

## LEGAL NOTICE

### City of Woodland Request for Proposals For 2012-2014 Janitorial Services

The City of Woodland is soliciting proposals from qualified professional janitorial services to clean City Hall Annex, City Hall, Public Works Office and the Community Center on a weekly basis beginning September 1, 2012 to December 31, 2014.

General duties will include: vacuuming, dusting, emptying trash containers, cleaning restrooms, etc. at the city public facilities. A detailed scope of services is available at the City Hall Annex, 230 Davidson Avenue, Woodland WA 98674 from 9:00 am – 5:00 pm or at [www.ci.woodland.wa.us](http://www.ci.woodland.wa.us) or call 360-225-8281.

Proposals must be received by **Wednesday, July 18, 2012, by 5:00 pm** and should be submitted to: Clerk Treasurer, PO Box 9, 230 Davidson Avenue, Woodland WA 98674. Postmarked applications will not be accepted. May be subject to Washington State prevailing wage rules, see state for regulations. Bid opening will be on Friday, July 20, 2012 at 10:00 am at the City Hall Annex. Bid award will follow at the next regular council meeting on August 6, 2012.

Publish: The Reflector      June 27 and July 4, 2012

City of Woodland website

**CITY OF WOODLAND**  
**SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT, is made and entered into in duplicate this \_\_\_ day of \_\_\_\_\_, 2012, by and between the CITY OF WOODLAND, a Washington municipal corporation, hereinafter referred to as the "CITY" and \_\_\_\_\_, hereinafter referred to as the "SERVICE PROVIDER."

WITNESSETH:

WHEREAS, the CITY desires to have certain services and/or tasks performed as set forth below requiring specialized skills and other supportive capabilities; and

WHEREAS, sufficient CITY resources are not available to provide such services; and

WHEREAS, the SERVICE PROVIDER represents that the SERVICE PROVIDER is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, where required, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the parties hereto agree as follows:

1. SCOPE OF SERVICES.

The SERVICE PROVIDER shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as SERVICE PROVIDER responsibilities throughout this Agreement and as detailed in Exhibit "A: attached hereto and incorporated herein (the "Project").

2. TERM

The Project shall begin September 1, 2012 and shall be completed no later than December 31, 2014. However an additional one (1) year extension may be granted upon the mutual agreement of the parties by written notice, unless sooner terminated according to the provisions herein.

3. COMPENSATION AND METHOD OF PAYMENT.

A. Payments for services provided hereunder shall be made following the performance of such services, unless permitted by law and approved in writing by the CITY. SERVICE PROVIDER will make arrangements for invoicing with the Clerk-Treasurer Department on or before the 25<sup>th</sup> of each month for payment no later than the 10<sup>th</sup> the following month for services rendered.

B. No payment shall be made for any service rendered by the SERVICE PROVIDER except for services identified and set forth in this Agreement.

C. The CITY shall pay the SERVICE PROVIDER for work performed under this Agreement as Exhibit "A" a monthly sum not to exceed \$ \_\_\_\_\_ for the term agreed herein.

4. REPORTS AND INSPECTIONS.

A. The SERVICE PROVIDER at such times and in such forms as the CITY may require, shall furnish to the CITY such statements, records, reports, data, and information as the CITY may request pertaining to matters covered by this Agreement. All of the reports, information, data, and other related materials, prepared or assembled by the SERVICE PROVIDER under this Agreement and any information relating to personal, medical and financial data will be treated as confidential insofar as is allowed by Washington State Laws regarding disclosure of public information, Chapter 42.17, R.C.W. Generally, Chapter 42.17, R.C.W. required disclosure of all but the most personal and sensitive information in CITY hands.

B. The SERVICE PROVIDER shall at any time during normal business hours and as often as the CITY or State Examiner may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the CITY or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The CITY shall receive a copy of all audit reports made by the agency or firm as to the SERVICE PROVIDER'S activities. The CITY may, at its discretion, conduct an audit at its expense, using its own or outside auditors, of the SERVICE PROVIDER'S activities which relate, directly or indirectly, to this Agreement.

