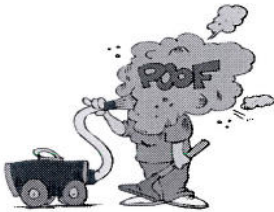


KT COMMERCIAL CLEANING SERVICES
3232 CR 244 BRAZORIA, TEXAS 77422
979-481-4191
www.ktcommercialcleaning.com



Proposal

For

Sienna Branch Library

Located at 8411 Sienna Springs Blvd., Missouri City, Texas

- **Based on the below cleaning requirements, the cost per month would be \$2185:**

21.1 The Sienna Branch Library, 8411 Sienna Springs Blvd., Missouri City, Texas, is approximately 44,427 sq. ft.

21.2 The contractor shall supply all cleaning supplies, equipment and personnel necessary for cleaning, disinfecting and upkeep of floors, carpets, walls, trim, fixtures, interior glass and dusting of furniture. Equipment must be in good working condition. Library Maintenance Supervisor prior to use must approve supplies. Fort Bend County will supply trash bags, soap refills and paper products, i.e. paper towels and toilet tissue.

21.3 Bid submitted will be for cleaning six days a week. The cleaning crew is to work in the evening when the library is closed. There must be a crew of at least three people to work concurrently for three hours each day. All crew members must be present the entire three hours. Normal hours of operation for the library are Monday through Thursday 7:30 A.M. to 9 P.M.; Friday 7:30 A.M. to 5 P.M. and Saturday, 9 A.M. to 5 P.M.. Contractor will receive thirty (30) days advanced written notice of any changes in the library's hours of operating. The library may require minor adjustments to the cleaning schedule for special programming. At least a 48-hour notice will be given to the contractor of the schedule adjustment. If the library is closed for an extended holiday, the contractor is expected to provide services on those days. No scheduling adjustments will be made due to holidays unless specifically requested by the library director.

21.4 The contractor will be responsible for loss or damage to County Property and any unauthorized toll type telephone calls which are traceable to the cleaning staff. Should polygraph tests be required to determine liability, the contractor will be responsible for the costs of such tests. Any damage by the cleaning crew should be reported to Library Management the following workday. Each employee of the contractor must agree to being

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photographed and fingerprinted when Fort Bend County deems necessary at the expense of the contractor.

21.5 No food or drink is allowed in the building by the cleaning staff. No smoking is allowed in the building at any time. No cleaning staffs are allowed to have children on the premises during their assigned working hours. Each member of the cleaning crew is required to wear an ID badge identifying them and the cleaning company at all times they are in the building.

21.6 The cleaning staff will not use any building equipment, such as telephones, computers, typewriters, copy machines, etc. Cleaning staff must never open drawers, files, etc.

21.7 The contractor is responsible for the security of the building during cleaning hours. All entrances must be secure after entering and upon leaving the building. If keys are lost, the contractor is responsible for all costs necessary to re-establish security, i.e. new locks, keys, labor, etc. The contractor's access shall be limited to 2 access cards and 2 internal master keys, furnished by the County. At the end of the contract, all outside door locks with specified duplicate keys must be changed at the contractor's expense by a County approved vendor.

21.8 The contractor must keep a nightly roster of cleaning personnel in the building and their work assignments. Each crew member must sign in and out individually. The schedule of all periodic tasks and their sign off will be available for review by the County.

21.9 The cleaning crew must be supervised at all times. All services should be periodically inspected by a Contractor's representative (at least weekly) and any corrective action taken immediately. The contractor's representative will date and sign the staff roster on a weekly basis and leave the signed sheet at the library each time inspections are completed. It is the responsibility of the supervisor to correct routine problems before they come to the attention of the library staff.

21.10 Additional services not specified may be contracted for at a rate agreeable to both parties (Example: Special sealants or more carpet cleaning).

21.11 DAILY SERVICE:

21.11.1 Restrooms:

21.11.1.1 Wet mop ceramic tile floor with disinfectant solution, remove all stains.

21.11.1.2 Wash and disinfect all surfaces of urinals, bowls and tanks.

21.11.1.3 Wash mirrors and vanity shelves.

21.11.1.4 Clean and dry polish faucets, soap dispensers, towel and tissue dispensers, and waste receptacles to a high gloss shine.

21.11.1.5 Damp wipe low ledges, sills and stall partitions.

21.11.1.6 Empty all waste containers, replace liners and remove waste as designated.

21.11.1.7 Clean and disinfect all waste and sanitary napkins containers both inside and out.

21.11.1.8 Spot clean all walls and doors.

21.11.1.9 Restock all restroom supplies, i.e. toilet tissues, soap refills, etc.

21.11.2 Miscellaneous cleaning services:

21.11.2.1 Empty wastebaskets and remove all trash from the

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building.

21.11.2.2 Install waste basket liners, replace as necessary.

21.11.2.3 Clean and polish all drinking fountains to a high gloss shine.

21.11.2.4 Clean and remove finger marks and smudges from all walls, wall switches, telephones and thermostats.

21.11.2.5 Clean daily tabletops and chairs, counter tops and appliance exteriors in staff lounge and two kitchen alcoves.

21.11.2.6 Vacuum all carpet areas daily to remove dirt, litter, food, etc.

21.11.2.7 Remove smudges on glass inside and out on the two sets of entrance doors, glass partitions at front door, glass partitions in both computer labs and, walls and partitions to ten feet.

21.11.2.8 Dust mop porcelain tile in the entry and vinyl tile in staff areas.

21.12 WEEKLY SERVICE: All above, plus.

21.12.1 Restrooms:

21.12.1.1 Dust hard to reach areas.

21.12.1.2 Wash stall partitions, doors and walls completely with disinfectant solution.

21.12.2 Floor covering:

21.12.2.1 Wet mop porcelain tile in entry. Do not apply wax or other product to the floor.

21.12.2.2 Damp mop and spray buff vinyl tile in staff areas.

21.12.2.3 Spot clean carpets and tile (vinyl) floors.

21.12.3 Dusting and furniture care: Dust all exposed areas on desks and other work surfaces. Wipe tables and counter tops.

21.12.4 Miscellaneous cleaning services:

21.12.4.1 Clean and polish all doorknobs and door fixtures.

21.12.4.2 Clean entrance mats.

21.13 QUARTERLY: All above, plus. Schedule to be agreed upon with the Branch Manager.

21.13.1 Floor covering: Machine scrub all vinyl tile floors and wax lightly, including cleaning tiles in the corners of the room and baseboards or baseboard tiles. Vacuum under and behind upholstered furniture.

21.13.2 Dusting and furniture care:

21.13.2.1 Dust ceiling lights. Remove all spider webs as needed.

21.13.2.2 Vacuum upholstered furniture and wood and metal edges of furniture. Vacuum under any removable cushions.

21.13.2.3 Clean or dust all grills and hard to reach areas in restrooms.

21.13.2.4 Dust window ledges and dividers.

21.13.2.5 Dust top of shelves and empty shelves.

21.13.3 Dust/wipe vinyl edge between carpet and wall.

21.14 ANNUAL:

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FORT BEND COUNTIES

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21.14.1 Floor coverings: Carpet: Complete shampooing by a method approved by the library (mostly carpet squares) at least once a year, only upon request of the library. Some areas may require shampooing twice yearly, while others will be done less often. Schedule is to be agreed upon with the Library.

21.14.2 Mini-blinds: Dust all mini-blinds.

Due to facility having more glass and stainless steel than other facilities that must be maintained, the addition of a third person, and distance of location would make the monthly cost \$2185.