

FOURTH AMENDMENT OF THE AGREEMENT FOR
CUSTODIAL SERVICES FOR LEE COUNTY NORTH ZONE

THIS FOURTH AMENDMENT OF THE AGREEMENT FOR CUSTODIAL SERVICES FOR LEE COUNTY NORTH ZONE, made and entered into by and between the Lee County Board of County Commissioners, a political subdivision of the State of Florida ("County") and American Facility Services, Inc. ("Vendor"), collectively, the "Parties."

WHEREAS, the County entered into an Agreement for the purchase of custodial services for Lee County North Zone through Solicitation No. RFP180120MRH with Vendor on the 4th day of September 2018 ("Agreement"); and,

WHEREAS, it was discovered after the execution of the Agreement that it would be in the best interest of the County to add additional service locations to the Exhibit A, Scope of Services; and,

WHEREAS, pursuant to Article XIV. MISCELLANEOUS of the Agreement, the Parties desire to modify Exhibit A, Scope of Services to add the additional service locations; and,

WHEREAS, pursuant to Article V. ADDITIONAL PURCHASES of the Agreement, the Parties desire to change the accompanying pricing in the Exhibit B, Fee Schedule.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING AND THE MUTUAL COVENANTS CONTAINED HEREIN, IT IS AGREED AS FOLLOWS:

1. The Parties agree that the Exhibit A, Scope of Services, section titled "County Facilities Included Under This Agreement" shall be supplemented by the following:

DEPOT #1 (NATURAL RESOURCES)

Location: 190 Evergreen Rd, North Ft. Myers, FL

Hours of Operation Monday – Friday: 8:00 am – 5:00 pm

Scheduling

Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.

Cleaning shall be performed on a twice per week basis.

All work is to be done after normal operating hours, unless otherwise instructed/approved by the County Facility Manager.

The Vendor will be given a minimum of 48 hours' notice of any schedule change.

Restrooms

- Clean basins with detergent / disinfectant.
- Clean toilets / urinals / showers using detergent / disinfectant. Waterless urinals are to be cleaned, if applicable.
- Damp wipe all ledges.
- Clean mirrors, soap dispensers, wash basins, paper towel dispensers, and all plumbing fixtures.
- Clean under basins, around toilets and urinals.
- Damp wipe walls, light switches and doors.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins liners, sanitary napkins, etc. (only anti-bacterial soap will be acceptable).
- Wet mop floors using detergent / disinfectant.

NOTE

All cleaning materials such as bathroom cleaners, general purpose cleaners, and glass cleaners must meet the standards set by Green Seal.

DUNBAR JUPITER HAMMON PUBLIC LIBRARY

Location: 3095 Blount St, Fort Myers, FL

Operational Days and Hours: Tuesday Noon-8 p.m.

Wednesday and Thursday 10 a.m. to 6 p.m.

Friday and Saturday 9 a.m. to 5 p.m.

Closed Sundays and Mondays

Scheduling

Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.

Cleaning shall be performed on a five (5) day per week basis, exclusive of holidays.

Daily Service

- Empty all wastebaskets. Damp wipe, if necessary.
- Empty desk recycling totes into large recycling bin.
- Spot clean walls, light switches and doors.
- Damp mop floors, including stairs and landings, remove any gum, tar or other foreign matter.
- Clean and/or polish conference room furniture and meeting room furniture.
- Vacuum and spot clean carpet (Office areas vacuumed 2 times per week).
- Dust all horizontal ledges, furniture, desks and filing cabinets, chairs and tables, equipment (office areas dusted 2 times per week).
- Clean and sanitize drinking fountains.

- Dust all unobstructed work areas.
- Do other general and emergency cleaning as required.
- Report any maintenance defects to the County Representative.
- Keep custodial closet clean.
- Wash all door glass and adjacent panels (interior and exterior).
- Vacuum floor mats and wash as necessary.
- Clean all reception lobby glass, inside and outside.
- Clean all interior partition glass.
- Clean counter tops at circulation desk, adult reference desk, and the youth services reference desk.
- Damp mop floor, clean tables in break rooms.
- Damp wipe all machines associated with break rooms.

Kitchen area (if applicable)

- Clean sinks with detergent/disinfectant.
- Clean counters with detergent/disinfectant.
- Resupply paper towels and soap dispensers.
- Damp wipe walls, as necessary.

