

**AMENDMENT NO. 3 TO
SERVICES CONTRACT WITH
ADVANCE JANITORIAL SERVICES, INC.
CONTRACT NO. B15-JANITORIAL
JANITORIAL SERVICES FOR VARIOUS FACILITIES ON A REQUIREMENTS BASIS**

This Amendment No. 3 ("Amendment") to the Services Contract referenced above ("Contract") is effective upon execution by and between Lake Havasu City, Arizona ("City") and Advance Janitorial Services, Inc. ("Contractor"). The parties agree as follows:

1. In accordance with Exhibit 1, Statement of Work, the Contract may be renewed 2 additional 12-month periods. The parties desire to renew the Contract for an additional term ending June 30, 2017. This Amendment is the second and final renewal.
2. Exhibit 1, Statement of Work, "SITE SCHEDULE FOR JANITORIAL SERVICES," is revised and replaced with the attached and will increase the annual maximum payment by \$2,940 to \$87,636.
3. All other terms and conditions of the Contract not amended or restated by this Amendment shall remain in full force and effect and shall be considered reaffirmed by the execution of this Amendment.

(Signatures on following page.)

**AMENDMENT NO. 3 TO
SERVICES CONTRACT WITH
ADVANCE JANITORIAL SERVICES, INC.
CONTRACT NO. B15-JANITORIAL
JANITORIAL SERVICES FOR VARIOUS FACILITIES ON A REQUIREMENTS BASIS**

CONTRACTOR DATA AND SIGNATURE

Contractor Address: 4054 ROMA RD KINGMAN AZ 86401
Federal Tax ID# or Social Security: 86-0720508
Business Designation (check one): ☒ Sole Proprietorship ☐ Partnership
☐ Corporation-for profit ☐ Corporation-Non-profit
☐ Other [describe here: _____]

Federal tax ID numbers or Social Security numbers are required pursuant to A.R.S. § 42-1105 and will be used for the administration of state, federal and local laws. Payment information will be reported to the Internal Revenue Service under the name and Federal tax ID number or, if none, the Social Security number provided above.

I read, understand, and agree to be bound by the terms of this Amendment.

Roger Grumond Jr
Signature

ROGER GRUMOND JR
Name (please print)

Owner
Title

7-22-16
Date

LAKE HAVASU CITY SIGNATURE

(This contract is not binding on the City until signed by the City Manager or designee)

City Manager or Designee

Date

Department and City Attorney Approval and Review

Approved:

Reviewed:

CITY ATTORNEY
FOR LAKE HAVASU CITY, ARIZONA

Department Director or Designee Date

By: _____
City Attorney Date

SITE SCHEDULE FOR JANITORIAL SERVICES

**CITY HALL
2330 N. MCCULLOCH BOULEVARD
Approximate Square Footage – 32,500**

1. Frequency: Three (3) days per week – Tuesday, Thursday and Saturday
2. Frequency: Lobby and Lobby Restroom Five (5) days per week – M-T-W-Th-Sat
3. Work Hours: 5:30 P.M. to 7:00 A.M.

| <u>4. Work to be Performed</u> | <u>Frequency</u> |
|---|-------------------------|
| a. Floors (<u>all offices and hallways</u>) | |
| Remove debris and vacuum traffic areas (hallways & copy centers) | Daily |
| Damp mop tile floors (restrooms) | Daily |
| Vacuum all carpets (including under desks, tables and chairs) | Weekly |
| Spot clean carpets | As Needed |
| Carpet (27,000 sq. ft.) | |
| Dry-clean hallway carpet | Bi-Annually |
| Dry-clean office carpet | Annually |
| b. Coffee Center (2) | |
| Clean & sanitize counter, chrome faucets and sink | Daily |
| Damp mop floor | Daily |
| Shut off coffee pots | Daily |
| c. Chairs, Tables and Sofas | |
| Clean, dust and wax, if applicable | Monthly |
| Vacuum upholstery | Quarterly |
| d. Restrooms | |
| Clean floors, damp mop | Daily |
| Clean & sanitize toilets, urinals | Daily |
| Clean & sanitize mirrors and shelves | Daily |
| Clean & sanitize sinks & chrome fixtures | Daily |
| Clean & sanitize light switch plate | Daily |
| Clean & sanitize toilet and paper towel dispensers | Daily |
| Clean & sanitize walls, especially around toilets, urinals, sinks and under paper towel dispenser | Daily |
| Empty trash containers & replace liners | Daily |
| Fill toilet & paper towel dispensers | As Needed |
| Clean, strip & wax tile floors | Quarterly |
| e. Light Switches | |
| Clean & sanitize switch plate | Daily |
| f. Locked Interior Doors | |
| Clean & sanitize door handles and 12" area surrounding handle | Daily |
| Clean & sanitize Electronic Key Lock Pads | Daily |
| Dust blinds | Monthly |
| Clean glass side panels | Quarterly |

