

EXHIBIT A

CUSTODIAL CONTRACT SCOPE OF SERVICES FOR CITY OF EL SEGUNDO BUILDING FACILITIES RFP 20-01

PROJECT LOCATION:

The project consists of providing custodial/janitorial services at eighteen (18) locations throughout the City of El Segundo, which include the Library, City Hall, Police, Recreation Park facilities, Wiseburn Aquatic Facility and the El Segundo Lifeguard Station as described in detail on the following pages.

SCOPE OF SERVICES

It is the intent of these specifications to provide for the inclusion of all labor, materials, equipment, protective measures, tools, transportation means and supervision necessary for the custodial/janitorial services described in the following Scope of Work.

I. SCOPE OF WORK

Contractor shall supply all labor, material, equipment and supervision of reliable crews experienced to provide custodial/janitorial services described herein. The locations, areas to be cleaned and hours of access for each location vary according to Table 1. The City reserves the right to add or remove locations and to change the work hours or shift schedule. The contractor shall be notified at least one (1) full week prior to any such changes.

Annual Service shall be completed for all facilities listed below.

Table 1. Custodial/Janitorial services shall be provided for the following locations and/or areas according to the hours specified.

Map #	Location	Daily, Weekly, Monthly and Quarterly Service Locations	Hours	Approx. Area (SF)
1	Lifeguard Station 105 Vista del Mar	7 days weekly, Monday – Sunday, for 4 months annually, between May 23 and September 30 · Clean public restrooms four times daily total at 10:00 a.m., 1:00 p.m., 4:00 p.m. and 7:30 p.m. Close and lock the doors after the last cleaning at 7:30 p.m.	Between 8:00 a.m. and 8:00 p.m.	388
17	Wiseburn Aquatic Facility 2240 E. Grand Ave.	7 days weekly, Monday - Sunday · Office Area · Men’s and Women’s Locker Rooms/Restrooms and Showers	After 9:00 p.m. or before 6:00 a.m. the following day	2,000
15	City Maintenance Yard 150 Illinois St.	3 days weekly, Monday/Wednesday/Friday · Office areas, Hallways, Lunchroom · Men’s and Women’s Locker Rooms and Restrooms	After 6:00 p.m. or before 6:00 a.m. the following day	7,000
2	Urho Saari Swim Stadium (The Plunge) 219 W. Mariposa Ave	6 days weekly, Monday – Saturday · Upstairs Office · Lobby Locker Room · Upstairs Men’s & Women’s Locker Rooms/Restrooms and Showers · Sanitize and scrub tiles on Pool Deck (Monthly only)	After 9:00 p.m. or before 6:00 a.m. the following day	3,927

Table 1, page 2

Map #	Location	Daily, Weekly, Monthly and Quarterly Service Locations	Hours	Approx. Area (SF)
3	El Segundo City Library 111 W. Mariposa Ave	6 days weekly, Monday – Saturday <ul style="list-style-type: none"> · Office areas, Hallways, Lobbies and Conference Rooms · Restrooms · Lunchrooms · Elevator · Urns · Polish brass stair rails · Young People Library Area · Fish Tank · Technical Processing Area · Main Floor Public Areas · Book and Other Shelves · Mezzanine and Book Storage Area · Spot Cleaning of Windows throughout building Monthly only <ul style="list-style-type: none"> · Pressure wash Front Entrance, Stairs, Sidewalk and Entryway Pressure washing may occur during the daytime, on weekdays before the library opens, or on Sundays	Between 9:00 p.m. and 2:00 a.m.	15,643
12	Water Division Yard 400 Lomita St.	3 days weekly, Monday/Wednesday/Friday <ul style="list-style-type: none"> · Office areas, Hallways, Lunchroom, Conference Room · Men’s and Women’s Locker Rooms and Restrooms 	After 6:00 p.m. or before 6:00 a.m. the following day	5,476

