maintenance Products and Procedure.

Equipment Needed:

1. Dust Mop
2. Dust Magnet
3. Auto-Scrubber (Wrangler 2008C or equivalent)
4. Rayon Finishing Mop and Bucket
5. Low-Speed Buffer (under 300rpm)
6. Red Pads for Buffer and Auto-Scrubber
7. Ren-A-Vader Stripping Agent
8. Defoamer
9. Graffiti Wipes
10. Blue-Con
11. Recover 2

## **7 X PER WEEK**

- Prepare dust mop by spraying with a dust magnet; 2 oz. per foot of dust mop head for new/freshly laundered mop, 1 oz. per foot of used/slightly soiled mop. Stand mop upright with the handle down for drying.
- Dust mop the entire floor using the treated mop.

## **CLEANING 1 X PER MONTH**

- Scrub floor with Scrub-N-Shine
  - With mop – 3 oz./gallon of water
  - With auto-scrubber – 2 oz./gallon of water

## **DEEP CLEANING 1 X PER YEAR**

- Prepare the deep-cleaning solution in a mop bucket, by thoroughly mixing 8 oz. of Ren-A-Vader per gallon of cold water. (For very dirty floors, increase up to 14 oz. per gallon of water – note below step for neutralizing Ren-A-Vader)

- Mop solution onto the floor in small (20'x20') sections. Allow the solution to "react" with the floor for approximately 10 minutes – do not oversaturate the floor.
- After waiting 10 minutes, use a low-speed buffer to agitate the entire area thoroughly.
  - This process should take about 5 minutes
  - DO NOT ALLOW THE SOLUTION TO DRY
  - Use a red pad or equivalent brush (Dyna-Scrub rotary brush by FLO-PAC)
- Rinse the treated area with an auto-scrubber and red pad, using 6 oz. of Blue-Con per gallon of water solution.
  - Effectively rinsing the area with Blue-Con is very important, as it neutralizes the high pH levels of Ren-A-Vader
  - Spray 6-8 oz. of Defoamer in the recovery tank of the auto-scrubber.
- Move to the next area and repeat the process until the entire floor has been cleaned.
- When all areas are cleaned, replace the red pad, and re-fill auto scrubber with 2 oz. Blue-Con per gallon of water. Re-rinse the entire floor to ensure neutralization of cleaning agents.
- Line the mop bucket with plastic trash bad to avoid contaminating Recover 2 with chemicals from previous uses.
  - Allow the first layer to fully dry before applying the second.
  - Do not over coat
  - Use Recover 2 undiluted.
- Apply two thin layers of undiluted Recover 2 to entire floor.
  - Use a rayon (not cotton) finishing mop, wringing out the solution so as not to leave puddles on the floor.
  - Allow the first layer to fully dry before applying the second.
  - Do not over coat.
- Allow the floor to completely dry overnight or allow at least 12 hours before use.

SUPPLIES: All supplies to be included in the monthly cost and provided by the contractor at all locations mentioned in this RFP. These supplies are to include.

1. Toilet Paper
2. Multifold Towels
3. Paper Roll Towels
4. Large Trash Liners - 45 gallon
5. Medium Trash Liners - 33 gallon
6. Small Trash Liners - 16 gallon
7. Hand Soap for restrooms and kitchen
8. Urinal Deodorizers

**CRPD Janitorial Service Contract  
Conejo Creek South Park  
1350 E. Janss Road, Thousand Oaks, CA 91360**

**DAILY - 7X PER WEEK**

**RESTROOMS**

- Using germicidal disinfectants, clean the following: Toilets, sinks, urinals, mirrors, counters, walls, and stalls.
- Empty trash - reline as needed.
- Re-stock as needed from contractor supply.
- Sweep and mop floors.
- Hose off floors and walls weekly.
- Machine scrub restroom floors - 1 x per month.

**MISCELLANEOUS**

- Clean drinking fountains on the outside of buildings.
- Sweep any trash/debris immediately around the building and sidewalks.

