



Request for Proposals/Qualifications

for

Custodial Services at Various Park Facilities

Date of Issuance: February 10, 2023

Conejo Recreation and Park District
Parks and Planning Division
403 W. Hillcrest Drive
Thousand Oaks, CA 91360

**Notice Requesting Proposals/Qualifications for
CUSTODIAL SERVICES at VARIOUS PARK FACILITIES**

The Conejo Recreation and Park District is requesting sealed proposals for **CUSTODIAL SERVICES at VARIOUS PARK FACILITIES**. All proposals must be received by the Parks and Planning Division by **Thursday, March 16, 2023 at 5:00pm**. Proposals will not be opened publicly. Proposals received after said time will not be considered. Four copies of each proposal shall be submitted to:

Matt Kouba, Park Superintendent
Parks and Planning Division
Conejo Recreation and Park District
403 West Hillcrest Drive
Thousand Oaks, California 91360

Proposals must be submitted in a sealed envelope plainly marked with the proposal title, PROPOSER name, and time and date of the proposal opening. The Request for Proposals package can be obtained at **www.crpdpd.org/RFP**.

A mandatory job walk will be held on Thursday, February 23, 2023 at 7:30am. The walk will begin at the Thousand Oaks Teen Center, 1375 E. Janss Road, Thousand Oaks. Please meet at the Teen Center no later than 7:30am and plan on spending approximately two hours. Three representative sites will be visited; however, it is the contractor's responsibility to have a working knowledge of all of the facilities listed in the Request for Proposals. Contractors must provide their own transportation for the job walk. A representative from each firm must be present at all sites visited (see job walk site list below).

Job walk sites:

- Thousand Oaks Teen Center, 1375 E. Janss Road, Thousand Oaks
- Conejo Creek South Park, 1350 E. Janss Road, Thousand Oaks
- Thousand Oaks Community Center, 2525 N. Moorpark Road, Thousand Oaks

Questions, additional information, should be directed to Matt Kouba at (805) 495-6471 or **mkouba@crpd.org**.

CUSTODIAL SERVICES at VARIOUS PARK FACILITIES
Request for Proposals/Qualifications

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CUSTODIAL SERVICES at VARIOUS PARK FACILITIES
Request for Proposals/Qualifications
Section A

DESCRIPTION OF WORK

BACKGROUND INFORMATION

The Conejo Recreation and Park District is requesting proposals/qualifications to provide **CUSTODIAL SERVICES at VARIOUS PARK FACILITIES**. The purpose of this project is to invite qualified custodial services providers to submit proposals to provide custodial services at various Park Facilities.

The District requests the services of a custodial services provider to work with District representatives to provide custodial services including, but not limited to: general office and lobby cleaning; a variety of floor care; restroom care; kitchen/banquet room care; window care; and furnishing of supplies to accomplish all tasks.

The District is seeking to contractually develop a mutually beneficial long-term contractual relationship with a custodial services provider. Specifically, the District will execute a contract for a five (5)-year period with 2 (two) optional one (1)-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 with the approval of the District and Contractor.

The custodial services provider must comply with all current Conejo Recreation and Park District and other applicable safety regulations.

CUSTODIAL SERVICES at VARIOUS PARK FACILITIES
Request for Proposals/Qualifications
Section B

TERMS AND CONDITIONS

PROPOSAL REQUIREMENTS

Requirement to Meet All Provisions. Each individual or firm submitting a proposal (PROPOSER) shall meet all of the terms and conditions specified in this Request for Proposals/Qualifications (RFP). By virtue of its proposal submittal, the PROPOSER acknowledges agreement with and acceptance of all provisions of the RFP specifications. Each proposal should contain the following:

- A. Introduction / Cover letter**
 - 1. Indicate the reason for interest in this RFP**
 - 2. Describe the qualifications to perform the requirements of this RFP**
 - 3. Provide a detailed explanation of how the requirements of this RFP will be met.**
- B. Service Rates as per the following pages**
- C. Non-Collusion Affidavit (attached)**
- D. Worker's Compensation Certificate (attached)**