Restrooms

- Clean basins with detergent/disinfectant.
- Clean toilets and urinals using detergent/disinfectant.
- Damp wipe all ledges.
- Clean mirrors, soap dispensers, wash basin and all plumbing fixtures.
- Clean under basins, around toilets and urinals.
- Damp wipe walls, light switches and doors.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. (only anti-bacterial soap will be acceptable).
- Wet mop floors using detergent/disinfectant.

Building Exterior

- Sweep and pick up trash around buildings and doorways within a radius of twenty feet.
- Empty and put in new liner bag in trash cans under any covered area around buildings.
- Wash down steps and walks, as required; keeping them free of gum, tar, and other foreign matter.
- Shake and sweep down exterior floor mats.
- Clean sand urns, refill as needed.

Mid-Day Service

Restrooms

- Clean basins with detergent/disinfectant.
- Clean toilets and urinals using detergent/disinfectant.
- Damp wipe all ledges.
- Clean mirrors, soap dispensers, wash basin and all plumbing fixtures.
- Clean under basins, around toilets and urinals.
- Damp wipe walls, light switches and doors.
- Re-supply soap, toilet tissue, paper towels, liners, etc. (only anti-bacterial soap will be acceptable).
- Sweep floors.

- Empty all trash containers, replace liners, spot clean and sanitize containers.
- Clean up debris at entrances.

Weekly Tasks

- High dust all library and office areas.
- Dust vertical surfaces.
- Dust venetian blinds.
- Brush, vacuum and/or spot clean all upholstered furniture and modular panels.
- Clean and sanitize telephones.
- Spray buff all corridors, hallways, and lobbies.
- Scrub all non-skid tile floor areas, if applicable.
- Dust entrance tower, if applicable.
- Dust mop and damp mop storage areas.
- Dust all visible bookshelves (areas not covered by books) and areas that do not have books in them.
- Wash all tables and study area surfaces.
- Remove dust and cobwebs from ceiling areas of standard height.
- Spot clean upholstery as needed.

Weekly Master Recycling Bin Service

- Take bin(s) to designated location for servicing and return once they are emptied.

EVERY TWO WEEKS SERVICE

- Spray buff or burnish all vinyl office floors.

Monthly Service

- Vacuum air conditioning grills and returns. Damp wipe with all-purpose cleaner, if necessary. Do not remove grills.
- Clean light covers (external only).
- Dust fans.
- Clean all low-level interior and exterior glass (may be required to be done more often).
- Dust all the books and bookshelves.
- Spot clean carpet and upholstery as needed.
- Sweep cobwebs and dust from walls around entrance and windows.

Quarterly Service

- Strip and re-wax all hard floors (may be required to be done more often).
- Clean interior window glass (may be required to be done more often).
- Clean all high level interior and exterior glass
- Carpet and upholstery to be cleaned.

Semiannual Service

- Wash venetian blinds (use all purpose cleaner or detergent). Do not remove blinds from window.
- Clean light fixtures and covers (interior). Clean canvas awnings, if applicable.
- Clean book drops (interior/exterior) and carts.

- High ceiling cleaning – Dust visible areas including fans, hanging light fixtures, beams, columns, ledges, and air conditioning vents and pipes. Remove dust, cobwebs, bugs, etc.

LEE COUNTY PUBLIC SAFETY LOGISTICS (EMS SUPPLY CENTER 7)

Location: 190 Evergreen Rd, North Ft. Myers, FL 33903

Hours of Operation: Monday – Friday 7:00 am – 5:00 pm

Scheduling

Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.

Cleaning shall be performed on a two days per week basis, exclusive of holidays, with the sole exception of the restroom located outside the warehouse, between Utilities and Public Safety, which will be cleaned five days a week.

All work is to be done 1:00 p.m.-3:00 p.m. Monday and Thursday, unless otherwise instructed/approved by the County Facility Manager.

The Vendor will be given a minimum of 48 hours' notice of any schedule change.

Public restrooms are to be cleaned twice a day, on or around the middle of each half day sector/mark of the respective scheduled operational hours (see above), for approximately one full hour; then at night after normal business hours; total of three times per day.

