

**City of Racine**  
**Official Notice #8-2020**  
**Janitorial Services – Parks, Recreation & Cultural Services**



08/24/2020	Published in Newspaper   Posted Online   E-mailed
08/26/2020	Published in Newspaper
09/03/2020 by 10:00am	DUE DATE Bid proposals received after this time will not be considered
Method of submittal	City of Racine Purchasing - DemandStar <a href="https://network.demandstar.com/agencies/wisconsin/city-of-racine-purchasing/procurement-opportunities/01dc3f5c-ed8d-466f-9fa8-3f31a8e08705/">https://network.demandstar.com/agencies/wisconsin/city-of-racine-purchasing/procurement-opportunities/01dc3f5c-ed8d-466f-9fa8-3f31a8e08705/</a>
For inquiries contact:	Monica G. Santos – Purchasing Agent City of Racine Purchasing 730 Washington Ave. Room 105 Racine, WI 53403 Office: 262.636.9143   Fax: 262.636.9100 Email: <a href="mailto:monica.santos@cityofracine.org">monica.santos@cityofracine.org</a> Website: <a href="http://www.cityofracine.org/purchasing">http://www.cityofracine.org/purchasing</a>

The undersigned hereby proposes to furnish all labor, tools, equipment and all materials, except as definitely specified to be furnished by others, ready for use, all in accordance with these specifications, all as attached hereto and all of which the undersigned has examined, the following work for the compensation indicated.

Firm: Cleanco Racine, Inc

Name: Swan Christoffersen

Address: 1615 9th Street

City, State, Zip: Racine, WI 53403

Phone: 262-637-6376

Email: swan@cleancoracine.com

**1. General Information**

Janitorial Services at the following locations:

- Bryant Community Center
- Chavez Community Center
- Humble Community Center
- MLK Community Center
- Tyler-Domer Community Center
- Mound Cemetery Office
- Parks Service Center

This contract will be awarded to the lowest responsive, responsible bidder based upon the total base bid amount. The City reserves the right to accept or reject any or all bids or to waive any technicality that it deems to be in the best interest of the City. The City reserves the right to accept any or all parts of a bid that it deems to be in the best interest of the City. All financial and contractual commitments by the City are subject to the availability of funds as approved by the Common Council.

**Low bid will be based upon TOTAL AMOUNT FOR THIS PROPOSAL  
for 2-year period.**

**2. Proposal (BASE BID)**

**LUMP SUM BID #1 – Custodial & Cleaning Service for Bryant Community Center:**

The Vendor shall submit a lump sum price bid for Custodial & Cleaning Service for Bryant Community Center, in accordance with these specifications and attached Appendices "A, B & C."

TOTAL AMOUNT OF THIS PROPOSAL:

\$ 31,360<sup>00</sup> For 1<sup>st</sup> Year  
\$ 32,458<sup>00</sup> For 2<sup>nd</sup> Year

**LUMP SUM BID #2 – Custodial & Cleaning Service for Chavez Community Center:**

The Vendor shall submit a lump sum price bid for Custodial & Cleaning Service for Chavez Community Center, in accordance with these specifications and attached Appendices "A, B & D."  
(INCLUDE THE TBD HOURS FOR THE 12 WEEK PERIOD – See Appendix D)

TOTAL AMOUNT OF THIS PROPOSAL:

\$ 35,173<sup>00</sup> For 1<sup>st</sup> Year  
\$ 36,404<sup>00</sup> For 2<sup>nd</sup> Year

**LUMP SUM BID #3 – Custodial & Cleaning Service for Humble Community Center:**

The Vendor shall submit a lump sum price bid for Custodial & Cleaning Service for Humble Community Center, in accordance with these specifications and attached Appendices "A, B & E."

TOTAL AMOUNT OF THIS PROPOSAL:

\$ 13,046.<sup>00</sup> For 1<sup>st</sup> Year  
\$ 13,502.<sup>61</sup> For 2<sup>nd</sup> Year

**LUMP SUM BID #4 – Custodial & Cleaning Service for ML King Community Center:**

The Vendor shall submit a lump sum price bid for Custodial & Cleaning Service for ML King Community Center, in accordance with these specifications and attached Appendices "A, B & F."

TOTAL AMOUNT OF THIS PROPOSAL:

\$ 31,360.<sup>00</sup> For 1<sup>st</sup> Year  
\$ 32,458.<sup>00</sup> For 2<sup>nd</sup> Year

**LUMP SUM BID #5 – Custodial & Cleaning Service for Tyler-Domer Community Center:**

The Vendor shall submit a lump sum price bid for Custodial & Cleaning Service for Tyler - Domer Community Center, in accordance with these specifications and attached Appendices "A, B & G."

TOTAL AMOUNT OF THIS PROPOSAL:

\$ 19,569.<sup>00</sup> For 1<sup>st</sup> Year  
\$ 20,254.<sup>00</sup> For 2<sup>nd</sup> Year

**LUMP SUM BID #6 – Custodial & Cleaning Service for Mound Cemetery Office**

The Vendor shall submit a lump sum price bid for Custodial & Cleaning Service for Mound Cemetery Office, in accordance with these specifications and attached Appendices "A, B & H."

TOTAL AMOUNT OF THIS PROPOSAL:

\$ 4,076.<sup>80</sup> For 1<sup>st</sup> Year  
\$ 4,219.<sup>50</sup> For 2<sup>nd</sup> Year

**LUMP SUM BID #7 – Custodial & Cleaning Service for Parks Service Center**

The Vendor shall submit a lump sum price bid for Custodial & Cleaning Service for Parks Service Center, in accordance with these specifications and attached Appendices "A, B & I."

TOTAL AMOUNT OF THIS PROPOSAL:

\$ 4,892.<sup>00</sup> For 1<sup>st</sup> Year  
\$ 5,063.<sup>00</sup> For 2<sup>nd</sup> Year

**MANDATORY SUPPLEMENTARY UNIT PRICE BIDS**

The Contractor shall submit unit prices bids for additional services noted in Section 1, Paragraphs 16 & 18. Materials, Labor and/or sub-contract services not included or in-excess of specification scope, as listed below:

**UNIT PRICE RATES**

Custodial Services:

Hourly Labor Rate for Special Events – Rate per man-hour \$ 19.25 / hr

Hourly Labor Rate for Emergency Clean-up – Rate per man-hour \$ 19.25 / hr

Material or Subcontracting Cost:

Materials or subcontracting fees – (vendor cost) Plus 10 %

TBD 12 weeks during Basketball

TBD 4 hours per Saturday for 12 weeks 1<sup>st</sup> year \$ 4228.00

TBD 4 hours per Saturday for 12 weeks 2<sup>nd</sup> year \$ 4377.00

TBD 4 hours per Sunday for 12 weeks 1<sup>st</sup> year \$ 752.00

TBD 4 hours per Sunday for 12 weeks 1<sup>st</sup> year \$ 779.00

**3. General Questions**

Have you performed any work for the City of Racine in the past?

YES  NO

Are you part of the Disadvantage Business Enterprise (DBE) Program?

YES  NO

if you answered no, would you like more information?

YES  NO

Are you fully certified with the State of Wisconsin?

YES  NO

#### 4. References

As a part of properly completing the bid, provide the names, addresses, phone numbers and contact persons for a minimum of two companies or municipalities for which the bidder has satisfactorily performed related work within the past five (5) years.

Company Name: Racine County  
Address: 730 Wisconsin Ave Racine  
Contact Person: Andy Kallenbach  
Phone Number: 262-636-3502  
E-mail: Andrew.Kallenbach@racinecounty.com

Company Name: Sealed Air YNICA  
Address: 8501 Campus Dr. Mt. Pleasant  
Contact Person: Rich Green  
Phone Number: 262-898-4555  
E-mail: rgreen@ymcaracine.org

Company Name: Styberg Engineering  
Address: 1600 Coold Str. Racine  
Contact Person: Heather Martinsen  
Phone Number: 262-631-1311  
E-mail: hmartinsen@styberg.com

## 5. Specifications

### SECTION I GENERAL REQUIREMENTS

#### 1. Scope

These specifications are for custodial and cleaning services for Parks, Recreation and Cultural Services. The Contractor shall furnish all supervision, labor, materials, tools and equipment required to keep the above-mentioned areas neat, clean, and sanitary as described in the following specifications and work schedule, and to the satisfaction of the Director of Parks, Recreation and Cultural Services or Designee.

#### 2. Definitions

- a. Owner: City of Racine Parks, Recreation and Cultural Services, (PRCS). 800 Center Street, Room 127; Racine, Wisconsin 53403. Contractor will be provided a list of Owner representative/s for each building.
- b. Contractor: Any individual, firm, partnership or corporation submitting a proposal to whom the contract is awarded by the Owner.
- c. Base Hours Per Week: This shall be the minimum number of labor-hours, which the contractor shall perform in designated buildings for Routine Custodial Services. Cleaning schedule may require a split shift. The contractor will be required to supply as many labor-hours as necessary to provide the quality of service as covered by the specifications. Base hours are calculated as: *1 month equals 4.33 weeks*.
- d. Routine Custodial Services: These items are shown in the contract as daily, semiweekly, weekly, biweekly, monthly, semi-annually and annual. Labor-hours spent on routine items are charged towards the base hours per week. These items are to be done as outlined in Appendix "A" and shall be included in Base Bid on the Bidder's Proposal.
- e. Discretionary Hours: Labor hours assigned to specific Community Centers to be used at the Owner's discretion for custodial duties during normal building open hours.
- f. Special Event: An event outside the normal building activities such as a rental for a wedding or family reunion; these events shall be billed separately.
- g. Building Exterior & Grounds: Areas where trash and debris is to be picked up daily will include dumpster locations, parking areas, sidewalks and other areas within 30 feet of building perimeter.
- h. Hand Height: All vertical and horizontal surfaces 70 inches and below.
- i. Within Reach: The safe working height while working at the maximum safe working level of a standard 6 foot, OSHA approved ladder.
- j. Materials Provided by Owner: Specific custodial consumable supplies and light bulbs provided by The City of Racine, as noted in Section II.
- k. Materials Provided by Contractor: All materials, equipment & tools needed to fulfill the requirements of this specification, except as noted in Section II.
- l. On-Call & 24 Hour Access: 24-hour call number for Owner Representatives and/or Contractor employees to call. The On - Call person must have authority to make decisions.
- m. "Best Industry Practices": A best industry practice is managerial and custodial techniques or methodology that, through experience and research, has proven to consistently lead to a desired result.

3. Locations:

The following buildings are included in this contract. The Owner may chose individual building contracts or may chose to bundle multiple building contracts in any fashion to best suit the needs of the Owner.

- a. Dr. John Bryant Community Center, 601 – 21<sup>st</sup> Street – See Appendix “C”
- b. Cesar Chavez Community Center, 2221 Douglas Avenue – See Appendix “D”
- c. Humble Community Center, 2218 Blaine Avenue – See Appendix “E”
- d. Dr. Martin Luther King Jr. Community Center, 1134 Dr. M.L. King Drive – See Appendix “F”
- e. Tyler – Domer Community Center, 2301 – 12<sup>th</sup> Street – See Appendix “G”
- f. Mound Cemetery Office – 1147 West Blvd – See Appendix “H”
- g. Parks Service Center – 1420 13<sup>th</sup> Street – See Appendix “I”

4. Start of Work

The Contractor shall be in a position to start work on this contract after approval from Common Council.