SUPPLIES: All supplies to be included in the monthly cost and provided by the contractor at all locations mentioned in this RFP. These supplies are to include:

1. Toilet Paper
2. Multifold Towels
3. Paper Roll Towels
4. Large Trash Liners - 45 gallon
5. Medium Trash Liners - 33 gallon
6. Small Trash Liners - 16 gallon
7. Hand Soap for restrooms and kitchen
8. Urinal Deodorizers

**CRPD Janitorial Service Contract  
Dos Vientos Community Center  
4801 Borchard Road, Newbury Park, CA 91320**

**DAILY - 7X PER WEEK**

**LOBBY/RECEPTION AREA**

- Vacuum/sweep all floor areas.
- Dust and or clean all horizontal surfaces.
- Spot clean glass entrance doors - each visit.
- Sweep and mop tile floors.
- Clean windowsills.
- Remove cobwebs, including the exterior of doorways and adjacent windows - as needed.

**OFFICE AREAS/HALLWAYS**

- Dust and or clean any horizontal surfaces, including but not limited to: desks, tables, file cabinets, counters, window sills, etc.
- Spot clean any glass door/interior windows.
- Empty trash - reline as needed
- Vacuum all carpeted areas.
- Vacuum/Sweep and mop all hard floor areas.
- Clean overhead vents - as needed.
- Remove cobwebs - as needed.
- Dust blinds - 1 x per month.
- Spot clean doors, light switches, and walls - as needed.
- Spot clean carpets- on a best-efforts basis - a spot is 6" in diameter or smaller.

**KITCHEN AREAS/BANQUET ROOMS**

- Wipe clean sinks and counters.
- Wipe clean tables and chairs.
- Empty trash - reline as needed.
- Clean exterior of refrigerator(s) - as needed.
- Clean microwave - in/out.
- Clean exterior of cooking range and hood – as needed.
- Clean hood grease filters by hand, with hot soapy water utilizing non-abrasive sponges or brushes – 1x per month (Do not use harsh chemicals in the hood filter cleaning process, as they can cause corrosion).
- Sweep and mop floors.
- Re-stock as needed.

**RESTROOMS** - Including Outside at Snack Bar

- Using germicidal disinfectants, clean the following: Toilets, sinks, urinals, mirrors, counters, walls, and stalls.
- Empty trash - reline as needed.
- Re-stock as needed.

- Sweep and mop floors.
- Machine scrub restroom floors and baseboards - 1 x per month.

### **GYMNASIUM CARE**

- Dust mop and spot mop - daily.
- Dust mop floors again using the proper Hillyard solution for Gym floors. Contractor to provide Hillyard Solution.
- Spot clean doors - as needed.
- Remove any spit and or other stains from walls on a best-efforts basis.

### **WINDOW CARE**

- Clean all windows (ground level with a 6-foot ladder or lower) in and out - 1 x per month.

### **CARPET CLEANING**

- Clean accessible areas only, no moving of file cabinets or desk
- Carpet cleaning to be performed monthly
- Clean preschool area rugs monthly

### **FLOOR CARE**

- Burnish and/or strip and re-seal all VCT and linoleum floors - 2x per month.

SUPPLIES: All supplies to be included in the monthly cost and provided by the contractor at all locations mentioned in this RFP. These supplies are to include:

1. Toilet Paper
2. Multifold Towels
3. Paper Roll Towels
4. Large Trash Liners - 45 gallon
5. Medium Trash Liners - 33 gallon
6. Small Trash Liners - 16 gallon
7. Hand Soap for restrooms and kitchen
8. Urinal Deodorizers

**CRPD Janitorial Service Contract  
Goebel Adult Community Center  
1385 E. Janss Road, Thousand Oaks, CA 91362**

**DAILY - 7X PER WEEK**

**ALL CARPETED AREAS:**

- Vacuum
- Spot clean all carpeting

**ALL VINYL FLOORING AREAS:**

- Sweep and wet mop. Do NOT wet mop wood flooring.