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

- | | | |
|--------------------------|---|--------------------|
| 1. | Alex Fiore Teen Center
Provide services as described on pages A-1 thru A-2 | \$ _____ per month |
| 2. | Borchard Community Center
Provide services as described on pages A-3 thru A-5 | \$ _____ per month |
| 3. | The Community Pool at CLU
Provide services as described on pages A-6 | \$ _____ per month |
| 4. | Conejo Community Center
Provide services as described on pages A-7 thru A-9 | \$ _____ per month |
| 5. | Conejo Creek South Park
Provide services as described on pages A-10 | \$ _____ per month |
| 6. | Dos Vientos Community Center
Provide services as described on pages A-11 thru A-12 | \$ _____ per month |
| 7. | Goebel Adult Community Center
Provide services as described on pages A-13 thru A-14 | \$ _____ per month |
| 8. | North Ranch Playfield
Provide services as described on pages A-15 | \$ _____ per month |
| 9. | Old Meadows Center
Provide services as described on pages A-16 thru A-17 | \$ _____ per month |
| 10. | Rancho Conejo Playfield
Provide services as described on page A-18 | \$ _____ per month |
| 11. | Sapwi Trails Community Park (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 | \$ _____ per month |
| 12. | Thousand Oaks Community Center
Provide services as described on pages A-20 thru A-22 | \$ _____ per month |
| TOTAL | | \$ _____ per month |
| Or (amount written out): | | |

_____ dollars and _____ cents

E. Proposer Qualifications

Firms wishing to be considered for this Request For Proposal must meet and/or provide the following criteria/information:

- **FIRM LOCATION.** Have a location in California sufficiently convenient to allow for reasonable coordination of the assignment with District staff and reasonable accessibility for meetings, visits, and work at the Park District facilities.
- **FIRM TECHNICAL EXPERTISE.** Have technical expertise/familiarity in all facets of custodial service.
- **FIRM EXPERIENCE WORKING WITH COMMUNITIES.** Have experience in working with communities that have very high levels of community/citizen participation.
- **FIRM SECURITY.** Have the ability to provide security on the job to protect against vandalism, including check-up and remedial work.
- **FIRM CONTRACTOR LICENSE.** Have appropriate contractor license(s).
- **FIRM BACKGROUND.** Provide background and experience of staff members who will participate and contribute to this assignment. Please provide for key staff members.
- **FIRM DISQUALIFICATION.** Provide a statement and explanation of any instances where the PROPOSER has been removed from a project and/or disqualified from proposing on a project.

F. Client References

PROPOSER is required to provide a relevant list of client references. A minimum of three references should be included in the proposal, including the following information:

- Client name, address, telephone number, email address. If the client is not a local government, please indicate the type of business. Use **Statement of Experience** form (attached)

G. Any other information which would assist District in making this contract award decision

PROPOSAL SUBMITTAL

Four copies of each proposal shall be enclosed in an envelope, which shall be sealed and addressed to:

Matt Kouba, Park Superintendent
Parks and Planning Division
Conejo Recreation and Park District
403 West Hillcrest Drive
Thousand Oaks, California 91360

In order to avoid premature opening, the proposal should be clearly labeled with:

- Proposal title
- Name and address of PROPOSER
- Date and time of proposal opening.

Fax and/or email proposals will not be accepted.

PROPOSAL REVIEW PROCESS

Proposals will be evaluated by a review committee using a two-phase selection and contract award process as follows:

Phase 1 Written Proposal Review/Finalist Candidates Selection

A group of finalist candidates will be selected based on the following criteria as evidenced in their written proposals:

1. Understanding of work required by the District.
2. Quality, clarity, and responsiveness of proposal.
3. Demonstrated competence and professional qualifications necessary for successfully performing work required by District.
4. Recent experience in successfully performing similar services.
5. References.
6. Background and experience of specific individuals to be assigned to this project.
7. Proposed product pricing.

Phase 2 Oral Presentations/Interviews and Selection

Finalist candidates may be invited to make a presentation to the review committee and answer questions about their proposal. The purpose of this second phase is two-fold: to present the organization to the District and to clarify and resolve any outstanding questions or issues about the proposal. After evaluating the proposals and discussing them further with the finalists or tentatively selected contractor, the District reserves the right to further negotiate the proposed work scope and/or method and amount of compensation.

Contract award will be based on a combination of factors that represent the best overall value for completing the work scope as determined by the District, including: the written proposal criteria described above, results of background and reference checks, results from the interviews and presentations phase, and proposed compensation. The District reserves the right to reject all proposals and not award a contract.