5. Term of Contract

The contract will be for an initial term of two years, and may be extended for a two one year terms providing both parties to the contract agree to the extensions under the condition that the price may be re-negotiated, that all other terms, conditions, and specifications remain the same. Notification to the Owner of the desire to extend, including any price change request shall be given by the Contractor at least one hundred-eighty (180) days before the contract expiration date.

6. Building Knowledge

The contractor is responsible for knowing each building, including floor types, wall types, ceiling heights and numbers of fixtures to be cleaned in each room. Specific minimum hours and cleaning needs for individual buildings are located in the Appendices for the individual buildings. **It is advised that the bidder be familiar with the facilities on which they are bidding. These buildings are open to the public.**

7. Supervision

The contractor shall assign a cleaning supervisor to act as a liaison between the contractor's employees and the City's Community Center Supervisors. The cleaning supervisor shall oversee the operations of the work crews assigned to buildings. The cost for providing the cleaning supervisor shall be considered incidental to this contract and no additional compensation will be paid to the contractor for supervisory time necessary in carrying out these services. Supervisory time shall not be included in the minimum weekly cleaning hours assigned individual Community Centers. The Cleaning Supervisor will supervise the work of others, ensure that the jobs are completed to the satisfaction of the City and enforce the work rules, safety rules and security measures outlined in this contract. **The Cleaning Supervisor shall provide a 24-hour direct access phone number to all contractor employees and the Community Center Supervisors.**

8. Cleaning Supervisor Qualifications and Duties

Cleaning Supervisor shall have knowledge in the area of custodial work in a commercial or athletic facility including wall, floor, and glass surface maintenance and shall be thoroughly acquainted with these specifications.

9. Work Rules, the Cleaning Supervisor shall enforce the following work rules:

- a. Contractor shall post the following at each job site where all employees have access:
  - i. Routine Custodial Task Schedule – Appendix “A”
  - ii. Inspection Check List – Appendix “B”
  - iii. Snow Removal & Trash Pick-up drawings – Note: Owner will provide laminated copies of drawings to selected contractor.

- b. All employees must be a minimum of 18 years of age.
- c. The contractor shall furnish the Community Center Supervisors with an up – to - date list of any contractor employee or subcontractor working in the building. The list shall show the name, address and date of birth, of each person.
- d. Before any Contractor's employees begin work, the Contractor shall provide background check documentation for all Contractors's employees and subcontractors working in City buildings for the Community Center Supervisor for approval.
- e. When substitute personnel are used, the cleaning supervisor must accompany and train the worker. Training time shall not be charged to Base Hours.
- f. The City reserves the right to have any employee removed from any building.
- g. Parking: Contractor's personnel may use the parking lot at each location at the discretion of the Community Center Supervisor.
- h. Safety: All applicable safety equipment, rules and procedures shall be used and/or followed.
- i. Intoxicants and Disorderly Conduct: Personnel shall not bring intoxicating beverages or substances on to any City property.
  - 1. Intoxication, practical jokes, or disorderly conduct will not be tolerated.
  - 2. Community Center Supervisors can require any contractor personnel leave City property at any time.
- j. Off-Limits Areas: Contractor's personnel shall not be permitted in any areas except the areas covered by the contract.
- k. Curiosity: Contractor's personnel shall not investigate the contents of desks, drawers cabinets, and closets. They shall not read or disturb notes or materials on desk tops or cabinets. candy, facial tissues or other personal effects on desks shall not be used by Contractor's personnel. Contractor personnel shall not use computers or adding machines on desktops.
- l. Notification of Out of Ordinary Situations or Conditions: Personnel shall report abnormal conditions, such as defects in the lighting, plumbing, etc., to the Community Center Supervisor.
- m. No Smoking: Smoking is not allowed at any time, in any City Building.

10. Identification of Personnel

The contractor shall supply each employee with a picture I.D. badge which must be worn at all times while working in the buildings. The badge shall contain a recent photo and the name of employee, job title and business and/or logo.

11. Work Crew

The Contractor shall have sufficient personnel available for training, competent and reliable personnel to satisfactorily perform all the work as outlined in the times specified. All work crew personnel shall be physically able to perform all tasks listed in these specifications.

12. Work Crew for Daily Routine

The contractor shall supply the base hours per week, at minimum, for the completion of the daily routine items as covered by these specifications. Contractor shall provide all hours necessary to complete routine cleaning.

13. Wage Standards

- a. For the duration of this contract and possible extensions, all custodial service personnel shall be paid no less than \$7.25 per hour.
- b. Custodial services personnel's wages shall be increased by \$.25 per hour after each year of continuous service and satisfactory performance.
- c. Owner may request an experienced worker with the custodial operations of a specific Community Center be compensated at a wage minimum wage more than \$7.25 per hour and no higher than \$8.25 per hour.

- d. Contractor shall increase the Lump Sum rate for the Community Center by the hourly rate increase plus the additional payroll associated taxes associated with the wage increase.
- e. Contractor shall Only increase the Lump Sum rate to the Community Center for the hours worked by the identified experienced worker.

14. Minimum Wage

If the State or Federal minimum wage rate exceeds the minimum set by the City of Racine, the higher of the rates will apply. The contract price will be adjusted to cover the difference in cost between the City of Racine wage rates and the State or Federal wage rates.

15. Attendance

Contractor's workers are expected to be at their assigned site on time for all daily and scheduled activities.

- a. The Contractor must provide employees to fulfill all scheduled hours, **no-shows will not be tolerated.**
- b. Cleaning Contractor must have a 24-hour person "on call" for all employees to access.
- c. Contractor will be fined \$100 for each occurrence of a no-show for scheduled work. The fine will be deducted from the next billing cycle.
- d. After two no-shows, the City shall give notice to the contractor as specified in Section VI, paragraph 6; Termination.
- e. Contractor's employees shall be on site during the entire assigned work shift, except for the 30 minute unpaid lunch period.
- f. Any hours Contractor's employees are not on site, will be deducted from the next billing cycle at the rate that appears on the Bidder's Proposal, plus 15% administrative expenses.

16. Emergencies and Emergency Clean - up

Emergencies that require clean-up will be the responsibility of the Contractor. Once contacted, the Contractor must meet within 2 hours at the site to assess the situation and formulate an agreed upon clean up plan. The duration of the emergency clean up will be the time it is required to make the site safe and operational.

- a. All billing for emergencies shall be charged at the hourly rate on the Bidder's Proposal.
- b. All materials or equipment rentals shall be charged to the emergency billing. Owner will require documentation to support rental or materials cost with billing.

17. Holidays

Holidays that Community Centers are closed, no contract services are required. If listed holidays fall on weekends, they are generally observed on the weekday closest to the weekend day. Yearly holiday schedules will be provided to the Contractor by the Community Center Supervisor. There are ten (11) holidays and these days shall be designated by the City of Racine. Observed holidays are as follows:

January 1 <sup>st</sup>	
MLK	Thanksgiving – Thursday
Spring Break Holiday - (AKA Good Friday)	Thanksgiving – Friday after
Memorial Day	December 24 <sup>th</sup>
July 4 <sup>th</sup>	December 25 <sup>th</sup>
Labor Day	December 31 <sup>st</sup>

18. Special Events

Contractor shall set-up and takedown tables, chairs, podiums, staging, temporary flooring or any other equipment or appliances as directed by the Community Center Supervisor. Time and dates for these tasks will be communicated by the Community Center Supervisor to the Cleaning Supervisor.

- a. Set-up, Takedown and Clean-up will be separately billed on a per hour basis. Per hour cost shall be listed on the Bidder's Proposal.

19. Non – Special Events

Contractor shall set-up and takedown tables, chairs, podiums, staging, temporary flooring or any other equipment or appliances as directed by the Community Center Supervisor. Priority for these tasks will be assigned by the Community Center Supervisor.

20. Unscheduled Closings

In the event that no work can be performed because of strikes, civil disturbances or an unscheduled closing resulting from an emergency and the custodial crews are unable to get into the building to perform their duties, the time shall be deducted from the contract and the City of Racine shall be credited for unused hours on the next billing.

21. Keys

Any keys issued by the Community Center Supervisor shall be returned upon request, key holder leaving employment or termination of contract. Contractor will pay all costs of rekeying the Community Center/s if keys are lost or not returned.

**SECTION II**  
**MATERIALS GENERAL**

1. Materials Provided by Owner:

The following materials will be provided by Community Center Supervisor. Cleaning Supervisor is responsible for informing Community Center Supervisor of status of inventory weekly and shall fill dispensers with provided materials, as needed.

- a. Toilet Paper
- b. Hand Towels
- c. Soap for Dispensers
- d. Ice Control Salt
- e. Light Bulbs
- f. Gym floor cleaning agents

2. Materials Provided by Contractor:

The Contractor shall furnish all materials for its services, except as noted in Section II.1.

- a. Materials shall meet the approval of the Owner Representative.
- b. Contractor shall not use or keep on the premises any materials which the Owner considers harmful or otherwise objectionable for use.
- c. All materials shall be stored in their original container with original label clearly visible.
- d. Bulk materials must be stored in containers "UL" approved for the purpose and must be clearly marked with "OSHA." approved labels.
- e. Contractor shall provide any OSHA required containment devices for contractor provided materials.
- f. Any materials that require electrical, mechanical, or fire & safety code changes to storage areas, will not be allowed.
- g. Owner representatives shall have the right to inspect cartons and stockrooms to ensure only approved materials are being used and are properly stored.
- h. Storage areas will be assigned by Community Center Supervisors.
- i. All Contractor owned materials and equipment must be removed upon termination of this contract.

3. Material Safety:

The contractor shall furnish Material Safety Data Sheets (MSDS) and an employee safety manual covering a Hazard Communication Program, a Hazard Assessment Plan and an Exposure Control Plan. An up-to-date copy of these documents is to be kept in each building covered in this specification. The contractor shall also provide the Owner's Hazard Communications Coordinator a copy of all documents. The City shall approve any changes in products utilized and the Contractor shall supply proper MSDS sheets. Contractor is responsible for all employee training. All documents listed in this section must be approved by Owner and on-site before July 1, 2016.

4. Tools and Equipment

Contractor shall furnish and use only tools and equipment in good working condition and bearing Underwriters Laboratory® seal. Tools and equipment that is improper, poorly maintained or unsafe shall not be used at any of the Owner's properties. All mops, brooms, sweeping tools, ladders, etc. shall be equipped with non-marking rubber, vinyl or plastic tips on the ends of the handles and/or feet to prevent marking or scarring of walls and other surfaces they may contact.

**SECTION III**  
**MATERIALS SPECIFIC**

1. Specific Materials – General

See attached Appendices for cleaning products unique to individual Community Centers.