**MULTI-PURPOSE ROOM:**

- Wood floor cleaning
- Sweep or dust-mop (with untreated mop only) to remove dust, grit, or other abrasive particles. Use Pacific Sport Clean Concentrate or equivalent. Dilution of 1:8, chemical to water for dampening the dust mop heads only. DO NOT USE ANY DUST MOP TREATMENTS. Replace soiled mop covers as necessary. Continued use of soiled covers will cause streaking.
- Damp wipe all spills or spots with Pacific Sport Clean Concentrate or equivalent diluted 1:8, chemical to water ratio

**THROUGHOUT FACILITY:**

- Empty all trash receptacles, including recycle bins. Replace all soiled liners. Close bins and bin enclosure doors.
- Dust all cleared surfaces, including cabinets, tables, windowsills, shelves, counters, work surfaces, and partitions.
- Spot-clean all doors, walls, partitions, and light switches.
- Sanitize all door hardware.
- Clean glass of entry doors and all display cabinets.

**RESTROOMS:**

- Using germicidal disinfectants, clean the following: Toilets, sinks, urinals, mirrors, counters, walls, and stalls.
- Empty trash- reline as needed.
- Re-stock as needed.
- Sweep and mop floors.
- Machine scrub restroom floors and baseboards 1 x month

**BUILDING EXTERIOR:**

- Empty all outdoor trash receptacles around the building, including recycle bins. Replace all soiled liners.

**WEEKLY - 1X PER WEEK**

**ALL VINYL FLOORING AREAS**

- Polish/buff vinyl flooring

**THROUGHOUT FACILITY**

- Vacuum and spot clean upholstery (chairs, couches, and panels).

**MONTHLY -1X PER MONTH**

**THROUGHOUT FACILITY**

- Machine scrub ceramic/natural tile. Do NOT wax ceramic, terrazzo, or natural flooring/materials.

**QUARTERLY - 4X PER YEAR**

**THROUGHOUT FACILITY:**

- Strip and wax all vinyl flooring. Do NOT wax ceramic tile floors.

**SEMI-ANNUAL - 2X PER YEAR**

**THROUGHOUT FACILITY:**

- High dusting to include high shelving, vents, and lighting fixtures.

**ANNUALLY – 1X PER YEAR**

**THROUGHOUT FACILITY:**

- Clean carpets - steam extraction

SUPPLIES: All supplies to be Included in the monthly cost and provided by the contractor at all locations mentioned.

**CRPD Janitorial Service Contract  
North Ranch Playfield  
952 Rockfield Street, Thousand Oaks, CA 91362**

**DAILY - 7X PER WEEK**

**RESTROOMS**

- Using germicidal disinfectants, clean the following: Toilets, sinks, urinals, mirrors, counters, walls, and stalls.
- Empty trash - reline as needed.
- Re-stock as needed from contractor supply.
- Sweep and mop floors.
- Hose off floors and walls weekly.
- Machine scrub restroom floors - 1 x per month.

**MISCELLANEOUS**

- Clean drinking fountains on the outside of buildings.
- Sweep any trash/debris immediately around the building and sidewalks.

SUPPLIES: All supplies to be included in the monthly cost and provided by the contractor at all locations mentioned in this RFP. These supplies are to include:

1. Toilet Paper
2. Paper Roll Towels
3. Large Trash Liners - 45 gallon
4. Medium Trash Liners - 33 gallon
5. Small Trash Liners - 16 gallon
6. Hand Soap
7. Toilet Seat Covers
8. Urinal Deodorizers

**CRPD Janitorial Service Contract**  
**Old Meadows Center**  
**1600 Marview, Thousand Oaks, CA 91360**

**DAILY - 7X PER WEEK**

**LOBBY/RECEPTION AREA**

- Vacuum/sweep all floor areas.
- Dust and or clean all horizontal surfaces.
- Spot clean glass entrance doors - each visit.
- Sweep and mop tile floors.
- Clean windowsills.
- Remove cobwebs, including exterior doorways and adjacent windows - as needed