PROPOSAL REVIEW AND AWARD SCHEDULE

The following is an outline of the anticipated schedule for proposal review and contract award:

Issue RFP	02/10/23
Mandatory Job Walk	02/23/23
Deadline for Questions	03/09/23
Receive proposals	03/16/23
Complete proposal evaluation	03/31/23
Conduct finalist interviews	Week of 04/03/23
Award contract at Board of Directors meeting	04/20/23
Execute Contract	07/01/23

OTHER TERMS AND CONDITIONS

Proposal Withdrawal and Opening. A PROPOSER may withdraw a proposal, without prejudice, prior to the time specified for the proposal opening by submitting a written request to the Project Manager to withdraw, in which event the proposal will be returned to the PROPOSER unopened. No proposal received after the time specified or at any place other than that stated in the "Notice Inviting Bids/Requesting Proposals" will be considered. All proposals will be opened and noted on a log.

Submittal of One Proposal Only. No individual or business entity of any kind shall be allowed to make or file, or to be interested in more than one proposal, except an alternative proposal when specifically requested; however, an individual or business entity that has submitted a sub-proposal to a PROPOSER submitting a proposal, or who has quoted prices on materials to such PROPOSER, is not thereby disqualified from submitting a sub-proposal or from quoting prices to other PROPOSERs submitting proposals.

Cooperative Purchasing. During the term of the Contract, the successful PROPOSER will extend all terms and conditions to any other local (defined as within 15 miles from District boundaries) governmental agencies upon their request. These agencies will issue their own purchase orders, will directly receive goods or services at their place of business, and will be directly billed by the successful PROPOSER.

Attendance at Meetings and Hearings. The Contractor shall attend as many "working" meetings with staff as necessary in performing work scope tasks.

Additional Work. The District may require additional work to be performed at a negotiated cost with the Contractor.

Ownership of Materials. All original drawings, plan documents, and other materials prepared by or in possession of the Contractor as part of the work or services under these specifications shall become the permanent property of the District and shall be delivered to the District upon demand.

Release of Reports and Information. Any reports, information, data, or other material given to, prepared by, or assembled by the Contractor as part of the work or services under these specifications shall be the property of the District and shall not be made available to any individual or organization by the Contractor without the prior written approval of the District.

Copies of Reports and Information. If the District requests additional copies of reports, drawings, specifications, or any other material in addition to what the Contractor is required to furnish in limited quantities as part of the work or services under these specifications, the Contractor shall provide such additional copies as requested, and the District shall compensate the Contractor for costs of duplicating of such copies at the Contractor's direct expense.

Deletion of Work. The District may, at its sole discretion and with 30 days notice to the Contractor, modify the scope of work by deleting portions of the Contract.

CONTRACT AWARD AND EXECUTION

Proposal Retention and Award. The District reserves the right to retain all proposals for a period of 90 days for examination and comparison. The District also reserves the right to waive non-substantial irregularities in any proposal, to reject any or all proposals, to reject or delete one part of a proposal and accept the other, except to the extent that proposals are qualified by specific limitations. The District reserves the right to award the Contract to multiple contractors.

Competency and Responsibility of PROPOSER. The District reserves full discretion to determine the competence and responsibility, professionally and/or financially, of the PROPOSER. The PROPOSER will provide, in a timely manner, any and all information that the District deems necessary to make such a decision.

Services Agreement Requirement. The PROPOSER to whom award is made (Contractor) shall execute a written Services Agreement with the District within ten (10) calendar days after notice of the award has been mailed to the address given in the PROPOSER's proposal. A copy of the District's Standard Services Agreement can be found in Section C. The Agreement shall be made in the form adopted by District and incorporated in these specifications.

Insurance Requirements. The Contractor shall provide proof of insurance in the form, coverages, and amounts specified in the sample Professional Services Agreement of these specifications within 10 (ten) calendar days after notice of contract award as a precondition to contract execution. **Note: Any exception to the insurance requirements will require the approval of the District.**

Business Tax. The Contractor must have a valid Business Tax Certificate prior to execution of the Contract.

Utilization of Services. The District reserves the right to utilize the services of the Contractor as per the scope of the services agreement on an as-needed/requested basis by the District. The District reserves the right to utilize another contractor to perform similar services at anytime.