| | | |
|-------------------------------|--|-----------|
| g. Kitchens (2) (Break Rooms) | Clean floors, damp mop | Daily |
| | Clean & sanitize sinks, chrome fixtures and counter-top | Daily |
| | Clean & sanitize microwave (exterior) | Daily |
| | Clean & sanitize microwave (interior) | Weekly |
| | Empty trash containers & replace liners | Daily |
| | Clean & sanitize tables | Daily |
| | Clean & sanitize light switch plate | Daily |
| | Clean, strip & wax tile floors | Quarterly |
| h. Refrigerators | Clean & sanitize door handle & 12" area surrounding handle | Daily |
| | Damp clean (exterior) | Weekly |
| | | |
| i. Staircases | Clean and sanitize stair hand rails | Daily |
| | Mop stairs, steps and landings | Weekly |
| | Clean balusters | Quarterly |
| | | |
| j. Walls | Spot clean | As Needed |
| | | |
| k. Windows & sills | Dust Sills and damp clean | Quarterly |
| | Dust blinds (Main Lobby Excluded) | Quarterly |
| | | |
| l. Vents | Dust / vacuum | Monthly |
| | | |
| m. Large Trash Containers | Empty & replace liners | Daily |
| | | |
| n. Elevator | Damp clean walls and floor | Weekly |
| | Clean & sanitize floor selector buttons and face plates | Daily |
| | Clean, strip & wax tile floors | Quarterly |
| | | |
| o. Lobby | Dust | Daily |
| | Vacuum and damp mop floors | Daily |
| | Chairs & couches – dust/wipe or vacuum upholstery | Daily |
| | Window sills | Quarterly |
| | Vacuum upholstery | Quarterly |
| | Clean, strip & wax tile floors | Quarterly |
| | | |
| p. Wellness Center | Damp clean & sanitize equipment | Daily |
| | Dust & clean work tables | Daily |
| | Vacuum carpet | Weekly |
| | | |

**OPERATIONS MAINTENANCE FACILITY
900 LONDON BRIDGE ROAD
Approximate Square Footage – 10,200**

1. Frequency: Three (3) days per week – Monday, Wednesday & Friday
2. Work Hours: 5:30 P.M. to 7:00 A.M.

| 3. <u>Work to be Performed</u> | <u>Frequency</u> |
|--|-------------------------|
| a. Floors | |
| Remove debris and vacuum traffic areas | Daily |
| Dust & damp mop tile floors | Daily |
| Vacuum all carpets (including under desks, tables and chairs) | Friday |
| Clean, strip & wax tile floors | Quarterly |
| Carpet (7,200 sq. ft.) | |
| Dry-clean multi-purpose room and lobby area carpet | Bi-annually |
| Dry-clean offices carpet | Annually |
| b. Chairs and Sofas | |
| Clean and dust | Monthly |
| Vacuum upholstery | Monthly |
| c. Tables | |
| Clean and wax | Weekly |
| d. Large Waste Receptacles | |
| Empty | As Needed |
| Replace liners | As Needed |
| e. Windows | |
| Dust Sills and damp clean | Quarterly |
| Dust blinds | Monthly |
| f. Restrooms (6) | |
| Clean floors, damp mop | Daily |
| Clean & sanitize toilets, urinals | Daily |
| Clean & sanitize mirrors and shelves | Daily |
| Clean & sanitize sinks & chrome fixtures | Daily |
| Clean & sanitize light switch plate | Daily |
| Clean & sanitize toilet and paper towel dispensers | Daily |
| Clean & sanitize walls, especially around toilets, urinals, sinks, and under paper towel dispenser | Daily |
| Empty trash containers & replace liners | Daily |
| Fill toilet & paper towel dispensers | As Needed |
| Fill soap dispensers | As Needed |
| Clean, strip & wax tile floors | Quarterly |
| g. Multi-Purpose Room | |
| Vacuum | Weekly |
| Clean & sanitize microwave (exterior) | Daily |
| Damp clean tables & chairs | Monthly |