**OFFICE AREAS/HALLWAYS**

- Dust and or clean any horizontal surfaces, including but not limited to: desks, tables, file cabinets, counters, window sills, etc.
- Spot clean any glass door/interior windows.
- Empty trash - reline as needed.
- Vacuum all carpeted areas.
- Vacuum/Sweep and mop all hard floor areas.
- Clean overhead vents - as needed.
- Remove cobwebs- as needed.
- Dust blinds - 1x per month.
- Spot clean doors, light switches, and walls - as needed.
- Spot clean carpets- on a best-efforts basis - a spot is 6" in diameter or smaller.

**KITCHEN AREAS/BANQUET ROOMS**

- Wipe clean sinks and counters.
- Wipe clean tables and chairs.
- Empty trash- reline as needed.
- Clean exterior of refrigerator(s) - as needed.
- Clean microwave - in/out.
- Clean exterior of cooking range and hood – as needed.
- Clean hood grease filters by hand, with hot soapy water utilizing non-abrasive sponges or brushes – 1x per month (Do not use harsh chemicals in the hood filter cleaning process, as they can cause corrosion).
- Sweep and mop floors.
- Re-stock as needed.

**RESTROOMS**

- Using germicidal disinfectants, clean the following: Toilets, sinks, urinals, mirrors, counters, walls, and stalls.
- Empty trash - reline as needed.
- Re-stock as needed.

- Sweep and mop floors.
- Machine scrub restroom floors - 1 x per month.

**WINDOW CARE**

- Clean all windows (ground level with 6-foot ladder or lower) in and out - 1 x per month.

**CARPET CLEANING**

- Clean accessible areas only, no moving of file cabinets or desks.
- Carpet cleaning to be performed as part of the monthly cost during the months of April and October.
- Clean preschool area rug(s) – 1 x per month.

**FLOOR CARE**

- Burnish and/or strip and re-seal all VCT and linoleum floors - 1 x per month.

SUPPLIES: All supplies to be included in the monthly cost and provided by the contractor at all locations mentioned in this RFP. These supplies are to include:

1. Toilet Paper
2. Multifold Towels
3. Paper Roll Towels
4. Large Trash liners - 45 gallon
5. Medium Trash liners - 33 gallon
6. Small Trash liners - 16 gallon
7. Hand Soap for restrooms and kitchen
8. Urinal Deodorizers

**CRPD Janitorial Service Contract**  
**Rancho Conejo Playfield**  
**950 N. Ventu Park Rd. Newbury Park, CA 91320**

**DAILY - 7X PER WEEK**

**RESTROOMS**

- Using germicidal disinfectants, clean the following: Toilets, sinks, urinals, mirrors, counters, walls, and stalls.
- Empty trash - reline as needed.
- Re-stock as needed from contractor supply.
- Sweep and mop floors.
- Hose off floors and walls weekly
- Machine scrub restroom floors - 1 x per month.

**MISCELLANEOUS**

- Clean drinking fountains on the outside of buildings.
- Sweep any trash/debris immediately around the building and sidewalks.

SUPPLIES: All supplies to be included in the monthly cost and provided by the contractor at all locations mentioned in this RFP. These supplies are to include:

1. Toilet Paper
2. Paper Roll Towels
3. Large Trash Liners - 45 gallon
4. Medium Trash Liners - 33 gallon
5. Small Trash Liners - 16 gallon
6. Hand Soap
7. Toilet Seat Covers
8. Urinal Deodorizers

**CRPD Janitorial Service Contract**  
**Sapwi Trails Community Park**  
**Neighborhood Park – 2100 Scenicpark Street**  
**Arboles Terrace – 2550 Avenida de los Arboles**  
**Westlake Lower Terrace & Westlake Upper Terrace – 2225 North Westlake Blvd.**

**DAILY - 7X PER WEEK**

**RESTROOMS**

- Using germicidal disinfectants, clean the following: Toilets, sinks, urinals, mirrors, counters, walls, and stalls.
- Empty trash - reline as needed.
- Re-stock as needed from contractor supply.
- Sweep and mop floors.
- Hose off floors and walls weekly.
- Machine scrub restroom floors - 1 x per month.