Daily Service (Twice per Week)

- Empty and put new liners in wastebaskets. Damp wipe, if necessary.
- Empty desk recycling totes into large recycling bin.
- Spot clean walls, light switches and doors.
- Damp mop floors, including stairs and landings, remove any gum, tar or other foreign matter.
- Clean and/or polish conference room furniture and meeting room furniture.
- Vacuum carpet, spot clean carpets as needed using extraction or bonnet cleaning method.
- Dust all horizontal ledges, furniture, desks and equipment.
- Clean and sanitize drinking fountains.
- Dust all unobstructed work areas.
- Do other general and emergency cleaning as required.
- Report any maintenance defects to the County Representative.
- Keep custodial closet clean and orderly.
- Wash all door glass and adjacent panels (interior and exterior).
- Vacuum floor mats and wash as necessary.
- Clean and polish interior and exterior of elevators.
- Sweep and mop elevator floors.
- Damp mop floor, clean tables in break rooms.
- Damp wipe all vending machines associated with break rooms.
- Sweep stairwells
- Check shredders.

Kitchen area (if applicable)

- Clean sinks with detergent / disinfectant.
- Clean counters with detergent / disinfectant.
- Re-supply paper towels and soap dispenser. Wipe down dispensers.
- Damp wipe walls, as necessary.
- Empty and reline trash cans.

Restrooms

- Clean basins with detergent / disinfectant.
- Clean toilets / urinals / showers using detergent / disinfectant. Waterless urinals are to be cleaned, if applicable.
- Damp wipe all ledges.
- Clean mirrors, soap dispensers, wash basins, paper towel dispensers, and all plumbing fixtures.
- Clean under basins, around toilets and urinals.
- Damp wipe walls, light switches and doors.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins liners, sanitary napkins, etc. (only anti-bacterial soap will be acceptable.)
- Wet mop floors using detergent / disinfectant.

Building Exterior

- Sweep and pick up trash around buildings and doorways within a radius of twenty feet.
- Empty and put in new liner bag in trash cans under any covered area around buildings.
- Wash down steps and walks, as required; keeping them free of gum, tar and other foreign matter (may have to be pressure cleaned).
- Shake and sweep down exterior floor mats.
- Empty and clean all smoking urns. Refill sand, if applicable.
- Canvas and pick up trash and debris from the parking lot throughout the day.

Weekly Service

- High dust all office areas.
- Dust vertical surfaces.
- Dust Venetian blinds.
- Brush, vacuum and / or spot clean all upholstered furniture and modular panels, as needed.
- Scrub all non-skid tile floor areas, if applicable.

Weekly Master Recycling Bin Service

- Take bin(s) to designated location for servicing and return once they are emptied.

Monthly Service

- Vacuum all air conditioning grills and returns. Damp wipe with all purpose cleaner, if necessary. Do not remove grills.
- Clean light covers (external only).
- Dust fans, if applicable.
- Wash all first floor exterior window glass.
- Scrub ceramic tile and grout in tile areas.
- Spray buff or burnish all vinyl surfaced areas.

Quarterly Service

- Strip and re-wax all hard floors (may be required to be done more often).

- Clean interior window glass (may be required to be done more often).
- Clean carpet by extraction method.
- Sweep cobwebs and dust from walls around entrance and windows

NOTES:

Vendor will not move nor jar Data Processing machines, equipment, accessories, etc.

Vendor shall exercise extreme caution when using water buckets, and will mount them on dollies to prevent spillage.

Vendor shall, without delay, report any spillage or other errors in the cleaning operation to the County department or County Representative.

MAINTENANCE ELECTRICAL OFFICE

Location: 190 Evergreen Rd, North Ft. Myers, FL

Hours of Operation Monday – Friday: 8:00 am – 5:00 pm

Scheduling

Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.

Cleaning shall be performed on a five day per week basis, exclusive of holidays.

All work is to be done after normal operating hours, unless otherwise instructed/approved by the County Facility Manager.

The Vendor will be given a minimum of 48 hours' notice of any schedule change.

Public restrooms are to be cleaned twice a day, on or around the middle of each half day sector/mark of the respective scheduled operational hours, for approximately one full hour; then at night after normal business hours; total of three times per day.

Daily Service

- Empty all wastebaskets, sanitize and install new liners interior and exterior.
- Spot clean wall, light switches.
- Wipe clean counter and employee work-stations.
- Polish all entrance door and counter partition glass.
- Vacuum all carpeted areas.
- Vacuum all tile floors.

Rest Rooms:

- Empty, sanitize and reline all wastebaskets.
- Clean and sanitize all facility fixtures, counters, etc.
- Polish all mirrors.
- Clean by vacuum. Sanitize and damp mop all tile flooring.
- Replenish all associated paper goods and soap.

Break Room/Kitchenette:

- Empty, sanitize and reline all trash receptacles.