5. INDEPENDENT CONTRACTOR RELATIONSHIP.

A. The parties intend that an independent SERVICE PROVIDER/CITY relationship will be created by this Agreement. The CITY is interested primarily in the results to be achieved; subject to paragraphs herein, the implementation of services will lie solely with the discretion of the SERVICE PROVIDER. No agent, employee, servant or representative of the SERVICE PROVIDER shall be deemed to be an employee, agent, servant or representative of the CITY for any purpose, and the employees of the SERVICE PROVIDER are not entitled to any of the benefits that CITY provides for its employees. The SERVICE PROVIDER will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors or representatives during the performance of this Agreement.

B. In the performance of the services herein contemplated the SERVICE PROVIDER is an independent contractor with the authority to control and direct the performance of the details of the work, however, the results of the work

contemplated herein must meet the approval of the CITY and shall be subject to the CITY'S general rights of inspection and review to secure the satisfactory completion thereof.

6. SERVICE PROVIDER EMPLOYEES/AGENTS.

The CITY may at its sole discretion require the SERVICE PROVIDER to remove an employee(s), agent(s) from employment on this Project. The SERVICE PROVIDER may however employ that (those) individual (s) on other non-CITY related projects.

7. HOLD HARMLESS INDEMNIFICATION.

A. The SERVICE PROVIDER shall indemnify and hold the CITY and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the CITY arising out of, in connection with, or incident to the execution of this Agreement and/or the SERVICE PROVIDER'S performance or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the CITY, its agents, employees, and/or officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the SERVICE PROVIDER; and provided further, that nothing herein shall require the SERVICE PROVIDER to hold harmless or defend the CITY, its agents, employees and/or officers from any claims arising from the sole negligence of the CITY, its agents, employees, and/or officers. The SERVICE PROVIDER expressly agrees that the indemnification provided herein constitutes the contractors waiver of immunity under Title 51 RCW, for the purposes of this Agreement. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

B. No liability shall attach to the CITY by reason of entering into this Agreement except as expressly provided herein.

8. INSURANCE

The SERVICE PROVIDER shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the SERVICE PROVIDER, there agents, representatives, employees or subcontractors.

The SERVICE PROVIDER shall provide a Certificate of Insurance evidencing: Commercial General Liability insurance written on an occurrence basis with limits no less than \$500,000. combined single limit per occurrence and \$1,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property

damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

The CITY shall be named as an additional insured on the insurance policy, as respects work performed by or on behalf of the SERVICE PROVIDER and a copy of the endorsement naming the CITY as additional insured shall be attached to the Certificate of Insurance. The City reserved the right to request certified copies of any required policies.

The SERVICE PROVIDER'S insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

Any payment of deductible or self-insured retention shall be the sole responsibility of the SERVICE PROVIDER.

The SERVICE PROVIDER'S insurance shall be primary insurance as respect to the CITY and the CITY shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage.

9. TREATMENT OF ASSETS.

Title to all property furnished by the CITY shall remain in the name of the CITY and the CITY shall become the owner of the work product and other documents, if any, prepared by the SERVICE PROVIDER pursuant to this Agreement.

10. COMPLIANCE WITH LAWS.

A. The SERVICE PROVIDER, in the performance of this Agreement, shall comply with all applicable federal, state or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.

B. The SERVICE PROVIDER specifically agrees to pay any applicable business and occupation (B&O) taxes which may be due on account of this Agreement.

C. The SERVICE PROVIDER agrees to comply with all requirements relating to STATE PREVAILING Wage Laws and requirements.

11. NON DISCRIMINATION.

A. The CITY is an equal opportunity employer.

B. Nondiscrimination in Employment. In the performance of this

Agreement, the SERVICE PROVIDER will not discriminate against any employee or applicant for employment on the grounds of face, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap; provided that the prohibition against discrimination in employment because of handicap shall not apply if the particular disability prevents the proper performance of the particular worker involved. The SERVICE PROVIDER shall ensure that applicants are employed, and that employees are treated during employment without discrimination because of their race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The SERVICE PROVIDER shall take such action with respect to this Agreement as may be required to ensure full compliance with local state and federal laws prohibiting discrimination in employment.

