

CONTRACT FOR JANITORIAL SERVICES BETWEEN THE
CITY OF OTHELLO AND BLANCA GONZALEZ
FOR THE CITY HALL/POLICE DEPARTMENT BUILDING

ORIGINAL

1. *PREAMBLE:*

This contract is entered into between the CITY OF OTHELLO, WASHINGTON, hereinafter referred to as CITY and Blanca Gonzalez, hereinafter referred to as JANITOR, on this 20th day of November 2007.

2. *RECITALS:*

The CITY deems it necessary to enter into a contract with the above named business to provide janitorial services at the City Hall/Police Department building.

The JANITOR agrees to accept the responsibilities as described in this contract and upon the terms set forth.

3. *AGREEMENT:*

3.1 The JANITOR agrees to perform the Scope of Work as listed in Attachment A.

3.2 Equipment & Supplies. The JANITOR is to provide all cleaning chemicals, equipment, labor transportation and supervision. The City of Othello is to provide a janitorial office, all paper towels, toilet seat liners, plastic garbage bags, hand soap, utilities pertaining to water, sewer, garbage and electricity, and snow removal in the parking lot and sidewalks.

3.3 Financial Responsibility. The JANITOR service will provide a monthly invoice for services performed as outlined in Attachment A. The JANITOR service has provided a proposal for such services in the amount of \$1500.00 per month. The monthly invoice shall be submitted to the CITY no later than the 2nd business day of the month, to be included in the monthly accounts payable.

3.4 Communication. The JANITOR's appointed contact person will contact the CITY when supplies need to be replenished and when questions concerning certain aspects of the contract or service needs to be clarified. The CITY will contact the JANITOR's appointed contact person, when questions concerning certain aspects of the contract or service needs to be clarified. The CITY will provide notification when the Council Room or Conference Rooms are scheduled to be used, when such use may be a conflict when the JANITOR services are to be provided.

3.5 Confidentiality. It has been discussed and by execution of this agreement is understood by the JANITOR that confidentiality of city records is essential. Owners and employees of the JANITOR service will be expected to not review city or police documents in the office areas, not remove any city or police property off the premises, or release any city or police information obtained during routine cleaning. If a need or situation arises, the JANITOR may be subject to a polygraph test performed by the Othello Police Department to discuss breach of confidence of this agreement.

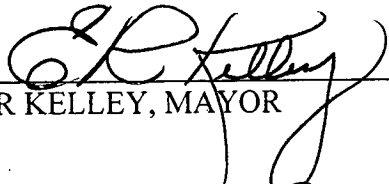
3.6 Bonding and Insurance. The JANITOR will provide a copy of a janitorial insurance bond for no less than \$5,000.00. The JANITOR will provide a copy of liability insurance for no less than \$500,000.00.

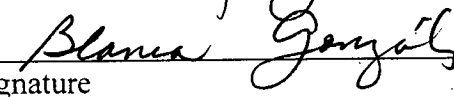
3.7 Terms of Contract. The term of this contract shall be from January 1, 2002 through December 31, 2002. This contract may be extended for a twelve-month period on the same terms and conditions upon written agreement of the parties.

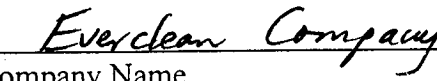
4. ENTIRE CONTRACT:


4.1 This agreement is executed by each party acting with authority and intending to be bound by all the terms of this agreement. The terms of this agreement may only be modified if reduced to writing, agreed to by both parties and attached hereto and made a part thereof as an amendment.

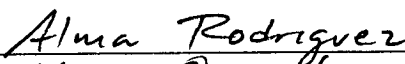
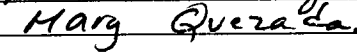
THE CITY OF OTHELLO will obligate itself to the terms of this contract by action of its council.