- | | |
|---|--------------|
| h. Doors | |
| Clean & sanitize door handles and 12" area surrounding handle | Daily |
| Wipe down all doors | Monthly |
| i. Light Switches | |
| Clean & sanitize switch plates | Daily |
| j. Vents | |
| Dust / vacuum | Monthly |
| k. Three office / rooms in Vehicle Maintenance area. | |
| Two Bathrooms | |
| Clean & dust | Daily |
| Vacuum all carpets | Daily |
| Clean floors, damp mop | Daily |
| Clean, strip & wax tile floors | Quarterly |
| l. Gym | |
| Vacuum and damp mop floor | Friday |
| Damp clean & sanitize equipment | Twice a week |

WASTEWATER DIVISION-MULBERRY TREATMENT PLANT 340
MULBERRY AVENUE
Approximate Square Footage – 1800

1. Frequency: Two (2) days per week – Tuesday and Thursday
2. Hours: After 5:30 P.M.

| 3. <u>Work to be Performed</u> | <u>Frequency</u> |
|---|-------------------------|
| a. Floors | |
| Vacuum all carpets (including under desks, tables and chairs) | Twice a week |
| Remove debris and vacuum traffic areas | Twice a week |
| Dust & damp mop tile floors | Twice a week |
| Clean, strip & wax tile floors | Quarterly |
| Dry-Clean Office carpet | Bi-annually |
| b. Vents | |
| Dust / vacuum | Monthly |
| c. Tables | |
| Clean and sanitize | Twice a week |
| d. Wastebaskets | |
| Empty and replace liners | Twice a week |
| e. Windowsills | |
| Dust and damp clean | Monthly |
| f. Restrooms | |
| Clean floors, damp mop | Twice a week |
| Clean & sanitize toilets, urinals | Twice a week |
| Clean & sanitize mirrors and shelves | Twice a week |
| Clean & sanitize sinks & chrome fixtures | Twice a week |
| Clean & sanitize light switch plate | Twice a week |
| Clean & sanitize toilet and paper towel dispensers | Twice a week |
| Clean & sanitize walls, especially around toilets, urinals, | |
| sinks and under paper towel dispenser | Twice a week |
| Empty trash containers & replace liners | Twice a week |
| Clean, strip & wax tile floors | Quarterly |
| g. Lockers & Showers | |
| Damp clean & sanitize | Twice a week |
| h. Doors | |
| Damp clean | Monthly |
| Clean & sanitize door handles and 12" area surrounding handle | Twice a week |
| i. Light Switches | |
| Clean & sanitize switch plate | Twice a week |

WASTEWATER DIVISION-ADMINISTRATION
1150 MCCULLOCH BOULEVARD
Approximate Square Footage – 6000
Carpeted area – 4033 sq. ft., Tiled area – 1,403 sq. ft.

1. Frequency: Two (2) days per week – Tuesday and Thursday
2. Hours: After 5:30 P.M.

| 3. <u>Work to be Performed</u> | <u>Frequency</u> |
|---|-------------------------|
| a. Floors | |
| Vacuum all carpets (including under desks, tables and chairs) | Twice a week |
| Remove debris and vacuum traffic areas (hallways) | Twice a week |
| Dust & damp mop tile floors | Twice a week |
| Dry-clean office carpet | Bi-annually |
| Clean, strip & wax tile floors | Quarterly |
| A. Vents | |
| Dust / vacuum | Monthly |
| B. Tables | |
| Clean and sanitize | Twice a week |
| C. Breakroom Wastebaskets | |
| Empty and replace liners | Twice a week |
| D. Windowsills | |
| Dust and damp clean | Monthly |
| E. Refrigerator | |
| Damp clean outside only | Twice a week |
| Clean & sanitize door handle and 12" area surrounding handle | Twice a week |
| F. Restrooms – Three (3) | |
| Clean floors, damp mop | Twice a week |
| Clean & sanitize toilets, urinals | Twice a week |
| Clean & sanitize mirrors and shelves | Twice a week |
| Clean & sanitize sinks & chrome fixtures | Twice a week |
| Clean & sanitize light switch plate | Twice a week |
| Clean & sanitize toilet and paper towel dispensers | Twice a week |
| Clean & sanitize walls, especially around toilets, urinals, sinks and under paper towel dispenser | Twice a week |
| Empty trash containers & replace liners | Twice a week |
| Clean, strip & wax tile floors | Quarterly |
| k. Doors | |
| Clean & sanitize door handles and 12" area surrounding handle | Twice a week |
| Damp clean | Monthly |
| l. Light Switches | |
| Clean & sanitize switch plate | Twice a week |

WASTEWATER DIVISION-SHOP/LOCKER ROOMS
1150 MCCULLOCH BOULEVARD
Approximate Square Footage – 1450