**MISCELLANEOUS**

- Clean drinking fountains on the outside of buildings.
- Sweep any trash/debris immediately around the building and sidewalks.

SUPPLIES: All supplies to be included in the monthly cost and provided by the contractor at all locations mentioned in this RFP. These supplies are to include:

1. Toilet Paper
2. Paper Roll Towels
3. Large Trash Liners - 45 gallon
4. Medium Trash Liners - 33 gallon
5. Small Trash Liners - 16 gallon
6. Hand Soap
7. Toilet Seat Covers
8. Urinal Deodorizers

**CRPD Janitorial Service Contract**  
**Thousand Oaks Community Center**  
**2525 N. Moorpark Rd. Thousand Oaks, CA 91360**

**DAILY - 7X PER WEEK**

**LOBBY/RECEPTION AREA**

- Vacuum/sweep all floor areas.
- Dust and or clean all horizontal surfaces.
- Spot clean glass entrance doors - each visit.
- Sweep and mop tile floors.
- Clean window sills.
- Remove cobwebs, including the exterior of doorways and adjacent windows - as needed.

**OFFICE AREAS/HALLWAYS**

- Dust and or clean any horizontal surfaces, including but not limited to: desks, tables, file cabinets, counters, window sills, etc.
- Spot clean any glass door/interior windows.
- Empty trash - reline as needed
- Vacuum all carpeted areas.
- Vacuum/Sweep and mop all hard floor areas.
- Clean overhead vents - as needed.
- Remove cobwebs - as needed.
- Dust blinds - 1 x per month.
- Spot clean doors, light switches, and walls - as needed.
- Spot clean carpets- on a best-efforts basis - a spot is 6" in diameter or smaller.

**KITCHEN AREAS/BANQUET ROOMS**

- Wipe clean sinks and counters.
- Wipe clean tables and chairs.
- Empty trash- reline as needed.
- Clean exterior of refrigerator(s) - as needed.
- Clean microwave - in/out
- Sweep and mop floors.
- Re-stock as needed.

**RESTROOMS & SHOWERS**

- Using germicidal disinfectants, clean the following: Toilets, sinks, urinals, mirrors, counters, walls, and stalls.
- Empty trash - reline as needed.
- Re-stock as needed.
- Sweep and mop floors.
- Machine scrub restroom floors and baseboards - 1 x per month.

## **GYMNASIUM CARE AND RACQUETBALL COURT CARE**

- Dust mop and spot mop - daily.
- Dust mop floors again using the proper Hillyard solution for Gym floors. Contractor to provide Hillyard Solution.
- Spot clean doors - as needed.
- Remove any spit and or other stains from walls - on a best-efforts basis.

## **WINDOW CARE**

- Clean all windows (ground level with a 6-foot ladder or lower) in and out - 1 x per month.

## **CARPET CLEANING**

- Clean accessible areas only, no moving of file cabinets or desk.
- Carpet cleaning to be performed as part of the monthly cost during the months of April and October.

## **FLOOR CARE**

- Burnish and/or strip and re-seal all VCT and linoleum floors - 1 x per month.

## **MULTI-PURPOSE CLASSROOM - SPORT COURT RESPONSE HG (COATED FLOOR)**

Moriah LLC (questions (704) 926-4072 [www.moriahllc.com](http://www.moriahllc.com))

Follow below Maintenance Products and Procedure.