2. Cleaners

Toilet bowl and urinal cleaners must clean, deodorize, disinfect, and be fully inhibited to protect pipes and metal against corrosion and be safe to contact with human skin. Unless otherwise noted, floor and surface cleaners shall be a germicidal or disinfectant solution. All floor finishes and dust treatments shall be approved by Underwriters Laboratory® (UL) for safety and slip-resistant quality. No materials will be used which will cause damage to the surface it is intended to clean.

3. Carpet Cleaner

Carpet cleaners must be a liquid extraction cleaner concentrate for carpets containing detergents, optical brighteners and corrosion inhibitors. Product shall not leave a residue on carpets or require rinsing after extraction.

**SECTION IV**  
**AREAS TO BE SERVICED BY CONTRACTOR**

1. General

The contractor shall keep office areas, rest rooms, corridors and building exteriors and grounds in the listed buildings, attractive in appearance and sanitary. The Contractor shall employ materials, equipment and "*best industry practices*" that give the best results with minimum danger to furnishings, property and personnel. Routine Custodial Services such as stripping, refinishing and carpet cleaning will be the responsibility of the Contractor to schedule with the Community Center Supervisor and shall be included in the Base Bid on the Bidder's Proposal. Unused areas do not require daily cleaning. See **Appendix "A"** for details regarding Routine Custodial Services.

2. Rest Rooms, Locker Rooms & Showers

All restrooms, locker rooms & showers are to be cleaned and sanitized once per day. Community Center Supervisor's may request additional daily cleaning, this time may be charged against the building base hours.

3. Gymnasium, Multipurpose and Athletic Floors

These floors shall be swept and dry mopped daily, including weekends when scheduled.

4. Snow & Ice Control

Contractor shall shovel snow and salt walkways at all doorways as noted on building drawings. Snow removal and ice control shall be priority over general cleaning. Snow and Ice Control can be charged to normal work hours.

5. Building Exteriors & Grounds

Areas where trash and debris is to be picked up daily will include parking areas, dumpster locations, sidewalks and other areas within 30 feet of the perimeter of each Community Center. All exterior doorways, windows, lights and general surroundings within reach; shall be kept clean and cobweb free.

6. Change Light Bulbs

Contractor shall change all light bulbs within reach in all building areas. This shall include offices, restrooms, hallways, exterior soffits, breezeways, mechanical rooms and storage areas. Contractor shall place used bulbs in proper bulb recycling area.

**SECTION V**  
**PERFORMANCE & SCHEDULE**

1. Time Frame for Performance of Work

Routine custodial maintenance shall be scheduled during normal daytime hours as they appear in the Appendices. Cleaning operations such as carpet cleaning, can be scheduled during off hours with approval of the Community Center Supervisor. Periodic cleaning must receive prior approval by the Community Center Supervisor and shall be scheduled not to interfere with normal building activities.

2. Extent of Service

Services that shall be considered Routine Custodial Services and shall be provided are as indicated in **Appendix "A."**

3. Recycling

The City of Racine participates in State Mandated recycling in compliance with local ordinances. Cardboard is deposited near the recycling containers on all floors of all buildings. It is the responsibility of the contractor to collect all cardboard and move it to a central location in each building as designated by the Community Center Supervisor. The contractor shall flatten all cardboard and maintain it in a clean and neat condition for pickup. All recycled materials are the property of the City of Racine.

4. Waste Removal

Trash and solid waste shall be placed in appropriate waste containers daily.

- a. Community Center Supervisors will specify location of waste containment.
- b. Contractor shall clean up any trash around waste containers.
- c. Waste containment areas that are gated and or locked, must be secure at all times

**SECTION VI**  
**QUALITY CONTROL**

1. General

This section outlines the inspection and evaluation procedures for the quality of custodial and cleaning service. It is intended to serve as a guide for maintaining a sound, attractive and safe environment in buildings and to determine if the Contractor is performing the custodial service function in strict accordance with the terms and conditions of these specifications.

2. Monthly Meeting

The cleaning supervisor shall hold monthly meetings with each Community Center Supervisor. The purpose of these meetings is to review the quality of the services being provided.

3. Complaint Forms

The Contractor shall supply the City with a standardized complaint form to report deficiencies or concerns with cleaning services. These forms will be made available to the Community Center Supervisors. Completed forms will be submitted by PRCS to the Contractor for action. Within two business days, the Contractor shall make a written response on the complaint form, return it to PRCS, and take the required corrective action.

4. Penalties for Unsatisfactory Performance

When service is skipped or left incomplete, or the nature of the neglect is such that the area cannot be used until the work is complete, and where the Contractor is unable or unwilling to make immediate correction, PRCS shall make the necessary correction with any available resources. Contractor shall be penalized the direct cost plus 15% of the direct cost or a minimum of One Hundred Dollars (\$100) per day, whichever is greater for the correction. The penalty will be deducted from the next billing cycle.

5. Penalties for False Alarms

If Contractor personnel activate any alarm system in error and PCRS is billed, the bill will be the responsibility of the Contractor. The billed amount will be deducted from the next billing cycle.

6. Termination

Should the work being performed under this contract be deemed unsatisfactory by the City of Racine, the City shall give the Contractor written notice to cure such unsatisfactory work. If such work continues in an unsatisfactory manner, then the City may terminate the contract on twenty (20) day written notice. Payments shall be made to the Contractor for work done up to the date of termination, subject to deduction in accordance with paragraph 4. (*Penalties for Unsatisfactory Performance*).

**SECTION VII**  
**PAYMENTS**

1. Payment for Work

Payments shall be made monthly. The monthly payment shall be for actual contract hours provided. Billing shall include only the Lump Sum rate as listed on the Bidder's Proposal. Special event billings shall be separate; however, may be submitted in the same billing cycle.

2. Payment Timing

The City shall guarantee payment within thirty (30) days of receipt of request for payment subject to all required work being completed and proper documents submitted for that pay period.

3. Time Recording

The Contractor shall record all employee work time. Weekly time sheets shall be submitted to the Community Center Supervisor by the Contractor verifying the actual hours worked by each employee. The Contractor shall also submit a monthly payroll summary report indicating employee name and hours worked with a weekly tally of the hours worked. Hours charged to the Community Center must be specified.

**SECTION VIII**  
**BIDDING**

1. Bidding

The Contractor shall state on the Bidder's Proposal form the annual cost for providing the Base Hours per week for Routine Custodial Services as they are specified within this specification and Appendix "A." The man-hours stated in the appendices are a minimum number of hours required on a weekly basis for the completion of the Routine Custodial Services as defined in the specifications.

The Contractor shall state on the Bidder's Proposal form the cost for providing the services outlined for Periodic Custodial Services. These Periodic Custodial Services include a per unit cost for performing tasks in specific areas as requested by the Community Center Supervisor on an as-needed basis.

**6. Indemnification and Insurance Requirements**

Indemnification

To the fullest extent allowable by law, Contractor hereby indemnifies and shall defend and hold harmless the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature whether arising before, during, or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of Contractor or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this Agreement regardless if liability without fault is sought to be imposed on the City of Racine, Contractor's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the City of Racine, or its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the termination or expiration of this Agreement.

In any and all claims against the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers by an employee of Contractor, any subcontractor, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

No provision of this Indemnification clause shall give rise to any duties not otherwise provided for by this Agreement or by operation of law. No provision of this Indemnity clause shall be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity that would otherwise exist as to the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers under this or any other contract. This clause is to be read in conjunction with all other indemnity provisions contained in this Agreement. Any conflict or ambiguity arising between any indemnity provisions in this Agreement shall be construed in favor of indemnified parties except when such interpretation would violate the laws of the state in which the job site is located. Contractor shall reimburse the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers for any and all legal expenses and

costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

#### Insurance Requirements

The Contractor shall not commence work under a contract until he has obtained all insurance required under this paragraph and has filed certificates thereof with the Owner, nor shall the Contractor allow a Subcontractor to commence work until all similar insurance required has been so obtained and filed with the Contractor. Unless otherwise specified in this Agreement, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the Work, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

Worker's Compensation and Employers Liability Insurance - The Contractor shall cover or insure under the applicable labor laws relating to worker's compensation insurance, all of their employees in accordance with the law in the State of Wisconsin. The Contractor shall provide statutory coverage for work related injuries and employer's liability insurance with limits of \$1,000,000 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee.

Commercial General Liability and Automobile Liability Insurance - The Contractor shall provide and maintain the following commercial general liability and automobile liability insurance:

Coverage – Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

- a) Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG0001)
- b) Insurance Services Office (ISO) Business Auto Coverage (Form CA0001), covering Symbol 1 (any vehicle)

Limits -The Contractor shall maintain limits no less than the following:

- a) General Liability - One million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate if applicable) for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the City of Racine) or the general aggregate including product-completed operations aggregate limit shall be twice the required occurrence limit.
- b) Automobile Liability- One million dollars (\$1,000,000) for bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the Agreement.

- c) Umbrella Liability- One Million dollars (\$1,000,000) for bodily injury, personal injury and property damage per occurrence in excess of coverage carried for Employers' Liability, Commercial General Liability and Automobile Liability as described above.

Required Provisions - The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- a) The City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status as respects liability arising out of activities performed by or on behalf of the Contractor; on products and completed operations of the Contractor; for premises occupied or used by the Contractor; and on any vehicles owned, leased, hired or borrowed by the Contractor.
- b) The coverage shall contain no special limitations on the scope of protection afforded to the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers.
- c) For any claims related to this project, the Contractor's insurance shall be primary insurance as respects the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by the City of Racine, its elected and appointed officials, officers, employees, or authorized representatives or volunteers shall not contribute to it.
- d) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers.
- e) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- f) Each insurance policy required by this agreement shall state, or be endorsed to state, that coverage shall not be canceled by the insurance carrier or the Contractor, except after sixty (60) days (or 10 days for non-payment of premium) prior written notice by U.S. mail has been given to the City of Racine.
- g) Such liability insurance shall indemnify the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers against loss from liability imposed by law upon, or assumed under contract by, the Contractor for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.
- h) The general liability policy shall cover bodily injury and property damage liability, owned and nonowned equipment, blanket contractual liability, completed operations liability with a minimum of a 24 month policy extension, explosion, collapse, underground excavation, and removal of lateral support, and shall not contain an exclusion for what is commonly referred to by the insurers as the "XCU" hazards. The automobile liability policy shall cover all owned, non-owned, and hired vehicles. All of the insurance shall be provided on policy forms and

through companies satisfactory to the City of Racine, and shall have a minimum A.M. Best's rating of A-VII.

**Deductibles and Self-Insured Retentions** - Any deductible or self-insured retention must be declared to and approved by the City of Racine. At the option of the City of Racine, the insurer shall either reduce or eliminate such deductibles or self-insured retentions.

**Evidences of Insurance** - Prior to execution of the agreement, the Contractor shall file with the City of Racine a certificate of insurance (Acord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this agreement. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions 1-8.