1. Frequency: Two (2) days per week – Tuesday and Thursday
2. Hours: After 5:30 P.M.

3. **Work to be Performed**

Frequency

- | | |
|---|--------------|
| a. Floors | |
| Dust & damp mop tile floors | Twice a week |
| Clean, strip & wax tile floors | Quarterly |
| b. Monthly Vents | |
| Dust / vacuum | Monthly |
| c. Windowsills | |
| Dust and damp clean | Monthly |
| d. Restrooms | |
| Clean floors, damp mop | Twice a week |
| Clean & sanitize toilets, urinals | Twice a week |
| Clean & sanitize mirrors and shelves | Twice a week |
| Clean & sanitize sinks & chrome fixtures | Twice a week |
| Clean & sanitize light switch plate | Twice a week |
| Clean & sanitize toilet and paper towel dispensers | Twice a week |
| Clean & sanitize walls, especially around toilets, urinals, | |
| sinks and under paper towel dispenser | Twice a week |
| Empty trash containers & replace liners | Twice a week |
| Clean, strip & wax tile floors | Quarterly |
| e. Lockers & Showers | |
| Damp clean & sanitize | Twice a week |
| f. Doors | |
| Clean & sanitize door handles and 12" area surrounding handle | Twice a week |
| Damp clean | Monthly |
| g. Light Switches | |
| Clean & sanitize switch plate | Twice a week |

WASTEWATER DIVISION-NRWWTP
7001 WHELAN DRIVE
Approximate Square Footage – 2000

1. Frequency: Two (2) days per week – Tuesday & Thursday
2. Hours: After 5:30 P.M.

3. Work to be Performed

Frequency

- | | |
|---|--------------|
| a. Floors | |
| Dust & damp mop tile floors (including under desks, tables and chairs) | Twice a week |
| Dust & damp mop tile floors | Twice a week |
| Vacuum all carpets (including under desks, tables and chairs) | Twice a week |
| Remove debris and vacuum traffic areas (hallways) | Twice a week |
| Clean, strip & wax tile floors | Quarterly |
| Dry-clean carpet | Bi-annually |
| | |
| b. Vents | |
| Dust / vacuum | Monthly |
| | |
| c. Tables | |
| Clean and sanitize | Twice a week |
| | |
| d. Windowsills | |
| Dust and damp clean | Monthly |
| | |
| e. Refrigerator | |
| Damp clean & sanitize outside only | Twice a week |
| Clean & sanitize door handle and 12" area surrounding handle | Twice a week |
| | |
| f. Restrooms | |
| Clean floors, damp mop | Twice a week |
| Clean & sanitize toilets, urinals | Twice a week |
| Clean & sanitize mirrors and shelves | Twice a week |
| Clean & sanitize sinks & chrome fixtures | Twice a week |
| Clean & sanitize light switch plate | Twice a week |
| Clean & sanitize toilet and paper towel dispensers | Twice a week |
| Clean & sanitize walls, especially around toilets, urinals, sinks and under paper towel dispenser | Twice a week |
| Empty trash containers & replace liners | Twice a week |
| Clean, strip & wax tile floors | Quarterly |
| | |
| g. Lockers & Showers | |
| Damp clean & sanitize | Twice a week |
| | |
| h. Doors | |
| Damp clean | Monthly |
| Clean & sanitize door handles and 12" area surrounding handle | Twice a week |
| | |
| i. Light Switches | |
| Clean & sanitize switch plate | Twice a week |

**AQUATIC CENTER
100 PARK AVENUE**

1. Frequency: Seven (7) days per week – Monday-Tuesday-Wednesday-Thursday-Friday-Saturday-Sunday

2. Hours: After 5:30 P.M.

3. **Work to be Performed**

Frequency

A. Main Hallway Restrooms (576 square feet, 11 toilets, 2 urinals, 8 sinks)

| | |
|--|-------|
| Clean floors, damp mop | Daily |
| Clean & sanitize toilets, urinals | Daily |
| Clean & sanitize mirrors & shelves | Daily |
| Clean & sanitize sinks & fixtures | Daily |
| Clean & sanitize toilet and paper towel dispensers | Daily |
| Clean & sanitize partitions and walls around toilets, urinals, sinks and under paper towel dispensers | Daily |
| Clean & sanitize door handles | Daily |
| Empty trash container and sanitary napkin containers and replace bags | Daily |
| Fill toilet paper and paper towel dispensers | Daily |

B. Main Hallway (1720 square feet)

| | |
|--|--------------|
| Clean floors, damp mop | Twice a week |
| Clean door glass and side windows | Weekly |
| Clean & sanitize drinking fountains | Daily |
| Clean & sanitize entrance door handles | Daily |
| Empty trash container and replace bags | Daily |

