



Customer information:

ATHERTON TOWN CENTER
80 Fair Oaks Lane
Atherton, Ca. 94027
650-752-0555
wburse@ci.atherton.ca.u
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MAINTENANCE CONTRACT

Revised Date: 05/08/2024

Dear David and Robert,

Tony's Clean Team proposes to furnish all labor, supplies and equipment to complete the following services at:

Project Name: **ATHERTON TOWN CENTER & HOLBROOK-PALMER PARK**

Project Address: **80 Fair Oaks Lane Atherton, CA 94027**

AREAS TO BE MAINTAIN:

- New City Hall – Level 1 & Level 2 (Approx. 28, 575sf)
- New Ancillary Building (1,933sf)
- New Library (10,235sf)
- Heritage Building (Restrooms only)
- Old Council Chambers (1,815+45=1,860sf)
- Main House (Restroom Only)
- Carriage House (Restrooms)
- Playground Restrooms
- Little League Restrooms

AREAS/ROOMS	WEEKLY	MONTHLY	YEARLY
RESTROOMS (At all buildings):	7		
Empty trash & replace liners, as necessary.	7		
Dust/Wet mop floors with germicidal cleaner	7		
Clean and sanitize sinks & counters.	7		
Clean and disinfect all toilets & urinals.	7		
Clean light switches.	7		
Clean all handles & knobs.	7		
Clean partitions and walls by urinals	7		
Clean all showers.	7		
Dispose waste and clean receptacles.	7		

Check for paper products and refill.	7		
Check for soap products and refill as needed.	7		
Clean and shine chrome fixtures	7		
Clean glass and mirrors	7		
Report burnt out lights and other issues.	7		
Vacuum air vents as needed.	7		
Flush floor drains with fresh water enzymatic/solution	7		
High dust surface to six feet	7		
Remove Cobwebs as needed	7		
Clean fingerprints and smudges	7		
Clean windows throughout (Inside)		1	
CITY HALL (Level 1 & Level 2):	7		
Empty trash & replace liners.	7		
Dispose waste and clean receptacles.	7		
Check for paper products and refill.	7		
Vacuum carpet & remove spots.	7		
Spot clean partition glass	7		
Clean light switches.	7		
Clean all handles & knobs.	7		
Clean, mop and sanitize tile and office floors.	7		
Clean/polish/sinks and kitchen areas.	7		
Clean/polish/tables/countertops.	7		
Straighten/align furniture.	7		
Wipe off desks, bookshelves, and monitors.	7		
Detail Vacuum under desks, wires, etc.	7		
Spot clean walls	7		
Dust surfaces/windowsills/countertops	7		
Wipe/Clean microwave and faces of appliances.	7		
Clean fingerprints and smudges .	7		
Dust/wipe all moldings and remove cobwebs.	7		
Clean and polish door kick plate	7		
Vacuum air vents as needed.	7		
Report burnt out lights and other issues.	As needed.		
Dust/clean equipment	7		
Strip and refinish floors.			2
Clean all plexiglass	7		
Clean windows at entrance/rear door/any inside windows/glass	1		
Clean lower-level windows (In/Out)		1	
Clean windows throughout (In/Out)			2
Note: Locked offices will not be serviced			
LIBRARY & TOWN HALL	7		
Empty trash & replace liners.	7		

Dispose waste and clean receptacles.	7		
Check for paper products and refill.	7		
Vacuum carpet & remove spots.	7		
Spot clean partition glass	7		
Clean light switches.	7		
Clean all handles & knobs.	7		
Clean, mop and sanitize tile and office floors.	7		
Clean/polish sinks and kitchen areas.	7		
Clean/polish/ tables/countertops.	7		
Straighten/align furniture.	7		
Wipe off desks, bookshelves, and monitors.	7		
Detail vacuum under desks, wires, etc.	7		
Spot clean walls	7		
Dust surfaces/windowsills/countertops	7		
Wipe/Clean microwave and faces of appliances.	7		
Clean fingerprints and smudges	7		
Dust/clean windows/blinds/door frames.	7		
Dust/wipe all moldings and remove cobwebs.	7		
Clean windows at entrance/rear door/patio/café	7		
Clean and polish door kick plate	7		
Vacuum air vents as needed.	7		
Report burnt out lights and other issues.	7		
Dust/clean equipment	7		
Strip and refinish floors.	As needed.		2
Clean all plexiglass	As needed.		
Clean windows at entrance/rear door/any inside windows/glass			
Clean lower-level windows (In/Out)	7	1	
Clean windows throughout (In/Out)	1		2
Note: Locked offices will not be serviced			
BREAK ROOMS:	7		
Dust/wet mop floor with germicidal cleaner	7		
Empty trash and replace liners.	7		
Clean and sanitize sinks and counter tops.	7		
Spot clean cabinet doors	7		
Rinse clean coffee pots	7		
Wipe clean microwaves inside and out	7		
Wipe clean refrigerator outside	7		
Wipe clean & properly arrange furniture.	7		
Clean and refill towel dispenser as needed.	As needed.		
High dust surfaces to six feet		1	
Remove cobwebs as needed.	As needed.		
Vacuum air vents	As needed	1	

JANITORIAL CLOSETS:	As needed.		
Organize and store our janitorial supplies.	As needed.		
Clean, sanitize mop heads & hand dry.	As needed.		
Empty and clean mop bucket	As needed.		
Sweep and mop floor	As needed.		
Remove trash.	As needed.		
Deodorize	As needed		

MONTHLY SERVICE PLAN: MAY 2024 to MAY 2025

All of the above buildings/areas have been included in this price and we will revise our price as needed.