Table 1, page 3

Map #	Location	Daily, Weekly, Monthly and Quarterly Service Locations	Hours	Approx. Area (SF)
4	City Hall 350 Main Street	<p>5 days weekly, Monday – Friday</p> <ul style="list-style-type: none"> · Office areas, Hallways, Lobbies, Conference rooms, Lunchrooms · Spot cleaning of windows throughout building · (9) Restrooms · Elevator <p>OTHER SERVICES: Clean, dust, vacuum, set up furniture, and set out drinking water in the Council Chambers prior to 7:00 p.m. for City Council meetings; prior to 5:30 p.m. for Planning Commission meetings, and prior to 6:00 p.m. for Parks Commission meetings.</p> <p>Wash, dry, and put away used dishes, utensils, etc. daily after City Council, Planning Commission and Parks Commission Meetings. Keep City Council kitchen area clean daily and put dishes away.</p> <p>Put all food and beverages away left in West Conference Room after City Council regular and special meetings, usually the first and third Tuesday of the month</p>	<p>City Hall Cleaning:</p> <p>Monday through Thursday after 6:00 pm</p> <p>Other Services:</p> <p>City Council Meetings: Set up before 7:00 p.m., first and third Tuesdays of the month;</p> <p>Planning Commission: set up before 5:30 p.m. second & fourth Thursdays of the month;</p> <p>Parks Commission: Set up before 6:00 p.m. third Wednesdays of the month</p>	27,961
5	Police Department 348 Main Street	<p>5 days weekly, Monday – Friday on the ground floor of the building only (no basement level work)</p> <ul style="list-style-type: none"> · Offices, Hallways, Lobbies, Conference rooms, lunch rooms · Restrooms · Elevator 	Monday through Friday after 4:00 pm	27,368
7,8,9	Recreation Park Restrooms 401 Sheldon Street	<p>7 days weekly, Monday – Sunday</p> <ul style="list-style-type: none"> · 2 Bobby Sox Field snack Bar restrooms · 2 Stevenson Field snack bar Restrooms · 2 George Brett Field Snack Bar Restrooms 	Before 7:30 a.m. or after 10:00 p.m.	1,200
7	Gordon Clubhouse 300 E. Pine Ave	<p>6 days weekly (Monday – Saturday)</p> <ul style="list-style-type: none"> · Office Areas · All Areas on First Floor and Lower Level · All Restrooms on First Floor and Lower Level · Kitchen Area on First Floor 	Before 7:30 a.m. or after 10:00 p.m.	10,644

Table 1, page 4

Map #	Location	Daily, Weekly, Monthly and Quarterly Service Locations	Hours	Approx. Area (SF)
8	Checkout Building 401 Sheldon Street	7 days weekly, Monday – Sunday <ul style="list-style-type: none"> · Office areas, Conference Room, and Kitchenette · Restrooms once daily September 16 – June 14 · Restrooms twice daily June 15 – September 15 	Before 7:30 a.m. or after 10:00 p.m. daily Second cleaning of restrooms between 12:00 p.m. and 4:00 p.m. June 15 – Sept 15	2,016
9	Joslyn Center 339 Sheldon Street	7 days weekly, Monday – Sunday <ul style="list-style-type: none"> · Office Area, Kitchen, Library, Meeting Rooms and Hall · Restrooms 	Before 7:30 a.m. or after 10:00 p.m.	7,010
10	Joslyn Elevator	7 days weekly, Monday – Sunday <ul style="list-style-type: none"> · Clean interior and exterior of Elevator 	After 4:00 p.m.	100
6	Fire Station 1 314 Main St.	5 days weekly, Monday – Friday <ul style="list-style-type: none"> · Office Area, Kitchen, Meeting Room, Restrooms and Hallways · Spot cleaning of windows throughout building 	After 6:00 p.m.	17,800
11	Teen Center 405 E. Grand Ave	6 days weekly, Monday – Saturday <ul style="list-style-type: none"> · Office Area and Rec Room · Restrooms 	Before 1:00 p.m. or after 11:00 p.m.	5,480
13	Hilltop Park Pool	Summer – 7 days weekly plus special reservations beginning Friday of Memorial Day weekend and ending the last Sunday in September (Approximately 18 weeks) <ul style="list-style-type: none"> · 2 restrooms 	Prior to 8:00 a.m. or after 8:00 p.m.	760
14	Camp Eucalyptus 641 California Street	3 days weekly, Monday – Thursday <ul style="list-style-type: none"> · Rec Room · Restrooms 	Before 8:00 a.m. or after 10:00 p.m.	1,665
16	Campus El Segundo 2201 E. Mariposa Ave	7 days weekly, Monday – Sunday <ul style="list-style-type: none"> · Office Area · Restrooms 	Before 8:00 a.m. or after 10:00 p.m.	1,210

Regular Daily Service includes but is not limited to:

- Empty and clean all wastebaskets and other waste containers and insert new appropriate plastic liners in all wastebaskets and containers on a daily basis.
- Clean all floors by sweeping and/or dust mopping, including halls and interview rooms. Damp mop all spots/stains as needed. Move and return furniture, chairs, etc to their appropriate location as needed for cleaning.
- Vacuum all carpeted areas. Spot clean or damp mop all spots/stains as needed. Move and return furniture, chairs, etc to their appropriate location as needed for cleaning.
- Clean all counters and display cases.
- Clean and disinfect the drinking fountain and all kitchen and bathroom sinks (dispose of all items left in the sink).
- Clean all marks, and smudges from the reception windows, counters, chairs, and other furniture in lobby areas.
- Thoroughly clean all urinals, toilets and lavatories with a solution containing a commercial grade, approved disinfectant.
- Damp mop lavatory floor areas with a germicidal solution.
- Spot clean walls around sinks, urinals and toilet bowls.
- Clean restroom mirrors and bright metal. Refill all soap, towel, air freshener, and paper product dispensers nightly. Dust the tops of the lavatory partitions.
- Wash entrance door glass and frames to remove hand marks and smudges.
- Remove and deposit trash in the designated containers daily. Empty recycle bins and shredders at each work station daily. Place all trash from buildings into designated areas outside of building for municipal collection.
- Remove all identified recyclable materials to the recycle bins.
- Leave written notice of any irregularities noted during servicing, i.e. defective plumbing fixtures, electrical problems, burned-out lights, and breakage or damage to bulbs for the City's Building Maintenance Supervisor.
- Turn off all lights except those required and designated to be left on. Set automated alarm system upon completion of janitorial service where appropriate.
- Wash, dry, and store dishes, pots, pans, and kitchen utensils in designated cabinets after these evening meetings have ended:
 - City Council meetings (1st and 3rd Tuesday of the month)
 - Planning Commission (2nd and 4th Thursday of the month)
 - Recreation Park Commission meetings (3rd Wednesday of the month)
- Any questionable items left near trash cans are not to be removed unless clearly marked.
- Clean company logos and signs throughout all areas
- In the Young People's Library area, dust and polish with non-toxic cleaners (soapy water on Plexiglas on Living Coral Reef) to ensure safety of fish and longevity of the Plexiglas
- Clean and remove building graffiti
- Polish all brass/stainless handrails, doors and trim surfaces with approved polish
- Empty exterior ash urns from all buildings where present; replace sand as needed
- For Restrooms and Locker Rooms, additionally,
 - Restock all soap, toilet paper and paper towel supplies

- Clean toilets including exterior surfaces
- Clean all mirrors
- Clean and refill dispensers
- Clean sinks, faucets, chrome fittings, and toilets
- Empty Sanitary Napkin containers and replace Liners as needed.
- Spot wash walls and dispensers
- Spray odor control
- Sweep, wet mop and sanitize floors
- Ensure air fresheners are available in all restroom stalls
- For Restrooms and Locker Rooms in Urho Saari Swim Stadium (The Plunge), the Joslyn Center, and the Clubhouse, additionally,
 - Mop locker room floors
 - Restock all soap, toilet paper and paper towel supplies
- For all public restrooms in Recreation Park, Campus El Segundo, Hilltop Park, and Acacia Park, additionally,
 - Ensure that all the restrooms are completely cleaned as described above
 - Restock all soap, toilet paper and paper towel supplies
- For Lunch Rooms, additionally,
 - Clean all tables and chairs and counter tops
 - Clean appliances – stovetops, refrigerators, coffee machine and microwaves
- For City Manager/City Council Kitchen
 - Clean appliances including stovetops, refrigerators, coffee machines, microwave oven, and toaster oven
 - Wash and put away dishes
 - Clean kitchen counter
 - Mop and sanitize floor
- For City Manager's Office and waiting area
 - For City Manager's office, clean, wipe off, dust the City Manager's desk, bookcase, conference table, window sill, computer, printer, TV, coat rack, chairs
 - For City Manager' office, clean floor mat
 - For City Manager/City Council waiting area, clean, wipe off, dust waiting area tables and chairs daily
 - Vacuum daily
- For elevators, additionally,
 - Turn OFF Elevator
 - Wet mop and sanitize floor
 - Clean elevator walls and control panel
 - Wipe down doors inside and out.
 - Sweep and vacuum door tracks on both levels.
 - For Library elevator, clean interior and exterior brass doors, panels, and call buttons.
 - For City Hall elevator, clean interior and exterior stainless steel doors, panels, and call buttons.