**Responsibility for Work** - Until the completion and final acceptance by the City of Racine of all the work under and implied by this agreement, the work shall be under the Contractor's responsibility care and control. The Contractor shall rebuild, repair, restore and make good all injuries, damages, re-erections, and repairs occasioned or rendered necessary by causes of any nature whatsoever.

**Sub-Contractors** - In the event that the Contractor employs other contractors (subcontractors) as part of the work covered by this agreement, it shall be the Contractor's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

**END OF DETAILED SPECIFICATIONS**

## Appendices

Appendix "A" – Routine Custodial Task Schedule

Appendix "B" – Inspection Check List

Appendix "C" – Dr. John Bryant Community Center

Appendix "D" – Cesar Chavez Community Center

Appendix "E" – Humble Community Center

Humble – Gym floor Cleaning Requirements

Appendix "F" – Dr. Martin Luther King Community Center

Appendix "G" – Tyler – Domer Community Center

Appendix "H" - Mound Cemetery Office

Appendix "I" - Parks Service Center

**APPENDIX "A"**  
**ROUTINE CUSTODIAL TASK SCHEDULE**

**NOTES: ALL ITEMS LISTED IN APPENDIX "A" SHALL BE INCLUDED IN THE BASE BID ON THE BIDDER'S PROPOSAL.**

**Unused areas do not require daily cleaning.**

<b><u>General Exterior, Offices, Private Offices, Lobby, Lounge, etc.</u></b>	<b><u>Frequency</u></b>
1. Empty wastebaskets and wipe spillage from trash can tops.	Daily
2. Transport trash to designated area.	Daily
3. Sift and clean snuffers, outside of the building.	Daily
4. Clean and sanitize drinking fountains.	Daily
5. Spot clean reception lobby glass including front door.	Daily
6. Clean interior and exterior glass in all outside doors	Daily
7. Change burnt out light bulbs	Daily
8. Pick up trash on exterior of building	Daily
9. Inform Community Center Supervisor of building problems	Daily
10. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.	Weekly
11. Sweep/vacuum and dust	Weekly
12. Remove dust and cobwebs from ceiling areas.	Weekly
13. Low dust all horizontal surfaces to hand height (70") including sills, ledges, moldings, shelves, picture frames ducts, radiators, etc.	Weekly
14. Clean entire interior glass in partitions and doors.	Weekly
15. Clean bright metal to hand height.	Weekly
16. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges.	Monthly
17. Clean furniture including desks, chairs, and cabinets.	Monthly
18. Dust Venetian blinds	Monthly
19. Vacuum diffuser outlets in ceiling.	Monthly
20. Dry clean area adjacent to diffuser outlet.	Monthly
21. Hand-dust wood paneling.	Semi-Annual
22. Wash all wastebaskets	Semi-Annual
23. Wash all exterior windows within reach	Semi-Annual
24. Remove all cobwebs and other debris from exterior soffits – within reach.	Semi-Annual

**Washrooms**

1. Clean, sanitize and polish all fixtures including toilet bowls, urinals, showers, and basins with a germicidal cleaner.	Daily
2. Clean and sanitize all flush rings, drain and overflow outlets.	Daily
3. Clean and polish all chrome fittings.	Daily
4. Clean and sanitize toilet seats with a disinfectant cleaner.	Daily
5. Clean and polish all glass and mirrors.	Daily
6. Empty all containers and disposals, insert new liners	Daily
7. Wash and sanitize exterior of all containers.	Daily
8. Empty and sanitize interior of sanitary container, install new liner.	Daily
9. Remove spots, stains, splashes from wall area adjacent to basins.	Daily

- |   |           |
|---|-----------|
| 10. Flush toilet bowls and urinals and deodorize / sanitize.                                      | Daily     |
| 11. Change burnt out light bulbs  | Daily     |
| 12. Inform Community Center Supervisor of building problems                                       | Daily     |
| 13. High dust above hand height all horizontal surfaces, including shelves, ledges, moldings.     | Weekly    |
| 14. Remove fingerprints from doors, frames, light switches kick and push plates, handles, etc.    | Weekly    |
| 15. Flush floor drains with disinfectant / detergent  | Weekly    |
| 16. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, moldings. | Weekly    |
| 17. Dust and wash partitions and partition doors.   | Bi-Weekly |
| 18. Dry clean area adjacent to diffuser outlet.   | Monthly   |
| 19. Vacuum diffuser outlets in ceilings or walls  | Monthly   |

**Floors , Hallways & Stairwells**

- |   |              |
|---|--------------|
| 1. Dust mop or sweep.                                     | Daily        |
| 2. Damp mop with disinfectant cleaner (November – April). | Daily        |
| 3. Damp mop with disinfectant cleaner (May – October).    | Twice Weekly |
| 4. Spray buff open areas, including all corridors.        | Monthly      |

**Carpet**

- |   |             |
|---|-------------|
| 1. Inspect for spots and stains. Remove if possible.      | Daily       |
| 2. Vacuum open areas.                                     | Semi-Weekly |
| 3. Vacuum entire carpet areas, including corners & edges. | Weekly      |
| 4. Spot cleaning of carpeted areas.                       | As Needed   |
| 5. Machine shampoo entire carpeted areas.                 | Annually    |

**Gymnasium, Multipurpose and Athletic Floors**

- |  |         |
|--|---------|
| 1. Dust mop or sweep.                                      | Daily   |
| 2. Damp mop with cleaner                                   | Daily   |
| 3. Change burnt out light bulbs within reach               | Daily   |
| 4. Inform Community Center Supervisor of Building problems | Daily   |
| 5. Clean basketball backboards                             | Monthly |

**Storage and Mechanical Areas**

- |                |         |
|----------------|---------|
| 1. Broom sweep | Monthly |
|----------------|---------|

## APPENDIX "B" INSPECTION CHECK LIST

For the purpose of inspection, the following criteria shall be used to judge the quality of custodial services.

1. Inspection Checklist

When requested by the Community Center Supervisor, the Contractor shall submit a weekly inspection report that details tasks which have been completed and not completed in each building area.

2. Floors - Smooth Finish

Dust - Dust shall not accumulate on fingertips when rubbed over floor surface, the surface shall not appear dusty when viewed toward the light.

Streaks - No residue from cleaning materials or salt resulting from improper cleaning or rinsing. No scuff marks due to improper cleaning.

No Dirty Areas - In paths of traffic, under desk wells at base of furniture or equipment and along baseboards, no dirt has accumulated.

Dressing - Floor adequately dressed, meaning not worn thin in spots or overall.

Free of Floor Finish Buildup - No layering of floor finish is present.

Buffing - Surface in traffic lanes not dull. Overall surface not generally dull.

Slip Resistant - No slip hazards.

3. Floors - Carpets and Rugs

Dusty - Surfaces shall not show signs of dust or other debris.

Dirt - No imbedded dirt indicating insufficient sweeping or vacuuming.

Stained - No spotty stains or general dullness or discoloration.

4. Restrooms

General - All parts of washrooms, including basins, toilets, urinals, walls, showers, partitions, floors and doors shall be hygienically clean at all times.

Mirrors - Glass, frames not dusty, dirty, smeared.

Toilets - Seats shall not be dull or discolored and shall be of clean appearance. Hinges not dirty or tarnished. Bowls not stained.

Urinals - Not dirty or stained, no odor resulting from deposits in traps.

Lavatories - Not streaked or dirty. No ring around inside of basin. No rust stains.

Stall Partitions - Not dirty, no stains or spattering from cleaning solutions.

5. Walls, Partitions, Doors and Ceilings

Walls, Partitions - No dust, no finger marks, no dirt in specific areas or overall. Not stained from unclean mops or wax buildup.

Doors - No dust, finger marks or dirt. Door glass not smeared or dirty.

Ceilings - Not dirty overall or around heating and air-conditioning outlets.

6. Furniture and Files

Not dusty, high or low, on tops and side surfaces, underneath objects such as clocks, etc. No residue buildup.

7. Windows and Window Treatment

Glass - Inside and external glass within reach is clean.

Frames and Sills - Not dusty, dirty, no scratches.

Venetian blinds - Not dusty or dirty.

Window Screens - Not dusty or dirty.

8. Stairwells

Stairwells and Railings - Not dusty or dirty or used for storage.

9. Supplies, Tools and Contractor Areas

Cleaning supplies - Stored in a neat and orderly manner, no unauthorized or hazardous materials.

Cleaning Tools - Properly stored, in good clean condition, cords not defective.

Contractor Operations and Storage Area - Floors, walls, shelving, sinks neither are not dusty, dirty, stained, nor have musty odor.

**APPENDIX "C"**

**Dr. John Bryant Community Center**

601 – 21<sup>st</sup> Street  
Racine, Wisconsin  
262.636.9235

Community Center Supervisor: Lesia Hill – Driver

Appendix Includes:

1. Hours Required, Schedule & Notes
2. Building Square Footage Schedule
3. Building Drawing

**Dr. John Bryant Community Center**

**Required Base Hours Per Week:**

Monday – Friday: 40 hours per week, 12 months per year = 2080 Hours

Saturdays: 4 hours per Saturday for 12 weeks during basketball season TBD = 48

**Total Required Hours per year:**        2080

**Building Schedule:**

Year round; 40 hours per week, with a 30 minute unpaid lunch each day. Schedule to be determined at contract start date and reviewed quarterly, (if needed), by the Community Center Supervisor and the Cleaning Supervisor. Cleaning schedule may require a split shift.

**Special Events:**

Special events will be communicated to the Cleaning Supervisor by the Community Center Supervisor. Special Events will be billed separately and will not be charged to Base hours.

Special Events shall be charged per the Unit Price Rate on the Bidder's Proposal.