BY: 
E R KELLEY, MAYOR

BY: 
Signature

FOR: 
Company Name

Names of janitors: 

Sub-janitors: 


ATTACHMENT A
SCOPE OF WORK

FIVE TIMES PER WEEK SERVICE (MON - FRI):

- Empty all waste receptacles; replace liners as needed with stock provided by city.
- Empty and clean outside cigarette receptacles.
- Clean and sanitize all drinking fountains
- Dust cabinets, shelves, ledges, windowsills, tables, etc. less than 70". Not responsible for dusting computer equipment.
- Dust mop all uncarpeted floors on the main floor.
- Damp mop all uncarpeted floors on the main floor.
- Clean both sides of the entrance door glass and attached side panels.
- Spot clean both sides of interior glass partitions in lobby and dispatch area.
- Vacuum all main floor carpets (council room and two side rooms are three times per week).
- Spot clean spills on carpets.
- Spot clean walls and doors.
- Check and refill all paper and soap dispensers in lunchrooms, restrooms and coffee areas with stock provided by the city.

All Restrooms and Men's Locker rooms:

- Clean and sanitize toilets, urinals, sinks, mirrors, soap dispensers, door handles, counter tops and light switches.
- Clean and refill all soap, toilet paper, toilet seat liners, and paper towel dispensers from stock provided by the city.
- Sweep/dust mop floors.
- Empty trash receptacles and replace liners as needed from stock provided by the city.

Holding cells in Police Department:

- Holding cells are to be cleaned after use only when unoccupied.
- Wash walls, floors, sleeping benches/plastic or vinyl mattresses, doors and toilets with disinfectant.

ONE TIME PER WEEK:

- Dust all desks, tables and attached counters, only if cleared of daily work.
- Clean outsides of glass display cases (if we get one), and both sides of exterior glass windows of main entrance doors.
- Clean and sanitize tops of kitchen counters, sinks and lunchroom tables, only if cleared of personnel's dirty dishes (not responsible for washing dishes).

Upstairs

- Damp wipe stair risers leading to exercise area.
- Vacuum carpeted stairway and landing to second floor area in Police Department area.
- Dust mop tile in open area at top of landing.
- Damp mop open areas in exercise area.
- Dust handrails and woodwork in stairway.

Council chamber and two side offices.

- Dust all desks, tables and council seating area.
- Disinfect sink and counter top.
- Spot clean walls, doors, and switches as needed.

- Clean glass windows.
- Polish wood furniture as needed.

All Restrooms and Men's Locker rooms:

- Spot wash walls, partitions, lockers and doors.
- Damp mop floors with disinfectant

Women's Locker Room:

- Spot wash walls, partitions, lockers and doors.
- Damp mop floors with disinfectant.

TWO TIMES PER WEEK:

Women's Locker Room:

- Clean and sanitize toilets, urinals, sinks, mirrors, soap dispensers, door handles, counter tops and light switches.
- Clean and refill if necessary all soap, toilet paper, toilet seat liners, and paper towel dispensers from stock provided by the city
- Sweep/dust mop floors.

THREE TIMES PER WEEK

- Vacuum floor carpets in council room and side conference rooms.

MONTHLY:

- Dust or vacuum all air vents, exteriors of light fixtures, blinds and windowsills.
- Wipe clean all interior wood doors.
- Remove cobwebs inside the building and near entrances as needed, and at least 1 time per month.

TWICE PER YEAR:

- Wash off exterior of building to remove dirt and cobwebs (will exclude months that have inclement weather).
- Machine scrub vinyl and ceramic tiled floors.
- Strip old and apply one coat of finish to all vinyl restrooms/locker rooms and lunchroom areas.
- Vacuum cloth furniture in lobby area and in council chamber area.

QUARTERLY:

- Wash all vinyl or plastic furniture
- Wash both sides of all exterior windows (will exclude months that have inclement weather).

YEARLY:

- Strip all wax from vinyl/tiled floors, apply coats of seal to ceramic, and apply coats of wax to vinyl/linoleum tiled floors (other than no wax tile and exercise areas).