COMMUNICATIONS

Any questions, interpretations, or clarifications with respect to RFP are welcome and should be directed to:

Matt Kouba, Park Superintendent
Parks and Planning Division
Conejo Recreation and Park District
403 West Hillcrest Drive
Thousand Oaks, California 91360
Phone: (805) 495-6471
Fax: (805) 497-3199
E-mail: mkouba@crpd.org

Please submit all communications in email form by **Thursday, March 9, 2023**. Answers will be provided as soon as possible to all interested parties.

**NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND
SUBMITTED WITH PROPOSAL**

State of California

County of _____

I, _____, being first duly sworn, deposes and says that he or she

is _____ of _____ the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other bidder, or to secure any advantage against the public body awarding the Contract of anyone interested in the proposed Contract; that all statements contained in the proposal are true; and, further, that the bidder has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Bidder _____

By _____

Title _____

Organization _____

Address _____

WORKER'S COMPENSATION CERTIFICATE

(AS REQUIRED BY SECTION 1861 OF THE CALIFORNIA LABOR CODE)

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

Contractor: _____

By: _____

Title: _____

CUSTODIAL SERVICES at VARIOUS DISTRICT FACILITIES
Request for Proposals/Qualifications
Section C

SAMPLE FORM OF AGREEMENT

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 _____ hereinafter referred to as "Contractor."

1. The 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.

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

2. The Contractor shall perform work in accordance with service rates (Exhibit A).
3. The service rates shall be considered full compensation to the 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. The Contractor herein certifies that he is licensed by the State of California in accordance with the 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. The 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. The Contractor shall maintain such policies in full force and effect at all times until acceptance of work by the Owner. Concurrently with the execution of this Contract, Contractor shall furnish to Owner a Certificate of Insurance.
 - (a) The policy shall name as additional insured with Contractor, Conejo Recreation and Park District, City of Thousand Oaks and COSCA, its directors, officers, agents, and employees.
 - (b) The 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. The Owner reserves the right to do other work in connection with a project or adjacent thereto by Contract or otherwise, and the Contractor shall at all times conduct his work so as to impose no hardship on the Owner or others engaged in the work, nor to cause any unreasonable delay or hindrance thereto.
7. The 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, except as provided for in the specifications.
8. The District may require additional work to be performed at a negotiated cost with the Contractor.
9. The District may, at its sole discretion, with 30 days notice to the Contractor, modify the scope of work by deleting portions of the Contract.
10. The Owner shall be entitled to all costs including reasonable attorney's fees necessarily incurred to enforce any provisions of this Contract.
11. The Contractor hereby unconditionally guarantees that the work will be done in accordance with requirements of the Contract.
12. The Contractor further agrees that within ten (10) calendar days after being notified in writing by the Owner of any work not in accordance with requirements of the Contract or any defects in the work, the 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 the event he fails to so comply, he does hereby authorize said Owner to proceed to have such work done at the Contractor's expense and the Contractor will pay cost thereof upon demand.
13. The District, by notifying the 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, the 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 District to Contractor within 30 days following submission of a final statement by the Contractor unless termination is for cause. In such event, the Contractor shall be compensated only to the extent required by law.
14. This Contract is to be in effect from _____ to _____ with 2 (two) optional 1 (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 District and the 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 AND PARK DISTRICT

Date: _____

By: _____
Jim Friedl, General Manager

Date: _____

By: _____

EXHIBIT A

**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)

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

- 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.

RACQUETBALL COURTS - SPORT COURT RESPONSE HG (COATED FLOOR) Moriah LLC (questions (704) 926-4072 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
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
9. Bath and Body Soap for Showers

Exhibit B
Current Custodial Services Costs

Park	Cost Per Month
Alex Fiore Teen Center	\$3,843.00
Borchard Community Center	\$2,320.00
The Community Pool at CLU	\$563.00
Conejo Community Center	\$1,518.00
Conejo Creek South Park	\$1,731.00
Dos Vientos Community Center	\$3,263.00
Goebel Adult Community Center	\$5,116.00
North Ranch Playfield	\$364.00
Old Meadows Center	\$1,125.00
Rancho Conejo Playfield	\$357.00
Sapwi Trails Community Park	\$990.00
Thousand Oaks Community Center	\$2,991.00
TOTAL	\$24,181.00