***Note:*** *This Contract requires custodial service to be provided twelve months per year. The required hours shall be scheduled and approved by the Community Center Supervisor. Flexible hours may be required for various special circumstances to be scheduled and approved by the Community Center Supervisor.*

**Other Notes:**

Gymnasium Floor Type: Main Floor Wood with Vinyl Perimeter

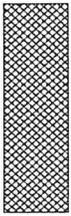
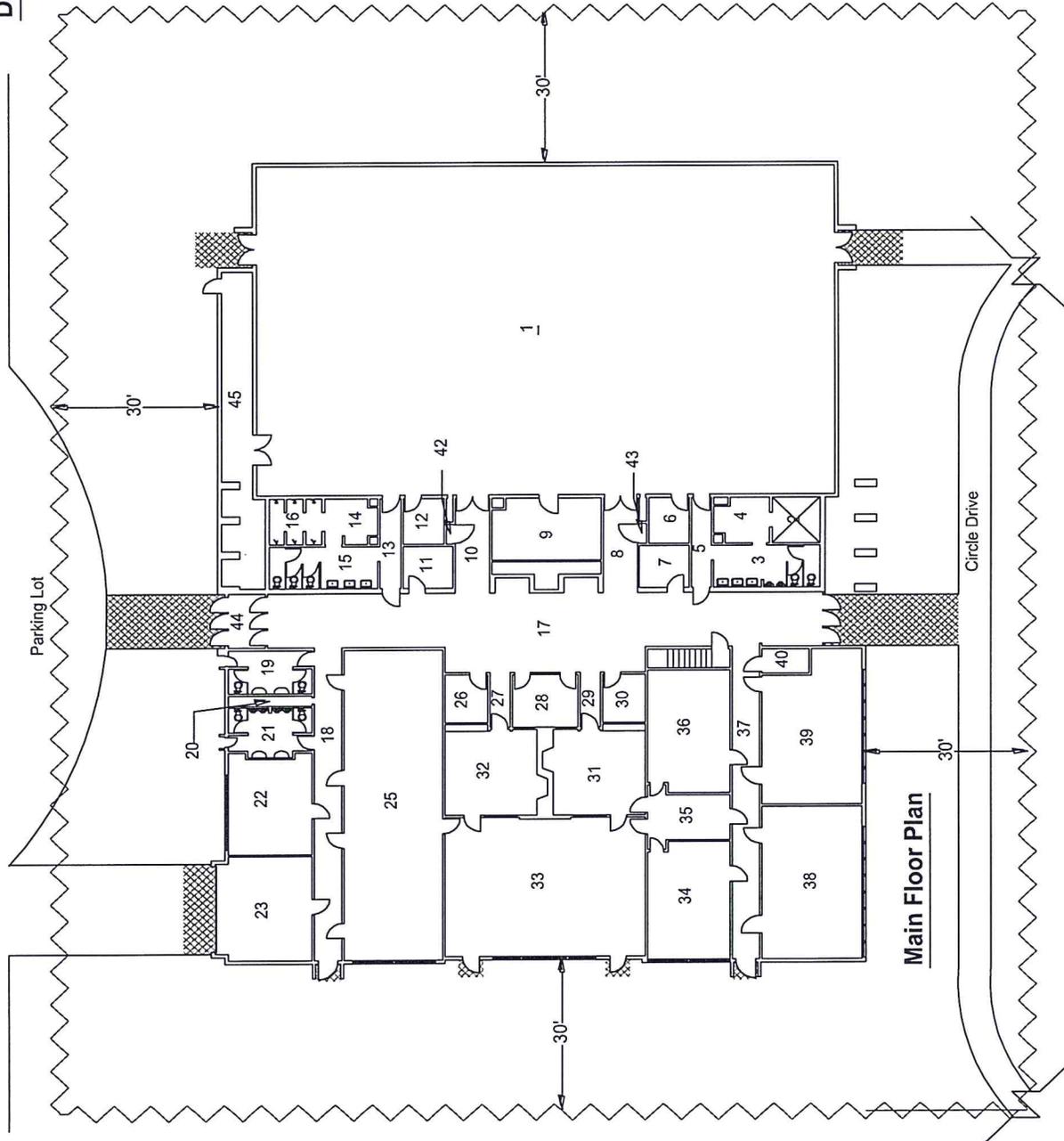
**Dr. John Bryant Community Center – Square Feet**

<b>Room Number</b>	<b>Room Name</b>	<b>Square Feet</b>	<b>Mechanical or Storage Space</b>
1	Gymnasium	6958.53	
2	Men's Shower	80	
3	Men's Restroom	163.17	
4	Men's Locker Room	84.5	
5	Hall	62.62	
6	Office	69	
7	Office	78	
8	Hall	121.46	
9	Office	244.51	
10	Hall	121.46	
11	Office	78	
12	Office	69	
13	Hall	72.26	
14	Women's Locker Room	81.75	
15	Women's Restroom	166	
16	Women's Shower	84	
17	Hall	1327.11	
18	Hall	320.54	
19	Restroom	127	
20	Plumbing Chase	30.44	30.44
21	Restroom	138.55	
22	Classroom	296.69	
23	Garage/Storage	360	360
24	Multi-purpose	556	
25	Multi-purpose	556	
26	Office	75.69	
27	Hall	41	
28	Office	129	
29	Hall	41	
30	Office	75.69	
31	Multi-purpose	300	
32	Multi-purpose	300	
33	Multi-purpose	1026.55	
34	Classroom	348.26	
35	Kitchen	150.54	
36	Classroom	363.26	
37	Hall	315.31	
38	Classroom	557	
39	Arts & Crafts Classroom	526	
40	Janitor	42.11	42.11
41	Stairs	56	
42	Electrical Room	5.76	5.76
43	Electrical Room	5.76	5.76

44	Vestibule	76.54	
45	Storage	387.61	387.61
B - 1	Boiler Room	270.58	270.58
B - 2	Electrical Room	284	284
B - 3	Mechanical	1152.64	1152.64
		18776.89	2538.90
	Building Foot Print	18130.41	
	Available Space	18776.89	
	Storage & Mechanical	2538.9	
	<b>Cleanable Square Feet</b>	<b>16237.99</b>	



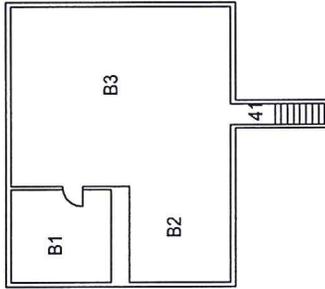
**Dr. Bryant Community Center**  
601 - 21st St.



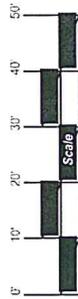
**Areas for Snow Shoveling**



**30 Foot Perimeter Litter Pick-up Area**



**Basement Plan**



**CITY OF RACINE**  
DEPARTMENT OF PARKS, RECREATION  
AND CULTURAL SERVICES  
**DR. BRYANT COMMUNITY CENTER**  
"IMPROVING COMMUNITY"

Drawn By: A. Bohl Date: April 2015 Scale: As Shown Page: 26 of 49

**APPENDIX "D"**

**Cesar Chavez Community Center**

2221 Douglas Ave  
Racine, Wisconsin  
262.636.9454

Community Center Supervisor: Jason Mars

Appendix Includes:

1. Hours Required, Schedule & Notes
2. Building Square Footage Schedule
3. Building Drawing

**Cesar Chavez Community Center**

Required Base Hours Per Week:

Monday – Friday: 40 hours per week, 12 months per year = 2080 Hours

Saturdays: 4 hours per Saturday for 12 weeks during basketball season TBD = 48

Sundays: 4 hours per Sunday for 12 weeks during basketball season TBD = 48

Total Required Hours per year:        2080

Building Schedule:

Year round: 40 hours per week, with a 30 minute unpaid lunch each day. Schedule to be determined at contract start date and reviewed quarterly, (if needed), by the Community Center Supervisor and the Cleaning Supervisor. Cleaning schedule may require a split shift.

Special Events:

Special events will be communicated to the Cleaning Supervisor by the Community Center Supervisor. Special Events will be billed separately and will not be charged to Base hours.

Special Events shall be charged per the Unit Price Rate on the Bidder's Proposal.

***Note:*** *This Contract requires custodial service to be provided twelve months per year. The required hours shall be scheduled and approved by the Community Center Supervisor. Flexible hours may be required for various special circumstances to be scheduled and approved by the Community Center Supervisor.*

**Other Notes:**

Gymnasium Floor Type:

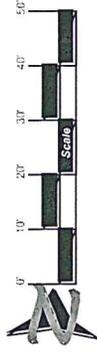
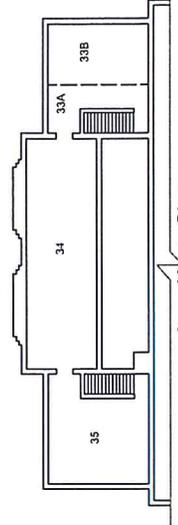
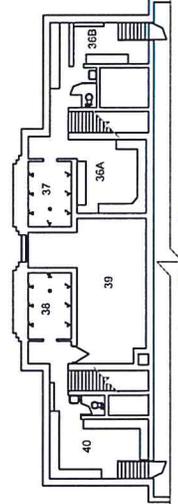
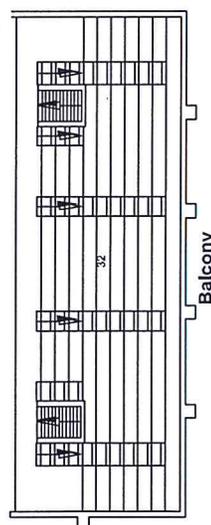
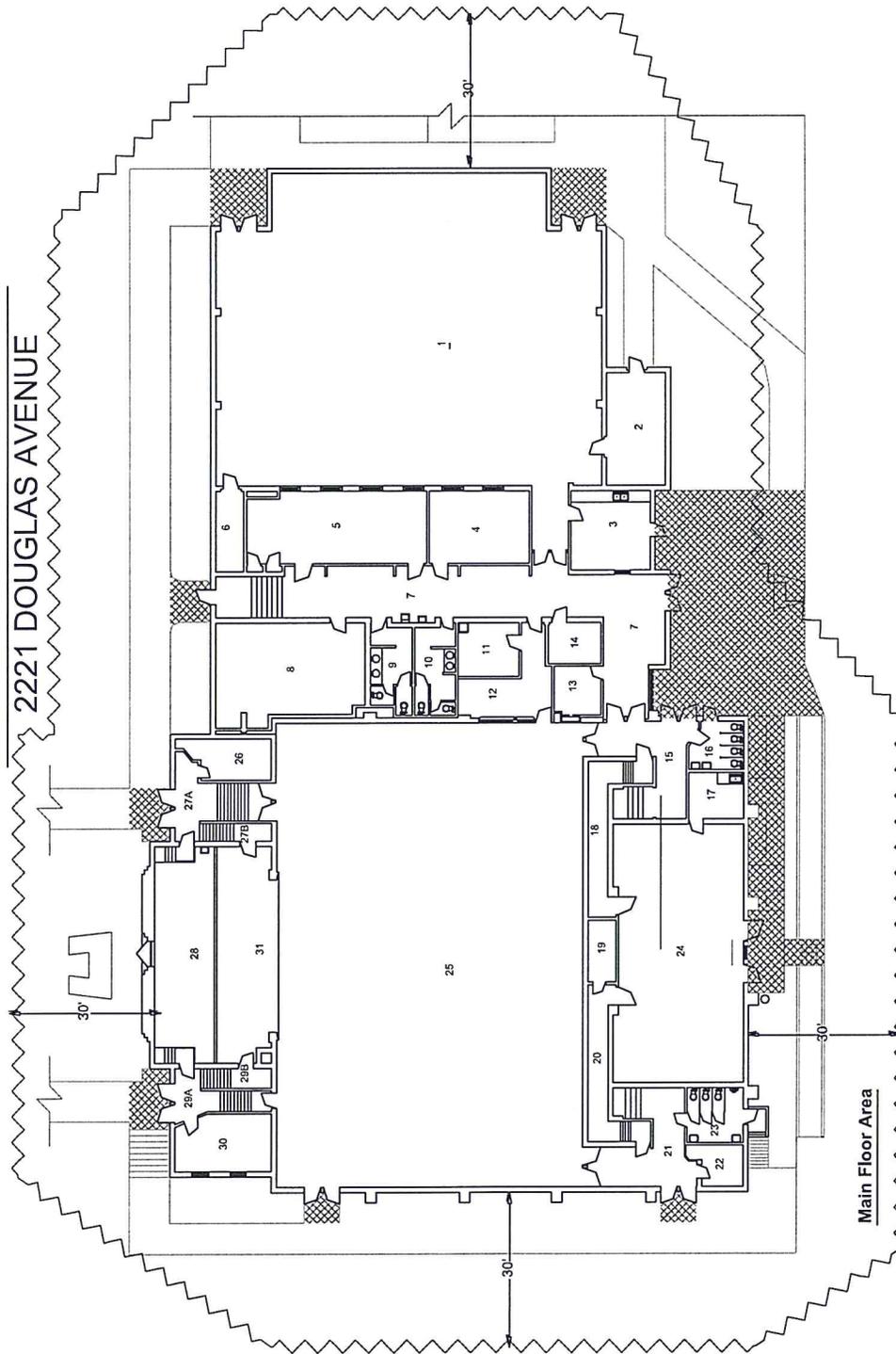
Old Gym: Wood with Vinyl Perimeter