BROKEN DOWN BY AREAS IN THE BUILDING:

OUTSIDE BUILDING

- Empty and clean outside cigarette receptacles - 5 times/week
- Wash both sides of all exterior windows - Quarterly
- Wash off exterior of building to remove dirt and cobwebs - 2 times/year

FRONT ENTRY WAY

- Clean both sides of the entrance door glass and attached side panels. 1 time/week
- Spot clean both sides of interior glass partitions in lobby. 5 times/week

- Vacuum cloth furniture in lobby area. (when we get furniture) 2 times/year

COUNCIL ROOM

- Vacuum floor carpets. 3 times/week
- Vacuum cloth furniture in council chamber area, as needed or at least 2 times/ year
- Empty trash and replace liners as needed from stock provided by the city. 5 times/week
- Dust all desks, tables and council seating area. 1 time/week
- Spot clean walls, doors, and switches as needed. 1 time/week
- Clean glass windows. 1 time/week
- Polish wood furniture as needed. 1 time/week

SIDE CONFERENCE ROOMS (adjacent to Council Room)

- Empty trash and replace liners as needed from stock provided by the city. 5 times/week
- Dust all desks, tables and council seating area. 1 time/week
- Disinfect sink and counter top. 1 time/week
- Spot clean walls, doors, and switches as needed. 1 time/week
- Polish wood furniture as needed. 1 time/week
- Vacuum all floor carpets. 3 times/week

ENTIRE BUILDING

- Empty all waste receptacles; replace liners as needed with stock provided by city. 5 times/week
- Clean and sanitize all drinking fountains. 5 times/week
- Dust cabinets, shelves, desks, ledges, windowsills, tables, etc. less than 70". Not responsible for dusting computer equipment. 5 times/week
- Clean and sanitize tops of kitchen counters, sinks and lunchroom tables only if cleared of personnel's dirty dishes (not responsible for washing dishes). 1 time/week
- Dust mop all uncarpeted floors on the main floor. 5 times/week
- Damp mop all uncarpeted floors on the main floor. 5 times/week
- Vacuum all main floor carpets. 5 times a week (excludes council room and two side rooms, which are 3 times/week)
- Spot clean spills on carpets. 5 times/week
- Remove cobwebs inside the building and near entrances as needed. 1 time/month
- Clean outsides of glass display cases (if we get one), and both sides of interior glass windows of entrance doors. 1 time/week
- Spot clean walls and doors. 5 times/week
- Check and refill, if necessary, all paper and soap dispensers in lunchrooms, restrooms and coffee areas with stock provided by the city. 5 times/week
- Dust all desks, tables and attached counters only if cleared of daily work. 1 time/week
- Dust or vacuum all air vents, exteriors of light fixtures, blinds and windowsills. Monthly
- Scrub vinyl and ceramic tiled floors. 2 times/year
- Strip and apply one coat of finish to all vinyl restrooms/locker rooms and lunchroom areas. 2 times/year
- Wipe clean all interior wood doors. Monthly
- Vacuum all cloth furniture. 2 times/year
- Wash all vinyl or plastic furniture. Quarterly
- Strip all wax from vinyl/tiled floors, apply coats of seal to ceramic, and apply coats of wax to vinyl/linoleum tiled floors (other than no wax tile and exercise areas). 1 time/year

POLICE DEPARTMENT

- Spot clean both sides of glass partition in dispatch area. 5 times/week

Holding cells in Police Department:

Holding cells are to be cleaned only after use of, only when unoccupied, and only when allowed by Police Department personnel. 5 times/week

- Wash walls, floors, sleeping benches/plastic or vinyl mattresses, doors and toilet with disinfectant. 5 times/week

ALL RESTROOMS

- Clean and sanitize toilets, urinals, sinks, mirrors, soap dispensers, door handles, counter tops and light switches. 5 times/week
- Clean and refill all soap, toilet paper, toilet seat liners, and paper towel dispensers from stock provided by the city. 5 times/week
- Spot wash walls, partitions, lockers and doors. 1 time/week
- Sweep/dust mop floors. 5 times/week
- Damp mop floors with disinfectant. 1 time/week
- Empty trash receptacles and replace liners as needed from stock provided by the city. 5 times/week

MEN'S LOCKER ROOM

- Clean and, sanitize toilets, urinals, sinks, mirrors, soap dispensers, door handles, counter tops and light switches. 5 times a week
- Clean and refill if necessary all soap, toilet paper, toilet seat liners, and paper towel dispensers from stock provided by the city. 5 times/week
- Spot wash walls, partitions, lockers and doors. 5 times/week
- Sweep/dust mop floors. 5 times/week
- Damp mop floors with disinfectant. 5 times/week
- Empty trash receptacles and replace liners as needed from stock provided by the city. 5 times a week