Equipment Needed:

- Dust Mop
- Dust Magnet
- Auto-Scrubber (Wrangler 2008C or equivalent)
- Rayon Finishing Mop and Bucket
- Low-Speed Buffer (under 300rpm)
- Red Pads for Buffer and Auto-Scrubber
- Ren-A-Vader Stripping Agent
- Defoamer
- Graffiti Wipes
- Blue-Con
- Recover 2

## **7 X PER WEEK**

- Prepare dust mop by spraying with a dust magnet; 2 oz. per foot of dust mop head for new/freshly laundered mop, 1 oz. per foot of used/slightly soiled mop. Stand the mop upright with the handle down for drying.
- Dust mop the entire floor using the treated mop

## **CLEANING 1 X PER MONTH**

- Scrub floor with Scrub-N-Shine
  - With mop – 3 oz./gallon of water
  - With auto-scrubber – 2 oz./gallon of water

## DEEP CLEANING 1 X PER YEAR

- Prepare the deep-cleaning solution in the mop bucket, by thoroughly mixing 8 oz. of Ren-A-Vader per gallon of cold water. (For very dirty floors, increase up to 14 oz. per gallon of water – note below step for neutralizing Ren-A-Vader)
- Mop solution onto the floor in small (20'x20') sections. Allow the solution to "react" with the floor for approximately 10 minutes – do not oversaturate the floor.
- After waiting 10 minutes, use low-speed buffer to agitate the entire area thoroughly.
  - This process should take about 5 minutes
  - DO NOT ALLOW THE SOLUTION TO DRY
  - Use a red pad or equivalent brush (Dyna-Scrub rotary brush by FLO-PAC)
- Rinse the treated area with an auto-scrubber and red pad, using 6 oz. of Blue-Con per gallon of water solution.
  - Effectively rinsing the area with Blue-Con is very important, as it neutralizes the high pH levels of Ren-A-Vader
  - Spray 6-8 oz. of Defoamer in the recovery tank of the auto-scrubber.
- Move to the next area and repeat the process until the entire floor has been cleaned.
- When all areas are cleaned, replace the red pad, and re-fill auto scrubber with 2 oz. Blue-Con per gallon of water. Re-rinse the entire floor to ensure neutralization of cleaning agents.
- Line the mop bucket with plastic trash bag to avoid contaminating Recover 2 with chemicals from previous uses.
  - Allow first layer to fully dry before applying the second.
  - Do not over coat
  - Use Recover 2 undiluted.
- Apply two thin layers of undiluted Recover 2 to the entire floor.
  - Use a rayon (not cotton) finishing mop, wringing out the solution so as not to leave puddles on the floor.
  - Allow the first layer to fully dry before applying the second.
  - Do not over coat.
- Allow the floor to completely dry overnight or allow at least 12 hours before use.

SUPPLIES: All supplies to be included in the monthly cost and provided by the contractor at all locations mentioned in this RFP. These supplies are to include:

- |                                    |  |
|------------------------------------|--|
| 1. Toilet Paper                    | 6. Small Trash Liners - 16 gallon      |
| 2. Multifold Towels                | 7. Hand Soap for restrooms and kitchen |
| 3. Paper Roll Towels               | 8. Urinal Deodorizers                  |
| 4. Large Trash Liners - 45 gallon  | 9. Bath and Body Soap for Showers      |
| 5. Medium Trash Liners - 33 gallon |  |



**Goebel Adult Community Center**

**DAILY – 7 X PER WEEK**

**DINING ROOM**

Sweep and wet mop floors of debris and spills.

**CONTRACT PRICE**

The contract price has a \$0.00 change per month.

All other terms and conditions of the April 2023 CUSTODIAL SERVICES CONTRACT apply.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date written below.

**CONEJO RECREATION & PARK DISTRICT**

Dated: 7/20/2023

DocuSigned by:  
*James Friedl*  
By: AA778DC55BB2G4F1...  
Jim Friedl, General Manager

Dated: 7/25/2023

DocuSigned by:  
*Jim Ferraro*  
By: CA6020D8303B478...