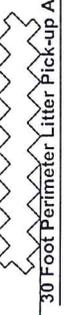
New Gym: VCT with Vinyl Perimeter

**Cesar Chavez Community Center – Square Feet**

Room Number	Room Name	Square Feet	Mechanical or Storage Space
1	Small Gymnasium	4,440.75	
2	Storage	242.00	242.00
3	Kitchen	231.00	
4	Library - Lounge	237.50	
5	Game Room	512.56	
6	Storage	80.00	80.00
7	Vestibule - Corridor - Lobby	862.39	
8	Arts & Crafts Room	531.67	
9	Women's Restroom	130.95	
10	Men's Restroom	129.82	
11	Janitor	120.00	120.00
12	Office	205.92	
13	Office	96.70	
14	Storage	81.22	81.22
15	Vestibule/Stairs	247.25	
16	Women's Restroom	106.00	
17	Kitchen	93.50	
18	Corridor	162.68	
19	Mechanical	61.72	61.72
20	Corridor	172.00	
21	Vestibule/Stairs	247.25	
22	Electrical Room	73.00	73.00
23	Men's Restroom	100.87	
24	Day Care	1,750.00	
25	Large Gymnasium	5,360.00	
26	Storage	121.00	121.00
27A	Vestibule/Stairs	91.25	
27B	Stairs	56.00	
28	Exercise Room	672.00	
29A	Vestibule/Stairs	113.52	
29B	Stairs	56.00	
30	Office	200.00	
31	Stage	312.49	
32	Balcony	2,790.00	
33A	Corridor	150.00	
33B	Storage	337.50	337.50
34	Storage	479.64	479.64
35	Storage	370.31	370.31
36	Dressing Room	444.66	
37	Shower	94.00	
38	Shower	94.00	
39	Boiler Room	318.50	318.50
40	Dressing Room	296.66	
	<b>Square Footage Totals</b>	<b>23,274.28</b>	<b>2,284.89</b>
	Building Foot Print	19,551.00	
	Useable Space	23,274.28	
	Storage & Mechanical	2,284.89	
	<b>CLEANING SQUARE FOOTAGE</b>	<b>20,989.39</b>	

**CHAVEZ COMMUNITY CENTER**  
**2221 DOUGLAS AVENUE**



-  Areas for Snow Shoveling
-  30 Foot Perimeter Litter Pick-up Area

	CITY OF RACINE DEPARTMENT OF PARKS, RECREATION AND CULTURAL SERVICES	Chavez Community Center "Celebrating Services"	Design Number: A-0004-17
	Drawn By: R. Pahl Scale: As Shown	Date: April 2015	Page: 28 of 49

**APPENDIX "E"**

**Humble Community Center**

2218 Blaine Ave  
Racine, Wisconsin  
262.636.9226

Community Center Supervisor: Jeanne Brenner

Appendix Includes:

1. Hours Required, Schedule & Notes
2. Building Square Footage Schedule
3. Gymnasium Floor Cleaning Requirements & MSDS Sheets
4. Building Drawing

## Humble Community Center

### Required Base Hours Per Week:

Monday – Thursday: 16 hours per week, 12 months per year = 832 Hours

Saturdays: 4 hours per Saturday for 12 weeks during basketball season TBD = 48

Total Required Hours per year:        832

### Building Schedule:

Schedule to be determined at contract start date and reviewed quarterly, (if needed), by the Community Center Supervisor and the Cleaning Supervisor. Cleaning schedule may require a split shift.

### Special Events:

Special events will be communicated to the Cleaning Supervisor by the Community Center Supervisor. Special Events will be billed separately and will not be charged to Base hours.

Special Events shall be charged per the Unit Price Rate on the Bidder's Proposal.

***Note:*** *This Contract requires custodial service to be provided twelve months per year. The required hours shall be scheduled and approved by the Community Center Supervisor. Flexible hours may be required for various special circumstances to be scheduled and approved by the Community Center Supervisor.*

### Other Notes:

Gymnasium Floor Type: One Piece Vinyl Composite

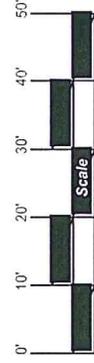
**Humble Community Center – Square Feet**

Room Number	Room Name	Square Feet	Mechanical or Storage Space
1	Entry Lobby	247.5	
2	Main Corridor	372.14	
3	Storage	20	20
4	Storage	20	20
5	Storage	30	30
6	Class Room	546.25	
7	Class Room	513.26	
8	Storage	28	28
9	Storage	30	30
10	Kitchen	141.8	
11	Restroom	86.25	
12	Restroom Foyer	20.25	
13	Restroom	80.69	
14	Restroom Foyer	18.75	
15	Arts & Crafts	399	
16	Maintenance Storage	202.81	202.81
17	Boiler Room	221	221
18	Outside Restroom	53.63	
19	Outside Restroom	92.88	
20	Multi-purpose room (Gym)	3595	
21	Storage	240	240
22	Restroom/Change room	111	
23	Shower/Storage	78	78
24	Stairwell	37.38	
25	Storage	11.37	11.37
26	Stage/Storage	321.62	321.62
27	Stairwell	37.38	
28	Storage	16	
29	Office	92	
30	Office	80	
31	Breezeway	61.65	
32	Storage	32	32
		7837.61	1234.8
	Building Foot Print	8364	
	Available Space	7837.61	
	Storage & Mechanical	1234.8	
	<b>Cleanable Square Feet</b>	<b>6602.81</b>	

**Humble Community Center**  
2200 Blaine Avenue

**AREAS TO SHOVEL SNOW**

**30 Foot Perimeter Litter Pick-up Area**



**CITY OF RACINE**  
DEPARTMENT OF PARKS, RECREATION  
AND CULTURAL SERVICES

**HUMBLE COMMUNITY CENTER**  
Floor Plan - Cleaning Services

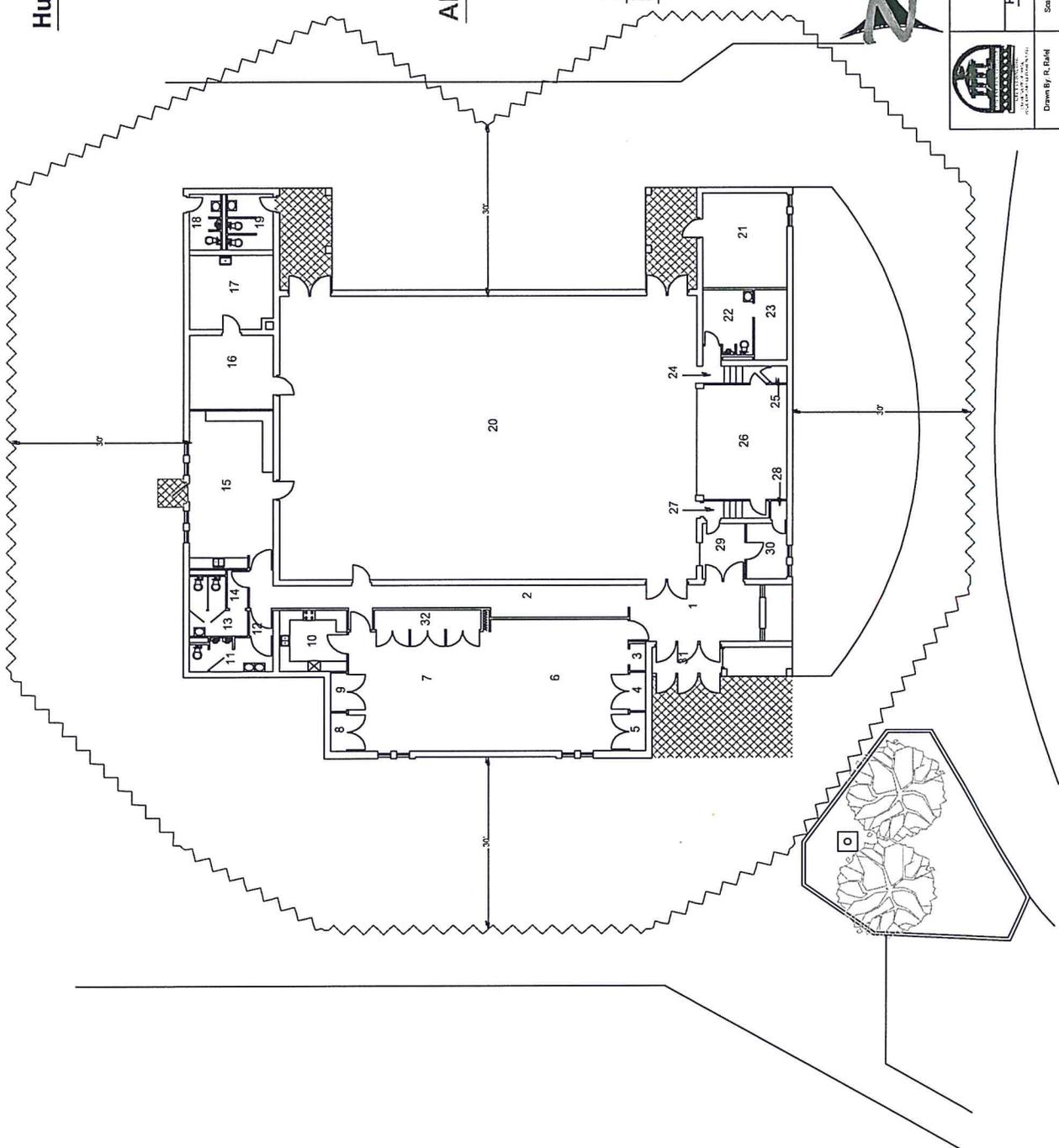
Drawing Number: Appendix 'E'

Scale: A1 Shown

Date: April 2015

Page: 30 of 40

Drawn By: R. Rife



**APPENDIX "F"**

**Dr. Martin Luther King Community Center**

1134 Dr. Martin Luther King Drive  
Racine, Wisconsin  
262.636.9445

Community Center Supervisor: Duncan Cortez

Appendix Includes:

1. Hours Required, Schedule & Notes
2. Building Square Footage Schedule
3. Building Drawing

**Dr. Martin Luther King Community Center**

**Required Base Hours Per Week:**

Monday – Friday: 40 hours per week, 12 months per year = 2080 Hours

Saturdays: 4 hours per Saturday x 12 weeks during basketball season dates TBD=48

**Total Required Hours per year:**        2080

**Building Schedule:**

Year round; 40 hours per week, with a 30 minute unpaid lunch each day. Schedule to be determined at contract start date and reviewed quarterly, (if needed), by the Community Center Supervisor and the Cleaning Supervisor. Cleaning schedule may require a split shift.

