

SCOPE OF SERVICES

1. **Purpose:** **(vendor name)** agrees to provide Janitorial Services for the Eureka Downs Building and Facility located at 210 N. Jefferson St. Eureka, KS The City of Eureka can add or remove any Janitorial area at any time due to budget. All changes must be submitted in writing by both parties.
2. **General Requirements:** Eureka Downs Building and Facility is to be cleaned prior and after scheduled events based on usage, at items to be cleaned as follows in each section therein:
3. **Section 1. Eureka Downs Building – Main Floor**
 - A. **Concourse Area (Main Floor) – Main Room, Front Entry Lobby, Hallways, Lower Entry Lobby, and Stairways**
 - a. Vacuum (if applicable) removable rugs.
 - b. Dust mop hard surface floors.
 - c. Damp mop hard surface floors (including interior stairway)
 - d. Clean and disinfect high touch points– counter tops, push bar doors and handles, stairwell handrails, etc.
 - e. Spot clean entry glass for fingerprints and handprints.
 - f. Wipe elevator doors and panel.
 - g. Clean entry glass of door entry walls.
 - h. Clean outer glass of door entry walls.
 - i. Spot Clean Windows as needed.
 - j. Remove and replace garbage bags from trash cans.
 - B. **Concourse Area (Kitchen) as needed if used**
 - a. Clean counter tops and exterior of trash cans.
 - b. Scour and sanitize sink, Polish bright.
 - c. Spot clean appliances as needed.
 - d. Clean out/Remove leftover food and items from events.
 - e. Remove and replace garbage bags from trash cans.
 - f. Clean and disinfect public counter tops and touch points.
 - g. Clean microwave (interior and exterior)
 - h. Sanitize refrigerator handle
 - i. Restock paper towels
 - j. Restock hand sanitizer/soap dispensers.
 - k. Dust mop hard surface floors
 - l. Damp mop hard surface floors
 - C. **Concourse Area (Restrooms)**
 - a. Clean and polish mirrors.
 - b. Clean sinks, counter tops and exterior of trash cans.
 - c. Clean and disinfect toilets from top to bottom.

- d. Clean and disinfect splash marks from walls and basins.
 - e. Clean and polish bright work.
 - f. Dust/Damp mop floors.
 - g. Restock paper products.
 - h. Restock hand sanitizer/soap dispensers.
 - i. Clean and disinfect doors knobs, dispensers and touch points.
 - j. Remove and replace garbage bags from trash cans.
 - k. Clean and disinfect baby changing stations and replace wipes.
 - l. Clean and restock feminine hygiene products dispenser.
- D. Braden Room (Main Floor) as needed if used**
- a. Clean bar area including bar countertop.
 - b. Scour and sanitize sink, Polish bright.
 - c. Spot clean appliances as needed.
 - d. Vacuum carpeted areas.
 - e. Clean out/Remove leftover food and items from events.
 - f. Clean and disinfect public counter tops and touch points.
 - g. Remove and replace garbage bags from trash cans.
 - h. Spot Clean Windows as needed.
- E. Braden Room (Main Floor Restrooms) as needed if used**
- a. Clean and polish mirrors.
 - b. Clean sinks, counter tops and exterior of trash cans.
 - c. Clean and disinfect toilets from top to bottom.
 - d. Clean and disinfect splash marks from walls and basins.
 - e. Clean and polish bright work.
 - f. Damp mop floors.
 - g. Restock paper products.
 - h. Restock hand sanitizer/soap dispensers.
 - i. Clean and disinfect doors knobs, dispensers and touch points.
 - j. Remove and replace garbage bags from trash cans.
- 4. Section 2. Eureka Downs Building – Upper Floor (Turf Room)**
- F. Turf Room (Upper Floor) – Main Room, Seating Area, Front Entry, Hallways, Elevator, and Stairways**
- a. Vacuum (if applicable) removable rugs.
 - b. Dust mop hard surface floors.
 - c. Damp mop hard surface floors (including interior stairway)
 - d. Clean and disinfect high touch points– counter tops, push bar doors and handles, stairwell handrails, etc.
 - e. Disinfect table tops and chairs.
 - f. Wipe elevator doors and panel.
 - g. Spot Clean windows as needed.
 - h. Spot Clean entry glass for fingerprints and handprints
 - i. Remove and replace garbage bags from trash cans.

- j. Scour and sanitize sink, Polish bright.
- k. Spot clean appliances as needed.
- l. Sanitize soda station as needed.
- m. Clean out/Remove leftover food and items from events.

G. Turf Room (Upper Floor Restrooms) – Restrooms

- a. Clean and polish mirrors.
- b. Clean sinks, counter tops and exterior of trash cans.
- c. Clean and disinfect toilets from top to bottom.
- d. Clean and disinfect splash marks from walls and basins.
- e. Clean and polish bright work.
- f. Dust/Damp mop floors.
- g. Restock paper products.
- h. Restock hand sanitizer/soap dispensers.
- i. Clean and disinfect doors knobs, dispensers and touch points.
- j. Remove and replace garbage bags from trash cans.
- k. Clean and disinfect baby changing stations and replace wipes.
- l. Clean and restock feminine hygiene products dispenser.

PRICING PAGE

_____ agrees to provide Janitorial Services for the Eureka Downs Building Main Floor (Section 1) and the Eureka Downs Building Upper Floor (Section 2) located at 210 N. Jefferson St. The monthly cost of janitorial services in accordance with the detailed scope of services terms will be as follows:

SECTION 1 EUREKA DOWNS BUILDING MAIN FLOOR

Item	Description	Price
001.	TOTAL COST FOR SECTION 1 (per event) EUREKA DOWNS BUILDING (COUNCOURSE)	\$ _____

Item	Description	Price
002.	TOTAL COST FOR SECTION 1 (per event) EUREKA DOWNS BUILDING (KITCHEN)	\$ _____

Item	Description	Price
003.	TOTAL COST FOR SECTION 1 (per event) EUREKA DOWNS BUILDING (RESTROOMS)	\$ _____

Item	Description	Price
004.	TOTAL COST FOR SECTION 1 (per event) EUREKA DOWNS BUILDING (BRADEN ROOM) w/restrooms	\$ _____

	TOTAL BID	Price
SECTION 1		\$ _____

SECTION 2 EUREKA DOWNS BUILDING UPPER FLOOR (TURF ROOM)

Item	Description	Price
001.	TOTAL COST FOR SECTION 2 (per event) EUREKA DOWNS BUILDING (UPPER FLOOR) w/restrooms	\$ _____

	TOTAL BID	Price
SECTION 1 & SECTION 2		\$ _____

Authorized Signature

The offeror hereby agrees to provide the services and/or items at the prices quoted, pursuant to the attached terms and conditions of Request for Bid Proposal or Invitation to Bidders and agree to the City of Eureka's Terms and Conditions of Purchase, and further agrees that when this document is countersigned by an authorized official of the City of Eureka, KS a binding contract, as defined herein, shall exist between the offeror and the City of Eureka, KS.

SIGNATURE REQUIRED

Offeror's Printed Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Company Name: _____ Date of Proposal: _____

Email Address: _____

Offeror's Signature: _____