C. Nondiscrimination in Services. The SERVICE PROVIDER will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.

D. If any assignment and/or subcontracting has been authorized by the CITY, said assignment or subcontract shall include appropriate safeguards against discrimination. The SERVICE PROVIDER shall take such action as may be required to ensure full compliance with the provisions in the immediately preceding paragraphs herein.

## 12. ASSIGNMENT/SUBCONTRACTING.

Except as provided in Section 17, the SERVICE PROVIDER shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the CITY, and it is further agreed that said consent must be sought in writing by the SERVICE PROVIDER not less than thirty (30) days prior to the date of any proposed assignment. The CITY reserves the right to reject without cause any such assignment.

## 13. CHANGES.

Either party may request changes to the scope of services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both parties. Such amendments shall be attached to and made part of this Agreement.

14. MAINTENANCE AND INSPECTION OF RECORDS.

A. The SERVICE PROVIDER shall maintain books, records and documents which sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit, by the CITY, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

B. The SERVICE PROVIDER shall retain all books, records, documents and other material relevant to this agreement, for six (6) years after its expiration. The SERVICE PROVIDER agrees that the CITY or its designee shall have full access and right to examine any of said materials at all reasonable times during said period.

15. POLITICAL ACTIVITY PROHIBITED.

None of the funds, materials, property or services provided directly or indirectly under the Agreement shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

16. PROHIBITED INTEREST.

No member, officer, or employee of the CITY shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

17. OTHER PROVISIONS.

A. The parties acknowledge that \_\_\_\_\_ will be the SERVICE PROVIDERS. The following additional terms shall apply: SERVICE PROVIDER to supply all cleaning supplies. CITY to provide light bulbs, trash liners, towels and other paper products. SERVICE PROVIDER to notify City when City supplies are needed.

B. SERVICE PROVIDER shall be required to be finger printed by the Woodland Police Department for security purposes and must pass a background check as determined by the Woodland Police Department. This will be at the expense of the CITY.

18. TERMINATION.

A. Termination for Convenience. The CITY may terminate this Agreement, in whole or in part, at any time, by at least thirty (30) days written notice to the SERVICE PROVIDER. The SERVICE PROVIDER shall be paid its costs, including contact close-outs costs, and profit on work performed up to the time of termination. The SERVICE PROVIDER shall promptly submit a termination claim to the CITY. If the

SERVICE PROVIDER has any property in its possession belonging to the CITY, the SERVICE PROVIDER will account for the same, and dispose of it in the manner directed by the CITY.

B. Termination for Cause. If the SERVICE PROVIDER fails to perform in the manner called for in this Agreement, or if the SERVICE PROVIDER fails to comply with any other provisions of the Agreement and fails to correct such noncompliance within five (5) days written notice thereof, the CITY may terminate this Agreement for cause. Termination shall be effected by serving a notice of termination on the service provider setting forth the manner in which the SERVICE PROVIDER is in default. The SERVICE PROVIDER will only be paid for services performed in accordance with the manner of performance set forth in this Agreement.

19. NOTICE.

Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the parties on the last page of this Agreement.

20. ATTORNEYS FEES AND COSTS.

If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

21. JURISDICTION AND VENUE.

A. This Agreement has been and shall be construed as having been made and delivered with the State of Washington, and it is agreed by each party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance.

B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof, shall be instituted and maintained only in any of the courts of competent jurisdiction in Cowlitz County, Washington.

22. SEVERABILITY.

A. If, for any reason, any part, term or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provisions.

23. ENTIRE AGREEMENT.

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of the Agreement does not constitute a waiver of the provisions of this Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

CITY:

SERVICE PROVIDER:

CITY OF WOODLAND  
230 Davidson Avenue/P.O. Box 9  
Woodland, WA. 98674  
(360) 225-8281

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Tax ID #

\_\_\_\_\_  
Grover B. Laseke, Mayor

\_\_\_\_\_  
Owner

ATTEST:

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Mari E. Ripp, Clerk-Treasurer

\_\_\_\_\_  
Mailing Address

APPROVED AS TO FORM:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
William Eling, City Attorney

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Emergency Phone No.