**Special Events:**

Special events will be communicated to the Cleaning Supervisor by the Community Center Supervisor. Special Events will be billed separately and will not be charged to Base hours.

Special Events shall be charged per the Unit Price Rate on the Bidder's Proposal.

***Note:*** *This Contract requires custodial service to be provided twelve months per year. The required hours shall be scheduled and approved by the Community Center Supervisor. Flexible hours may be required for various special circumstances to be scheduled and approved by the Community Center Supervisor.*

**Other Notes:**

**Gymnasium Floor Type:**

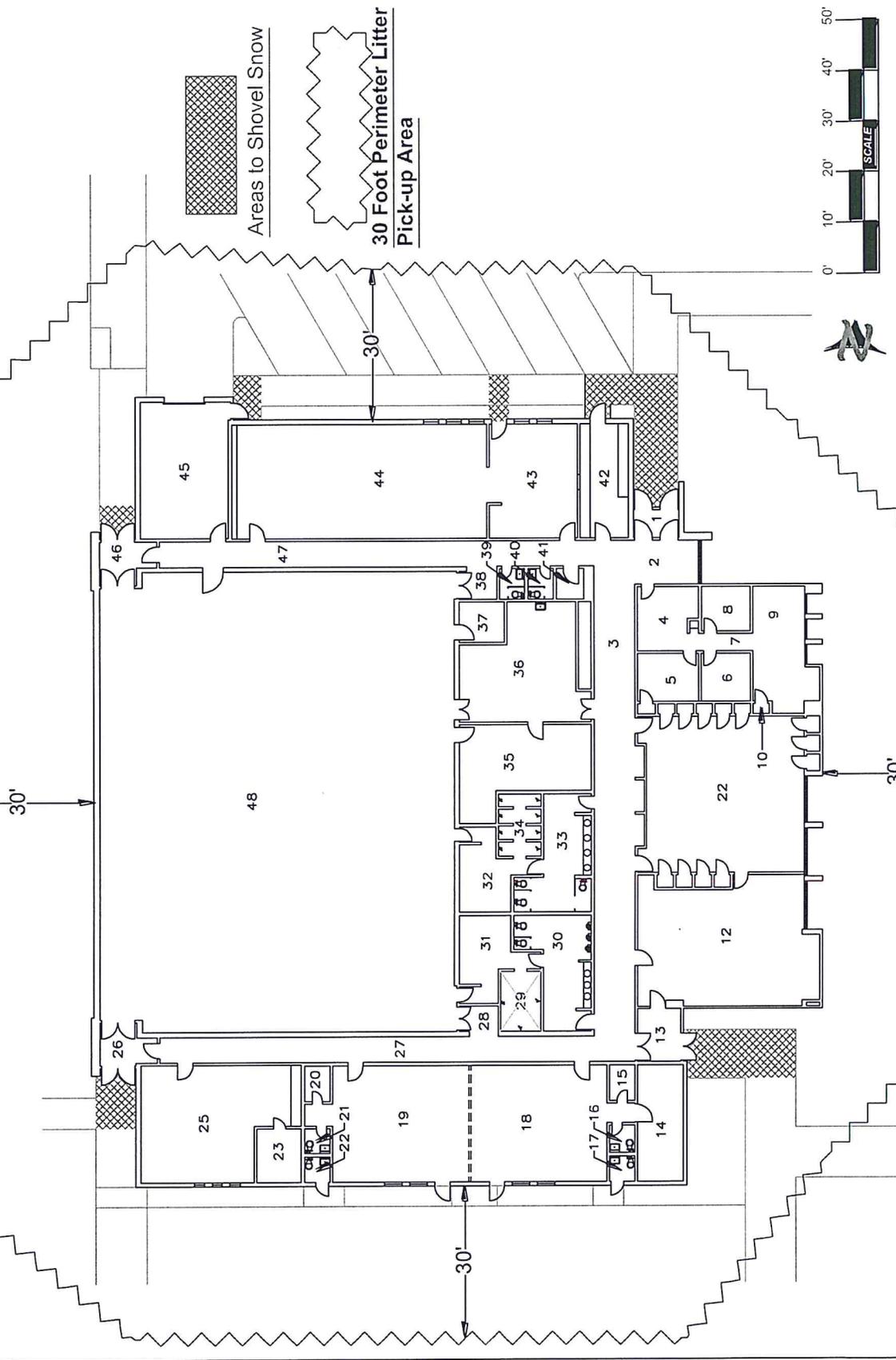
Old Gym: Wood with Vinyl Perimeter

**Dr. Martin Luther King Community Center – Square Feet**

<b>Room Number</b>	<b>Room Name</b>	<b>Square Feet</b>	<b>Mechanical or Storage Space</b>
1	Vestibule	52.9	
2	Hall	176.8	
3	Hall	790.6	
4	Office	150	
5	Office	114.6	
6	Office	92.5	
7	Hall	36.5	
8	Office	86.1	
9	Office	269.1	
10	Storage	7.12	7.12
11	Classroom	974	
12	Classroom	839.5	
13	Vestibule	92	
14	Storage	205.5	205.5
15	Storage	35	35
16	Restroom	27	
17	Restroom	27	
18	Classroom	637.1	
19	Classroom	646.1	
20	Storage	35	35
21	Restroom	25	
22	Restroom	25	
23	Dark Room	94.2	
24	None	0	
25	Classroom	595.3	
26	Vestibule	87.7	
27	Hall	435.7	
28	Hall	45.1	
29	Shower	94.6	
30	Men's Room	250.1	
31	Men's Room	178.7	
32	Women's Room	171.2	
33	Women's Room	254.9	
34	Shower	95.7	
35	Boiler	387.9	387.9
36	Mechanical & Storage	487.7	487.7
37	Office	73.5	
38	Hall	43.7	
39	Restroom	30.4	
40	Restroom	30.4	
41	Electrical	30.4	30.4
42	Kitchen	216	
43	Game Room	396.5	

44	Multi-purpose	1132.8	
45	Storage	464	464
46	Vestibule	86.4	
47	Hall	437.2	
48	Gymnasium	6242.6	
		17707.12	1652.62
	Building Foot Print	19197.00	
	Available Space	17707.12	
	Storage & Mechanical	1652.62	
	<b>Cleanable Square Feet</b>	<b>16054.5</b>	

**Dr. M.L. King Jr. Community Center  
1134 Dr. M.L. King Jr. Drive**



**CITY OF RICHMOND  
DEPARTMENT OF RECREATION  
AND CULTURAL SERVICES**

**Dr. M.L. King Jr. Community Center**  
Cleaning Services

Scale: As Shown      Date: April 2015      Drawing Number: Appendix "F"  
Drawn by: R. Gold      Page 45 of 40

**APPENDIX "G"**

**Tyler - Domer Community Center**

2301 – 12<sup>th</sup> Street  
Racine, Wisconsin  
262.636.9414

Community Center Supervisor: Jeanne Brenner

Appendix Includes:

1. Hours Required, Schedule & Notes
2. Building Square Footage Schedule
3. Building Drawing

## Tyler - Domer Community Center

### Required Base Hours Per Week:

Monday – Friday: 24 hours per week, 12 months per year = 1248 Hours  
Saturdays: 4 hours per Saturday for 12 weeks during basketball season TBD = 48

Total Required Hours per year:        1248

### Building Schedule:

Schedule to be determined at contract start date and reviewed quarterly, (if needed), by the Community Center Supervisor and the Cleaning Supervisor. Cleaning schedule may require a split shift.

### Special Events:

Special events will be communicated to the Cleaning Supervisor by the Community Center Supervisor. Special Events will be billed separately and will not be charged to Base hours.

Special Events shall be charged per the Unit Price Rate on the Bidder's Proposal.

***Note:*** *This Contract requires custodial service to be provided twelve months per year. The required hours shall be scheduled and approved by the Community Center Supervisor. Flexible hours may be required for various special circumstances to be scheduled and approved by the Community Center Supervisor.*

### **Other Notes:**

#### Gymnasium Floor Type:

Old Gym: Wood with Vinyl Perimeter

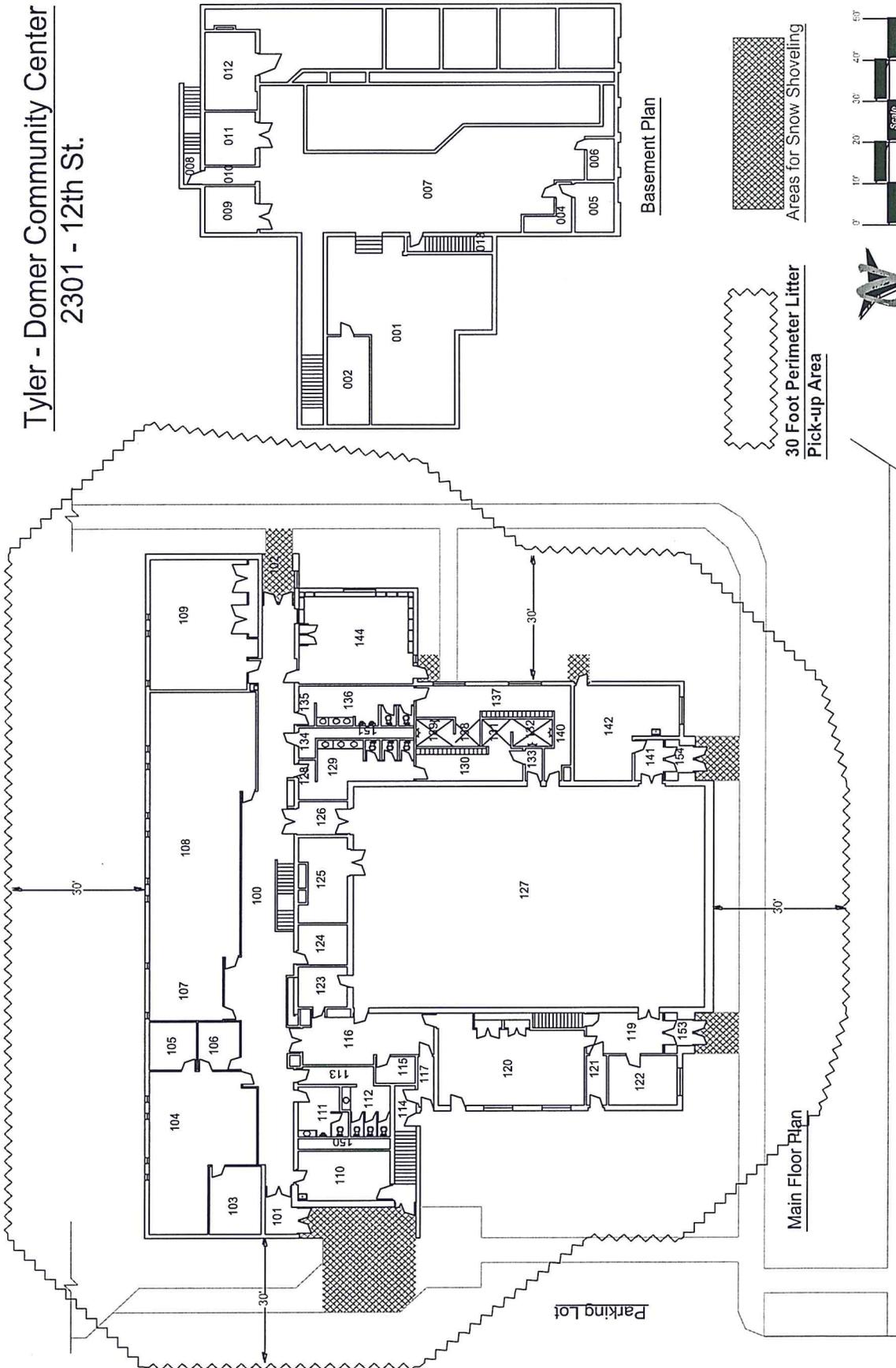
**Tyler – Domer Community Center – Square Feet**