C. Offices (1580 square feet, 6-rooms)

| | |
|--|--------------|
| Vacuum all carpet (including under desks and tables) | Twice a week |
| Clean & sanitize light switch plates | Twice a week |
| Clean & sanitize counter | Twice a week |
| Empty trash cans | Twice a week |

D. Office Area Ceramic Tile (392 square feet)

| | |
|--------------------------------------|--------------|
| Clean floor, damp mop | Twice a week |
| Clean & sanitize light switch plates | Twice a week |

E. Office Area Kitchen (144 square feet)

| | |
|--------------------------------------|--------------|
| Clean floor, damp mop | Twice a week |
| Clean & sanitize light switch plates | Twice a week |
| Empty trash cans | Twice a week |

F. Main Lobby (733 square feet)

| | |
|--------------------------------------|--------------------|
| Clean floor, damp mop | Three times a week |
| Clean & sanitize light switch plates | Three times a week |
| Clean & sanitize counter | Three times a week |

G. Main Lobby Restrooms (112 square feet, 2 sinks, 2 toilets)

| | |
|------------------------------------|-------|
| Clean floors, damp mop | Daily |
| Clean & sanitize toilets, urinals | Daily |
| Clean & sanitize mirrors & shelves | Daily |

| | |
|--|-------|
| Clean & sanitize sinks and fixtures | Daily |
| Clean & sanitize toilet and paper towel dispensers | Daily |
| Clean & sanitize partitions and walls around toilets, urinals, sinks and under paper towel dispensers | Daily |
| Clean & sanitize door handles | Daily |
| Empty trash container and sanitary napkin containers and replace bags | Daily |
| Fill toilet paper and paper towel dispensers | Daily |

H. Pool Locker Rooms (4400 square feet, 13 sinks, 10 toilets, 3 urinals, 16 showers)

| | |
|--|-------|
| Clean floors, damp mop | Daily |
| Clean & sanitize toilets, urinals | Daily |
| Clean & sanitize mirrors & shelves | Daily |
| Clean & sanitize sinks & fixtures | Daily |
| Clean & sanitize light switch plates | Daily |
| Clean & sanitize toilet and paper towel dispensers | Daily |
| Clean & sanitize partitions and walls around toilets, urinals, sinks and under paper towel dispensers | Daily |
| Clean & sanitize door handles | Daily |
| Empty trash container and sanitary napkin containers and replace bags | Daily |
| Fill toilet paper and paper towel dispensers | Daily |
| Clean & sanitize benches | Daily |
| Clean & sanitize shower tiles and fixtures | Daily |

**TRANSIT FACILITY
900 LONDON BRIDGE ROAD**

1. Frequency: Three (3) days per week – Monday, Wednesday & Friday
2. Work Hours: 5:30 P.M. to 7:00 A.M.

| 3. <u>Work to be Performed</u> | <u>Frequency</u> |
|---|--|
| a. Floors Remove debris and vacuum traffic areas Dust & damp mop tile floors Vacuum all carpets (including under desks, tables and chairs) Clean, strip & wax tile floors Carpet (7,200 sq. ft.) Dry-clean multi-purpose room and lobby area carpet Dry-clean offices carpet | Daily Daily 1X Week Quarterly Bi-annually Annually |
| b. Chairs and Sofas Clean and dust Vacuum upholstery | Monthly Monthly |
| c. Tables Clean and wax | Weekly |
| d. Large Waste Receptacles Empty Replace liners | As Needed As Needed |
| e. Windows Dust Sills and damp clean Dust blinds | Quarterly Monthly |
| f. Restrooms (6) Clean floors, damp mop Clean & sanitize toilets, urinals Clean & sanitize mirrors and shelves Clean & sanitize sinks & chrome fixtures Clean & sanitize light switch plate Clean & sanitize toilet and paper towel dispensers Clean & sanitize walls, especially around toilets, urinals, sinks, and under paper towel dispenser Empty trash containers & replace liners Fill toilet & paper towel dispensers Fill soap dispensers Clean, strip & wax tile floors | Daily Daily Daily Daily Daily Daily Daily Daily Daily As Needed As Needed Quarterly |
| g. Multi-Purpose Room Vacuum Clean & sanitize microwave (exterior) Damp clean tables & chairs | Weekly Daily Monthly |
| h. Doors Clean & sanitize door handles and 12" area surrounding handle Wipe down all doors | Daily Monthly |

**TRANSIT FACILITY
900 LONDON BRIDGE ROAD**

- | | | |
|----|--|---------|
| i. | Light Switches Clean & sanitize switch plates | Daily |
| j. | Vents Dust / vacuum | Monthly |