\_\_\_\_\_  
Email

**EXHIBIT "A" - OPTION 1**  
**CITY OF WOODLAND**  
**JANITORIAL SERVICE**  
**DETAILED JOB DESCRIPTION**

**City Hall Annex-230 Davidson Avenue**  
**Public Works Office-300 E. Scott Avenue**

**Weekly Duties**

- Empty and damp-wipe ashtrays and urns
- Empty wastebaskets
- Dust tops of desks, furniture, counters, telephones, cabinets, picture frames & ledges
- Spot-clean or damp-wipe desk tops, doors, light switches and walls
- Clean sinks
- Damp-wipe furniture and tables in eating areas
- Sweep/Mop lobby area, hallway, restrooms, kitchen floors
- Vacuum carpeting, mats, stairway and runners
- Clean corners and edges of carpets
- Re-fill dispensers (paper, soap, etc.)
- Clean/sanitize restrooms
- Notify Clerk Treasurer Office when City provided supplies are needed.

**Mid-week Duties**

- Clean/sanitize restroom (sinks, toilets)
- Empty trash
- Spot vacuum where needed

**Monthly duties**

- Dust Venetian blinds
- High dusting
- Polish or clean kick plates and handrails
- Dust or clean vents and grills
- Buff or wax lobby area floor
- Windows – clean inside and out

**EXHIBIT “A” - OPTION 1**  
**CITY OF WOODLAND**  
**JANITORIAL SERVICE**  
**DETAILED JOB DESCRIPTION**

**Community Center-782 Park Street**

**Weekly Duties**

- Empty wastebaskets
- Spot-clean or damp-wipe table tops, doors, light switches, and walls
- Clean sinks
- Vacuum carpeting
- Re-fill dispensers (paper, soap etc.)
- Mop kitchen/restroom
- Clean/sanitize restrooms
- Empty outdoor ash urn
- Notify the Clerk Treasurer Office when City provided supplies are needed.

**Mid-week Duties**

- Clean/sanitize restroom (sinks, toilet)
- Empty trash
- Spot Vacuum where needed

**Monthly**

- Buff or wax floors
- Range/oven – clean as needed
- Spot clean carpet as needed (notify Clerk-Treasurer if carpet cleaning is needed)

**EXHIBIT “A” - OPTION 1**  
**CITY OF WOODLAND**  
**JANITORIAL SERVICE**  
**DETAILED JOB DESCRIPTION**

**City Hall-100 Davidson Avenue**

**Weekly Duties – all offices 1<sup>st</sup> floor plus 2<sup>nd</sup> floor detectives office; limited on 2<sup>nd</sup> floor**

- Empty and damp-wipe ashtrays and urns
- Empty wastebaskets on the 1<sup>st</sup> floor and Detective office 2<sup>nd</sup> floor only
- Dust tops of desks, furniture, counters, telephones, cabinets, picture frames & ledges on the 1<sup>st</sup> floor and Detective office 2<sup>nd</sup> floor only
- Spot-clean or damp-wipe desk tops, doors, light switches and walls on the 1<sup>st</sup> floor and Detective office 2<sup>nd</sup> floor only
- Clean sinks on the 1<sup>st</sup> floor only
- Sweep/mop lobby area floor
- Vacuum carpeting, mats, stairway and runners on the 1<sup>st</sup> floor and Detective office 2<sup>nd</sup> floor only
- Clean corners and edges of carpets on the 1<sup>st</sup> floor and Detective office 2<sup>nd</sup> floor only
- 1<sup>st</sup> floor restroom (by radio room) clean and sanitize.
- Wipe down and vacuum elevator.

**Mid-week Duties– all offices 1<sup>st</sup> floor; limited on 2<sup>nd</sup> floor**

- Empty trash on the 1<sup>st</sup> floor and Detective office 2<sup>nd</sup> floor only
- Spot vacuum where needed on the 1<sup>st</sup> floor and Detective office 2<sup>nd</sup> floor only

**Monthly duties– all offices 1<sup>st</sup> floor; limited on 2<sup>nd</sup> floor**

- Dust Venetian blinds
- Wash inside of windows and outside windows on the 1<sup>st</sup> floor
- High dusting
- Polish or clean kick plates and handrails
- Dust or clean vents and grills
- Buff or wax lobby area floor (as needed)

**Jail Cell-1<sup>st</sup> floor**

- Weekly – sweep and mop
- Clean/sanitize toilet

**Note:** Fire Department cleans 2<sup>nd</sup> floor council chambers, hallways, 3<sup>rd</sup> floor, and restrooms on 1<sup>st</sup> and 2<sup>nd</sup> floor.