- For Joslyn Center elevator, clean interior and exterior painted doors, wood panels and call buttons.
- Turn ON Elevator
- Secure facility upon completion of work\

Weekly service includes but is not limited to:

- Clean the inside of microwave ovens
- Clean and disinfect tables in employee lounge areas
- Clean windows/glass in conference rooms
- Dust all telephone receivers and office furniture window sills, low ledges, baseboards, blinds, picture frames, moldings and counters office equipment and furniture
- Empty coffee filters / coffee grounds from coffee machines and dispose of them in a trash receptacle
- Wash and rinse any coffee pots
- Thoroughly clean the entire restroom or restrooms in each facility; sanitize the floor and tile area on the walls; remove any hard watermarks and soap scale from faucets
- Systematically clean and dust all library bookshelves on a continuous, rotational basis

General Monthly Service includes but is not limited to:

All Monthly work shall be done during the week that includes the 1st business day of the month and shall be ready for inspection on the Monday of the following week.

- Perform complete “high” dusting – includes pictures, frames, sills, door jambs, ceiling vents and grilles, fixtures and diffusing lenses, spotlights, baseboards, shades, drapes, blinds and any area not included in daily cleaning
- Dust/wax City Manager’s wrap-around desk/file cabinets, book shelves, coat rack, and conference table
- Vacuum upholstered furniture – vacuum under cushions
- Clean soil spots from chairs
- Clean and high-speed buff all tile floors, hallways and restroom floor tiles
- Carpet cleaning as needed or requested
- Pressure wash front entrance, stairs, sidewalk, entryways, and north restroom ramp of the Library
- Spot clean carpeted areas of the Library as requested
- Sanitize and scrub tile on the pool deck at Urho Saari Swim Stadium

Quarterly Service includes but is not limited to:

All quarterly work shall be done during the first two weeks of the quarter (in the months of January, April, July and October) and shall be ready for inspection the third week.

- Dust/wax each desk top

- Dust/wax tops of all filing cabinets
- Wipe down/disinfect chairs in lobby areas
- Clean all trash containers with detergent
- Wipe/clean/remove any visible dust from heating/air conditioning vents
- Strip and wax (three coats) all tile/linoleum surfaces
- Machine scrub tile floors in restrooms, showers and locker rooms; sanitize all floor and wall surfaces
- At Library, clean interior windows

Bi-Annual Service (January and June)

- Steam clean or shampoo all carpeted library areas using approved cleaning methods and equipment
- At Library, clean all exterior library windows
- Shampoo the Joslyn Center, Teen Center, Clubhouse and Checkout carpets using approved cleaning methods and equipment
- Wax and polish floors in the following Recreation Park areas
 - Teen Center
 - Joslyn Center
 - Clubhouse
 - Checkout

Annual Service (June)

- Strip and wax floors
- Steam clean or shampoo all carpeted areas using industry approved cleaning methods and equipment
- Clean all windows in building
- Remove all cobwebs from corners, ceilings and window frames

Defined list of each P&G item to be used

All products are part of a Closed Loop, this defines that the product must be used with a dispensing system.

- PGC30250 - Comet Closed Loop Disinfecting Cleaner w/Bleach - Application: All-Purpose Cleaner, Applicable Material: Ceramic, Fiberglass, Plastic, Porcelain, Stainless Steel, Tile, Chemical Compound: Bleach, Dirt Types: Grease, Grime, Soap Scum, Stain. 5:1 Dilution
- PGC20542 - Comet Closed Loop Disinfectant Sanitizing Cleaner - Application: Restroom Cleaner for sinks, toilets and urinals. No rinsing required and deodorizes in one step. Non-Abrasive cleaner that cleans soap scum with little effort. 5:1 Dilution
- PGC31569 - Spic N Span Closed Loop Floor Cleaner - Application: Floor Degreaser for all types of floors without floor finish. Dual-surfactant system emulsifies greasy soils and suspends them for easy removal. Delivers excellent cleaning in hard water and is non-corrosive. 42:1 Dilution
- PGC32535 - Spic N Span Closed Loop Disinfecting All Purpose Cleaner - Application: Multi Surface, Disinfectant, Deodorant all in one product. 15:1 Dilution makes it economical and can be used on all types of hard surfaces including glass.

- PGC39949 - Mr Clean Closed Loop Floor Cleaner - Application: Floor Cleaner that will not damage floor finishes. 128:1 Dilution.
- 309525154 - Febreze Closed Loop Sanitizing Fabric Refresher - Application: any soft surface such as upholstered furniture, window treatments, carpets, mattresses, duvets, lamp shades. Always test first on hidden areas of fabric. Kills 99.9% of bacteria on soft surfaces. Prevents the growth of mold and mildew. Eliminates odors with Febreze technology. Provides Febreze freshness. 5:1 Dilution.