WOMEN'S LOCKER ROOM

- Clean and sanitize toilets, urinals, sinks, mirrors, soap dispensers, door handles, counter tops and light switches. 2 times/week
- Clean and refill all soap, toilet paper, toilet seat liners, and paper towel dispensers from stock provided by the city. 2 times/week
- Spot wash walls, partitions, lockers and doors. 1 time/week
- Sweep/dust mop floors. 2 times/week
- Damp mop floors with disinfectant. 1 times/week
- Empty trash receptacles and replace liners as needed from stock provided by the city. 5 times/week

UPSTAIRS

- Damp wipe stair risers leading to exercise area. 1 time/week
- Vacuum carpeted stairway and landing to second floor area in Police Department area. 1 time/week
- Dust mop tile in open area at top of landing. 1 times a week
- Damp mop open areas in exercise area. 1 time/week
- Dust handrails and woodwork in stairway. 1 time/week

The janitorial service must use proper procedures for use of cleaning chemicals and hazardous material

**FIRST AMENDMENT TO THE
CONTRACT FOR JANITORIAL SERVICES**

1. **PARTIES.** This agreement amendment is made and entered into by and between THE CITY OF OTHELLO, a municipal corporation, herein referred to as "City" and Blanca Gonzalez, d.b.a. Everclean Company, a business, herein referred to as "Janitor", on the 12th day of January 2004.
2. **AUTHORITY.** Section 4.1 entitled "Entire Contact" of the contract for janitorial services provides that the terms of the agreement may only be modified if reduced to writing, agreed to by both parties and made part thereof as an amendment of the contract.
3. **FINANCIAL RESPONSIBILITY.** The Janitor provides services as outlined in the contract entered into by both parties, dated January 1, 2002. Both parties are aware of the increased use of the City Hall/Police Department and the increased responsibilities of the Janitorial services. Section 3.3 Financial Responsibility is hereby revised to read as follows:

The JANITOR service will provide a monthly invoice for services performed as outlined in Attachment A of the contract. The JANITOR service will provide such services for the amount of \$1600.00 per month. The monthly invoice shall be submitted to the CITY no later than the 2nd business day of the month, to be included in the monthly accounts payable.

4. **ONLY CHANGE.** All other terms and conditions of the Contract for Janitorial Services between the City of Othello and Blanca Gonzalez, d.b.a. Everclean Company, for the City Hall/Police Department Building shall remain in full force and effect.

DATE: 1-19-04

EVERCLEAN COMPANY

Blanca Gonzalez
Blanca Gonzalez

DATE: 1/12/04

CITY OF OTHELLO

Jeannie L. Sanders
Mayor Jeannie L. Sanders

**SECOND AMENDMENT TO THE
CONTRACT FOR JANITORIAL SERVICES**

1. **PARTIES.** This agreement amendment is made and entered into by and between THE CITY OF OTHELLO, a municipal corporation, herein referred to as "City" and Blanca Gonzalez, d.b.a. Everclean Company, a business, herein referred to as "Janitor", on the 10th day of December 2007.
2. **AUTHORITY.** Section 4.1 entitled "Entire Contact" of the contract for janitorial services provides that the terms of the agreement may only be modified if reduced to writing, agreed to by both parties and made part thereof as an amendment of the contract.
3. **EQUIPMENT & SUPPLIES.** The Janitor is to provide all cleaning chemicals, equipment, labor transportation and supervision. The City of Othello is to provide a janitorial office, paper towels, toilet seat liners, plastic garbage bags, hand soap, utilities pertaining to water, sewer, garbage and electricity, and snow removal in the parking lot and sidewalks.