<b>Room Number</b>	<b>Room Name</b>	<b>Square Feet</b>	<b>Athletic, Mechanical, or Storage Space</b>
100	Main corridor	1,375.34	
101	Vestibule	80.00	
102	Vestibule	60.00	
103	Director's Office	193.92	
104	Office	791.49	
105	Work Room	125.42	
106	Reception	105.00	
107	TV Room	266.33	
108	Game Room	1,431.00	
109	Multi-purpose	800.00	
110	Maintenance	281.15	281.15
111	Men's Room	129.60	
112	Women's Room	116.96	
113	Women's Room Hall	65.11	
114	Storage	46.25	46.25
115	Storage	58.50	58.50
116	Corridor	357.12	
117	Storage	57.37	57.37
119	Hall	200.00	
120	Arts & Crafts, Dining & Meeting Room	668.38	
121	Storage	49.79	49.79
122	Kitchen	223.00	
123	Office	116.67	
124	Vending	118.62	
125	Gym Storage	224.00	224.00
126	Hall	93.34	
127	Gym & Multi-Purpose	4,333.50	
128	Women's Room Hall	42.75	
129	Women's Toilet Room	229.25	
130	Women's Locker Room	163.56	
131	Women's Drying Area	52.50	
132	Women's Shower	63.00	
133	Hall	32.00	
134	Janitor	29.00	29.00
135	Men's Room Hall	40.00	
136	Men's Toilet Room	219.12	
137	Men's Locker Room	243.75	
138	Men's Drying Area	41.25	
139	Men's Shower	62.42	
140	Hall	87.91	
141	Hall	99.09	
142	Ceramics Room	465.06	
144	Library	572.00	
153	Vestibule	52.00	
154	Vestibule	52.00	

001	Exercise	1,195.00	
002	Boiler	250.33	250.33
004	Electrical	77.06	77.06
005	Electrical	102.00	102.00
006	Storage	54.00	54.00
007	Exercise	1,537.00	
008	Stairwell	108.00	
009	Storage	96.00	96.00
010	Hall	65.00	
011	Mechanical	156.00	156.00
012	Mechanical	228.00	228.00
013	Stairwell	130.00	

Building Foot Print	19,429.00
1st Floor Useable Space	14,914.52
Lower Level Useable SF	3,998.39
Total Square Footage	27,301.00
Useable Space	18,912.91
Storage & Mechanical	1,709.45
<b>Cleanable SF 1st Floor</b>	<b>14,168.46</b>
<b>Cleanable SF Lower Level</b>	<b>3,035.00</b>
<b>Total Cleanable Square Feet</b>	<b>17,203.46</b>

**Tyler - Domer Community Center**  
 2301 - 12th St.



**CITY OF RACINE**  
 DEPARTMENT OF PARKS, RECREATION  
 AND CULTURAL SERVICES

**TYLER - DOMER COMMUNITY CENTER**  
 LITTER PICK-UP

Drawn By: R. Duff  
 Scale: As Shown  
 Date: April 2015  
 Project Number: Appendix 07  
 Page: 44 of 49

**APPENDIX "H"**

**Mound Cemetery Office**

1147 West Blvd  
Racine, Wisconsin

Appendix Includes:

1. Hours Required, Schedule & Notes

**Mound Cemetery Office**

Required Base Hours Per Week:

Tuesday & Friday: 8 hours per week, 12 months per year = 416 Hours

Total Required Hours per year: 416

Schedule:

Schedule to be determined at contract start date and reviewed quarterly, (if needed), by the Supervisor and the Cleaning Supervisor. Cleaning schedule may require a split shift.

<b>Office</b>	<b>Frequency</b>
Empty Wastebaskets	Tuesday & Friday
Transport Trash to designated area	Tuesday & Friday
Clean and sanitize drinking fountain	Tuesday & Friday
Clean counter tops	Tuesday & Friday
Remove fingerprints from doors, frames, light switches, kick and push plates, handles and railings.	Tuesday
Remove dust and cobwebs from ceiling areas	Tuesday
Dust all furniture including desks, chairs, tables, exposed filing cabinets, bookcases and shelves.	Tuesday
Clean and sanitize telephones	Tuesday
Low dust all horizontal surfaces to hand height (70") including sills, ledges, moldings, shelves, picture frames, ducts, radiators, etc.	Tuesday
Clean entire interior glass in partitions, reception and doors.	Friday
Clean bright metal to hand height	Friday
Hand dust wood paneling	Friday
High dust above hand height all horizontal surfaces including shelves, ledges and moldings.	Friday
<b>Washrooms</b>	
Clean, sanitize and polish all vitreous fixtures & fittings including toilet bowls, urinals, hand basins	Tuesday & Friday
Clean and sanitize toilet seats	Tuesday & Friday
Clean and polish all glass and mirrors	Friday
Empty all containers and disposals, insert liners as required	Tuesday & Friday
Wash and sanitize exterior of all containers	Friday
Empty and sanitize interior of sanitary container	As needed
Wash and sanitize metal partitions and adjacent wall area	Monthly
Remove fingerprints from doors, frames, walls, light switches, kick and push plates, handles, etc.	Friday
Low dust all horizontal surfaces to hand height (70") including sills, moldings, ledges, shelves, frames, ducts, heating outlets.	Friday
<b>Walls</b>	
Glazed and unglazed walls – spot clean	As needed
<b>Storage areas</b>	
Broom sweep	As needed
<b>Floors</b>	
Dust mop or sweep	Tuesday
Damp mop and sanitize	Friday
<b>Carpet</b>	
Inspect for spots and stains. Remove if possible	Friday
Vacuum carpet in office and chapel	Friday
<b>Furniture Fabric</b>	
Vacuum fabric	Friday
Damp wipe plastic and leather	Tuesday

**APPENDIX "I"**

**Parks Service Center**

1420 13<sup>th</sup> St.  
Racine, Wisconsin  
262.636.9137

Supervisor: Mike Willis

Appendix Includes:

1. Hours Required, Schedule & Notes

**Parks Service Center**

**Required Base Hours Per Week:**

Monday: 8 hours per week, 12 months per year = 416 Hours

**Total Required Hours per year:** 416

**Schedule:**

Schedule to be determined at contract start date and reviewed quarterly, (if needed), by the Supervisor and the Cleaning Supervisor. Cleaning schedule may require a split shift.

<b>Office</b>	<b>Frequency</b>
Empty Wastebaskets	Wednesday
Transport Trash to designated area	Wednesday
Clean and sanitize drinking fountain	Wednesday
Clean counter tops	Wednesday
Remove fingerprints from doors, frames, light switches, kick and push plates, handles and railings.	Wednesday
Remove dust and cobwebs from ceiling areas	Wednesday
Dust all furniture including desks, chairs, tables, exposed filing cabinets, bookcases and shelves.	Wednesday
Clean and sanitize telephones	Wednesday
Low dust all horizontal surfaces to hand height (70") including sills, ledges, moldings, shelves, picture frames, ducts, etc.	Wednesday
Clean entire interior glass in partitions, reception and doors.	Wednesday
High dust above hand height all horizontal surfaces including shelves, ledges and moldings.	Wednesday
<b>Washrooms</b>	
Clean, sanitize and polish all vitreous fixtures & fittings including toilet bowls, urinals, hand basins	Wednesday
Clean and sanitize toilet seats	Wednesday
Clean and polish all glass and mirrors	Wednesday
Empty all containers and disposals, insert liners as required	Wednesday
Wash and sanitize exterior of all containers	Wednesday
Empty and sanitize interior of sanitary container	As needed
Wash and sanitize partitions and adjacent wall area	As needed
Remove fingerprints from doors, frames, walls, light switches, kick and push plates, handles, etc.	Wednesday
Low dust all horizontal surfaces to hand height (70") including sills, moldings, ledges, shelves, frames, ducts, heating outlets.	Wednesday
<b>Walls</b>	
Glazed and unglazed walls – spot clean	As needed
<b>Floors</b>	
Dust mop or sweep	Wednesday
Damp mop and sanitize	Wednesday
<b>Carpet</b>	
Inspect for spots and stains. Remove if possible	Wednesday
Vacuum carpet in office	Wednesday
<b>Furniture Fabric</b>	
Vacuum fabric	Wednesday
Damp wipe plastic and leather	Wednesday

**BIDDER'S CERTIFICATION**

I hereby certify that all statements herein are made in behalf of:

Cleco RACINE, INC.

Name of Corporation, Partnership or Person submitting bid

a corporation organized and existing under the laws of the State of: WISCONSIN

a partnership consisting of: \_\_\_\_\_

an individual trading as: \_\_\_\_\_

of the City of \_\_\_\_\_ State of \_\_\_\_\_

that I have examined and carefully prepared this proposal from the

plans and specifications and have checked the same in detail before

submitting this proposal; that I have full authority to make such statements

and submit this proposal in its (their) behalf, and that said statements are true and correct

SIGNATURE: [Handwritten Signature]

TITLE: president

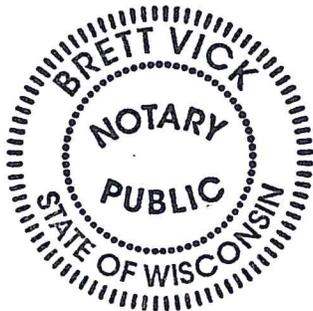
Sworn and subscribed to before me

this 2nd day of September 20 20

[Handwritten Signature] BRETT VICK  
Expire 9/27/2021

(Notary or other officer authorized to administer oaths)

SEAL:



My commission expires 9/27/2021