**EXHIBIT "A" - OPTION 1**  
**CITY OF WOODLAND**  
**JANITORIAL SERVICE**  
**DETAILED JOB DESCRIPTION**

**SEPARATE BID for the following individual services:**

**Annual Duties**

1. Seal aggregate floor in the City Hall on the 1<sup>st</sup> floor.
2. Strip and wax floors at Annex and City Hall.
3. Clean carpet in the Council Chambers in City Hall.

**Quarterly/As Needed**

4. Clean carpets in the Community Center on Park Street.

**OTHER:**

**This is notice that the City will be constructing a new police facility to be located at 300 E. Scott Avenue. This will take place in 2012/2013 and bids for this building will be sought after it is constructed.**

**EXHIBIT "A" - OPTION 2 (removes some duties)**  
**CITY OF WOODLAND**  
**JANITORIAL SERVICE**  
**DETAILED JOB DESCRIPTION**

**City Hall Annex-230 Davidson Avenue**  
**Public Works Office-300 E. Scott Avenue**

**Weekly Duties**

- Empty and damp-wipe ashtrays and urns
- Spot-clean or damp-wipe counters, light switches and walls
- Clean sinks
- Damp-wipe furniture and tables in eating areas
- Sweep/Mop lobby area, hallway, restrooms, kitchen floors
- Vacuum carpeting, mats, stairway and runners
- Clean corners and edges of carpets
- Re-fill dispensers (paper, soap, etc.)
- Clean/sanitize restrooms
- Notify Clerk Treasurer Office when City provided supplies are needed.

**Mid-week Duties**

- Clean/sanitize restroom (sinks, toilets)
- Spot vacuum where needed

**Monthly duties**

- Dust Venetian blinds
- High dusting
- Polish or clean kick plates and handrails
- Dust or clean vents and grills
- Buff or wax lobby area floor
- Windows – clean inside and out

**EXHIBIT “A” - OPTION 2 (removes some duties)**  
**CITY OF WOODLAND**  
**JANITORIAL SERVICE**  
**DETAILED JOB DESCRIPTION**

**Community Center-782 Park Street**

**Weekly Duties**

- Empty wastebaskets
- Spot-clean or damp-wipe table tops, doors, light switches, and walls
- Clean sinks
- Vacuum carpeting
- Re-fill dispensers (paper, soap etc.)
- Mop kitchen/restroom
- Clean/sanitize restrooms
- Empty outdoor ash urn
- Notify the Clerk Treasurer Office when City provided supplies are needed.

**Mid-week Duties**

- Clean/sanitize restroom (sinks, toilet)
- Empty trash

**Monthly**

- Buff or wax floors
- Range/oven – clean as needed
- Spot clean carpet as needed (notify Clerk-Treasurer if carpet cleaning is needed)

**EXHIBIT "A" - OPTION 2 (removes some duties)**

**CITY OF WOODLAND  
JANITORIAL SERVICE  
DETAILED JOB DESCRIPTION**

**City Hall-100 Davidson Avenue**

**Weekly Duties – all offices 1<sup>st</sup> floor plus 2<sup>nd</sup> floor detectives office; limited on 2<sup>nd</sup> floor**

- Empty and damp-wipe ashtrays and urns
- Spot-clean or damp-wipe counters, doors, light switches and walls on the 1<sup>st</sup> floor
- Clean sinks on the 1<sup>st</sup> floor only
- Sweep/mop lobby area floor
- Vacuum carpeting, mats, stairway and runners on the 1<sup>st</sup> floor and Detective office 2<sup>nd</sup> floor only
- Clean corners and edges of carpets on the 1<sup>st</sup> floor and Detective office 2<sup>nd</sup> floor only
- 1<sup>st</sup> floor restroom (by radio room) clean and sanitize.
- Wipe down and vacuum elevator.

**Monthly duties– all offices 1<sup>st</sup> floor; limited on 2<sup>nd</sup> floor**

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- Dust or clean vents and grills
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