The Janitor will be responsible to create and maintain a Material Safety Data Sheet (MSDS) for each chemical and cleaning agent used and/or stored by the Janitor. The Janitor's MSDS book will be kept in the Janitorial office and available for all employees.
4. **FINANCIAL RESPONSIBILITY.** The Janitor provides services as outlined in the contract entered into by both parties, dated January 1, 2002. Both parties are aware of the increased use of the City Hall/Police Department and the increased responsibilities and costs of the Janitorial services. Section 3.3 Financial Responsibility is hereby revised to read as follows:
 5. The JANITOR service will provide a monthly invoice for services performed as outlined in Attachment A of the contract. The JANITOR service will provide such services for the amount of \$1800.00 per month, effective January 1, 2008. The monthly invoice shall be submitted to the CITY no later than the 2nd business day of the month, to be included in the monthly accounts payable.
6. **ONLY CHANGE.** All other terms and conditions of the Contract for Janitorial Services between the City of Othello and Blanca Gonzalez, d.b.a. Everclean Company, for the City Hall/Police Department Building shall remain in full force and effect.

DATE: 12-18-07

EVERCLEAN COMPANY

Blanca Gonzalez
Blanca Gonzalez

DATE: 12/10/07

CITY OF OTHELLO

Shannon McKay
Mayor Shannon McKay

**THIRD AMENDMENT TO THE
CONTRACT FOR JANITORIAL SERVICES**

1. **PARTIES.** This agreement amendment is made and entered into by and between THE CITY OF OTHELLO, a municipal corporation, herein referred to as "City" and Blanca Gonzalez, d.b.a. Everclean Company, a business, herein referred to as "Janitor", on the 1ST day of January 2010.
2. **AUTHORITY.** Section 4.1 entitled "Entire Contact" of the contract for janitorial services provides that the terms of the agreement may only be modified if reduced to writing, agreed to by both parties and made part thereof as an amendment of the contract.
3. **FINANCIAL RESPONSIBILITY.** The Janitor provides services as outlined in the contract entered into by both parties, dated January 1, 2002. Both parties are aware of the increased use of the City Hall/Police Department and the increased responsibilities and costs of the Janitorial services. Section 3.3 Financial Responsibility is hereby revised to read as follows:
 4. The JANITOR service will provide a monthly invoice for services performed as outlined in Attachment A of the contract. The JANITOR service will provide such services for the amount of \$1890.00 per month, effective January 1, 2010. The monthly invoice shall be submitted to the CITY no later than the 2nd business day of the month, to be included in the monthly accounts payable.
5. **ONLY CHANGE.** All other terms and conditions of the Contract for Janitorial Services between the City of Othello and Blanca Gonzalez, d.b.a. Everclean Company, for the City Hall/Police Department Building shall remain in full force and effect.

DATE: 1-14-2010

EVERCLEAN COMPANY

Blanca Gonzalez
Blanca Gonzalez

DATE: 01-13-2010

CITY OF OTHELLO

Tim Wilson
Mayor Tim Wilson

**FOURTH AMENDMENT TO THE
CONTRACT FOR JANITORIAL SERVICES**

1. **PARTIES.** This agreement amendment is made and entered into by and between THE CITY OF OTHELLO, a municipal corporation, herein referred to as "City" and Blanca Gonzalez, d.b.a. Everclean Company, a business, herein referred to as "Janitor", on the 6TH day of January 2014.
2. **AUTHORITY.** Section 4.1 entitled "Entire Contact" of the contract for janitorial services provides that the terms of the agreement may only be modified if reduced to writing, agreed to by both parties and made part thereof as an amendment of the contract.
3. **FINANCIAL RESPONSIBILITY.** The Janitor provides services as outlined in the contract entered into by both parties, dated January 1, 2002. Financial Responsibility is hereby revised to read as follows:
 4. The JANITOR service will provide a monthly invoice for services performed as outlined in the Revised Attachment A of the contract. The JANITOR service will provide such services for the amount of \$1134.00 per month, effective January 1, 2014. The monthly invoice shall be submitted to the CITY no later than the 2nd business day of the month, to be included in the monthly accounts payable.
5. **ONLY CHANGE.** All other terms and conditions of the Contract for Janitorial Services between the City of Othello and Blanca Gonzalez, d.b.a. Everclean Company, for the City Hall/Police Department Building shall remain in full force and effect.

DATE: 1-10-2014

EVERCLEAN COMPANY


Blanca Gonzalez

DATE: 1/6/2014

CITY OF OTHELLO


Mayor Shawn Logen