

## Position: Janitorial Services

### **Exhibit A – CONTRACTED SERVICES**

#### **Definitions:**

**Preseason Cleaning:** Complete cleaning of restrooms prior to the start of the Fall and Spring season (February and August). Typically one full cleaning prior to the beginning of each season, please consult with the CLIENT's representative for exact date.

**Regular Season:** Weeks of regular season play defined as games scheduled by the CLIENT for field use at ISSC which are played as part of the regular fall or spring season. Each season consists of approximately 10 – 12 weeks per spring season in March through May and approximately 10 – 12 weeks per fall season in September through November. A regular season week normally consists of at least 3 days of cleaning; Friday, Saturday and Sunday to include at least 1 inspection, 1 or 2 partial cleanings and 1 full cleaning as needed at the 3 restroom facilities (East, West and North facilities) at ISSC.

**Off Season:** Weeks outside of regular season play defined as periods following the conclusion of the fall and spring seasons (months of June, July, December and January).

**Special Events:** Events as contracted with the CLIENT for field use at ISSC for purposes other than regular season or tournament games. Cleanings to consist of a partial and/or a full cleaning per event day. ISSC restroom facility building usage will be determined by the event.

**Tournaments:** Multi-game events as contracted with the CLIENT for field use at ISSC typically extending for multiple days and including multiple teams/games. A tournament normally consists of at least 3 days of cleaning; Friday, Saturday and Sunday to include inspections, partial cleanings and full cleanings at the 3 restroom facilities at ISSC. Friday typically is an inspection and one full cleaning as needed, Saturday typically has 2 inspections, 2 partials or full cleanings depending on the need and Sunday typically has 2 inspections, 2 partials or full cleanings depending on the need.

#### **General Service Requirements:**

- Each restroom shall be serviced throughout the week or event according to the service schedule below in order to maintain adequate levels of cleanliness and supplies.
- All restrooms shall be inspected and any issues addressed prior to start of any tournament/event (Friday afternoon) or as agreed upon with the tournament or event director.
- Inspect/Service each restroom as needed/as directed during off season as mutually agreed upon by both parties.

#### **Service Schedule (items to be performed as needed or at least on a weekly basis except as noted):**

- Restocking of toilet tissue in each stall (as needed only)
- Restocking of soap dispensers (as needed only)
- Replacement of urinal cakes (as needed only)
- Cleaning/disinfection of all toilet/urinal interiors and exteriors
- Disposal/replacement of sanitary napkin bag from and cleaning/disinfection of sanitary boxes in women's stalls
- Replacement of aerosol dispenser batteries and aerosol cans (as needed only)
- Cleaning/disinfection of all stall dividers and doors
- Cleaning/disinfection of lower walls (as needed only)
- Disinfection and mopping of all flooring - mopping of any standing water, mud, wastewater or other substance shall be done as soon as possible
- Cleaning/disinfection of sinks, faucets, counter tops, toilet/urinal flush handles, hand dryer buttons and door handles
- Cleaning of mirrors (streak free)

- Removal of all trash/debris from floors
- Removal of trash from receptacles and installation of new liners as needed to maintain levels less than half full
- Debris removal/sweeping of area immediately outside of restroom entry
- Wash down area immediately outside of restroom as needed due to spills or sanitary reasons

#### **Client Representative:**

The Janitorial Service Provider shall report to the CLIENT's representative the BASC 1<sup>st</sup> Vice President.

#### **CONTRACTOR's Operational Duties & Responsibilities:**

- Order supplies as needed from BASC approved Supply Company. Work in conjunction with the BASC General Manager on typical supplies and approved supply company prior to ordering of supplies. Supplies will be paid for by BASC.
- Service each restroom at the ISSC (BASC East and West and North facilities) according to the General Service Requirements listed above.
- Provide the CLIENT's a monthly invoice for services including an accurate report consisting of:
  - Detail of services provided including dates/times and locations
  - Any repairs/maintenance required to the facilities
  - A list of supplies required to replenish inventory
- Respond to requests for information from the CLIENT within two (2) business days of receipt.
- Physical ability to stand and walk for long time periods and be able to lift/carry boxes or items weighing 30 pounds or more.
- Inform the CLIENT of general janitorial issues.
- Communicate with the CLIENT via telephone, emails, and meetings to promote efficient and timely servicing of the facilities.
- When requested, attend BASC board meetings to report to the executive board a summary of janitorial services business and answer questions.
- Mandatory requirement to pass a yearly background check.

#### **Equipment, tools, materials and supplies provided by the CLIENT:**

- Janitorial equipment and tools as currently equipped.
- Replacement of such equipment and tools as required and approved by the CLIENT
- Restroom supplies to be paid for by the CLIENT.
- As needed and as available, use of BASC golf cart for tournaments or special events.

### **Exhibit B – COMPENSATION SCHEDULE**

#### **Compensation Schedule:**

The CLIENT shall compensate the CONTRACTOR according to the following schedule:

- Please place bid for janitorial services described above in 'Definitions'. Bids and application may be sent in writing via email, fax or USPS to Broken Arrow Soccer Club. Email to: [info@bascok.com](mailto:info@bascok.com) Fax to: 918-516-0664 or mail bid to: BASC, P.O. Box 872, Broken Arrow, Ok. 74013.

### **BID FOR 2017 BASC JANITORIAL SERVICES**

Application and bids for Pre-Season Cleaning, Regular Season Cleaning, Off Season Cleaning and Tournament Cleaning for this contract labor position may be sent in writing via email, fax or USPS to Broken Arrow Soccer Club. Email to: [info@bascok.com](mailto:info@bascok.com) Fax to: 918-516-0664 or Mail bid to: BASC, P.O. Box 872, Broken Arrow, Ok. 74013.

Bids will be received through November 30, 2016.