PRICE BREAKDOWN PER FACILITY:

- **New City Hall – Level 1 & Level 2:**
 - PD department 7x/week = \$5,910
 - Admin/Permit offices 5x/week = \$2,521
- **New Ancillary Building (1,933sf): 5x/week = \$483**
- **New Library (10,235sf): 7x/week = \$4,745**
- **Heritage Building (Restrooms only): 7x/week = \$410**
- **Old Council Chambers (1,815+45=1,860sf) : 5x/week = \$616**
- **Main House (Restroom Only) : 5x/week = \$1,320**
- **Carriage House (Restrooms Only) : 4x/week = \$450**
- **Playground Restrooms: 7x/week = \$725**
- **Little League Restrooms: 7x/week = \$725**

Janitorial Maintenance Services (Labor & Materials).....\$17,905 month

TCT will supply all labor and materials to perform the above services per the specifications above.

OTHER OPTIONS THAT WE RECOMMEND:

#1). Continue with current COVID 19 disinfecting programs (7x/Week).....\$6,930/month
Add to contractYes___ No___

#2). Add COVID 19 Electrostatic spraying at high traffic areas/rooms (3x/Week
).....TBD/month **Add to**
contract.....Yes___ No___

Pricing to be determined after confirming the desired rooms/areas.

#3). Add carpet cleaning/shampoo at high traffic areas/rooms.....TBD/each
Add to contract.....Yes___ No___

Pricing to be determined after confirming the desired rooms/areas.

#4). Add solar panel maintenance/cleaning (1x/month RECOMMENDED).....TBD/month
Add to contract.....Yes___ No___
Pricing to be determined.

#5). Handyman Services (Labor only).....\$65/hr. Yes___ No___
TCT will provide crew members to help with more skill tasks like replacement of light bulbs, basic carpentry, furniture installation, paint touchups, door hardware adjustment/install, etc.
TCT members will work full 8hr/days only.

#6). Add Power Washing maintenance on hardscape areas or exterior walls.
(4x/year RECOMMENDED).....TBD/month
Add to contract.....Yes___ No___
Pricing to be determined.

#7). Add landscape maintenance.....TBD/month
Add to contract.....Yes___ No___
Pricing to be determined.

HEALTH AND SAFETY:

Maintain MSDS sheets in janitor's closet always.
Report safe hazards immediately, repair, if possible, as needed

SECURITY:

Janitors will set alarm upon their departure each workday.
No persons admitted into building by servicers.
No employee substitutions will be made without authorization.
Make sure all doors are locked during & following work.
Keep building secured when dumping trash.

OTHER MAINTENANCE SERVICES THAT WE CAN PROVIDE

Window/Door washing and cleaningUpon Request.
TCT will provide window cleaning (inside and out) throughout the building.
Cleaning of open high ceiling area/ductwork (2x Year)Upon Request
TCT will clean the high ceiling areas, ductwork, and other hard to reach areas two times a year.
Floor Stripping.....Upon Request
Floor Scrub.....Upon Request
Carpet shampoo.....Upon Request
Power Washing on Hardscape areas (2x Year) Upon Request
Power washing to be done at hardscape areas around the building.

Power Washing Exterior Walls (2x Year) Upon Request
Cleaning of flat roof (2x Year) Upon Request
 TCT will sweep/clean the flat roof of the main building.
Solar Panel Cleaning (2x Year) Upon Request
Landscape Maintenance Upon Request
Hauling Services/Junk Removal..... Upon Request

- TCT takes the utmost care in the cleaning of glass, tile, and fine stone. Previous scratches on these surfaces are often not detectable until after they are cleaned, therefore we will not be held liable for previous damage to those types of surfaces.
- This estimate is per site visit and plans emailed to us. This is also per our regular cleaning procedures, and does not include the removal of excess paint, concrete, caulking, glue, and stucco or water spots. A separate estimate will be discussed at the time of discovery of those items. Final pricing to be completed after later and after doing a job walk to confirm plan information. This bid is valid for 30 days.
- Tony's Clean Team will provide one field supervisor and team members to complete the services above. TCT is assuming that there will not be any heavy furniture or items that will need to be move when performing the work. Any delays will be charge on a Time & Material basis of \$75/per man hour.
- Our field supervisor will communicate with the project manager and be your "go-to-guy" on site to make sure the job is completed on point and meet your expectations. All work to be performed per the above specifications.
- Payments to be made upon completion or no later than five working days from completion date.

Please give us a call on any questions that you might have. Thank you for giving us the opportunity to bid your project and we hope that we can provide you with our excellent services.
Respectfully,

Nick Amaya
 Authorized Signature

05/08/2024
 Date

 Customer Signature

 Date