- Clean and disinfect all counters, tables and kitchenette sink.
- Clean VCT via dust mop and sanitize by damp mopping.

Semi-Annual Service

- Deep steam extraction cleaning of all carpet.
- Total stripping, sealing and three coats of topical polish of all VCT Flooring kitchen area only.

NOTES:

- a) Custodial staff must be *certified in bio-hazard waste material handling*.
- b) The Vendor shall be responsible for the replacement of all damage due to its equipment, materials, or staff neglect without cost to the County.
- c) The Vendor shall provide all cleaning supplies, i.e. disinfectants, polishes, detergents, and the like.
- d) County employees are responsible for washing dishes including glasses, cups, and silverware as well as the interior of refrigerator or microwave ovens.

NORTH FORT MYERS PUBLIC LIBRARY

Location: 2001 N. Tamiami Trail, North Fort Myers, FL

**Operational Days and Hours: Monday, Wednesday, Thursday 10:00 am – 6:00 pm
Tuesday 12:00 pm – 8:00 pm
Friday, Saturday 9:00 am – 5:00 pm**

Scheduling

Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.

This location may be assigned a day Porter, at the Library System's discretion.

Starting August 5, 2019, all work is to be done after normal library hours, with the exception of the Mid-Day Cleaning, unless otherwise instructed/approved by the County Facility Manager or Library Manager.

The Vendor will be given a minimum of 48 hours' notice of any schedule change.

Special Cleaning Requirements

- a) Flooring: to avoid possible damage to the flooring only specified cleaning will be permitted. All floor cleaning plans and products shall be approved by the Facilities Manager prior to implementation/usage. This location has polished concrete flooring and will require daily mopping.

Daily Service

- Empty and place a new liner bag in trash receptacles. Damp wipe, if necessary.
- Empty desk recycling totes into large recycling bin.
- Spot clean walls, light switches and doors. Check for finger marks, spots, soil build-up, graffiti, etc.
- Wet mop floors. Remove any gum, tar or other foreign matter.

- Dust/polish public area horizontal ledges, desks, tables, chairs, cabinets, equipment, all unobstructed work areas, etc.
- Vacuum and/or brush all public and staff area carpet and upholstery (includes under the cushions).
- Dust/polish staff area horizontal ledges, tables, chairs, cabinets, equipment, all unobstructed work areas, etc. Check underneath tables/chairs, legs etc. for needed attention (two times per week).
- Clean and sanitize drinking fountains.
- Do other general and emergency cleaning as required.
- Report any maintenance defects to the County Representative.
- Keep custodial closet clean.
- Vacuum floor mats and wash as necessary.
- Clean all main library entrance and staff entrance door glass and adjacent panels (interior and exterior).
- Clean all interior storefront glass in the Teen area. Youth Services area and Social Services office.
- Clean glass doors (interior/exterior) to Reading Gardens.
- Clean counter tops at Check Out desk, Information desk, Youth Services desk and Teen desk.
- Clean and/or polish conference room furniture and meeting room furniture.

Kitchen area

- Clean sinks, counters, tables, and chairs with detergent/disinfectant.
- Empty and place a new liner bag in trash receptacles.
- Re-supply paper towels and soap dispensers (only anti-bacterial soap will be acceptable).
- Damp wipe all kitchen appliances.
- Damp wipe walls, as necessary.
- Damp mop floor.

Restrooms

- Clean toilets, urinals, sinks, counters, and baby changing stations with detergent/disinfectant.
- Clean mirrors, soap dispensers, paper towel dispensers, and all plumbing fixtures.
- Damp wipe all partitions and ledges.
- Damp wipe walls, light switches and doors, if needed. Check for finger marks, spots, soil build-up, graffiti, etc.
- Clean under basins, around toilets and urinals.
- Empty and place a new liner bag in trash receptacles. Spot clean and sanitize containers.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, etc. (Only anti-bacterial soap will be acceptable).
- Wet mop floors using detergent/disinfectant.

Building Exterior

- Sweep and pick up trash at all building entrances (i.e., main entrance, staff entrance, etc.) within radius area of twenty feet.
- Sweep and pick up trash around the entire building, including the courtyard area and in planters, within a forty-foot radius.
- Sweep and pick up trash in the Reading Gardens.
- Empty and place a new liner bag in trash receptacles around buildings. Spot clean.
- Wash down steps and walks, as required; keeping them free of gum, tar, and other foreign matter (may have to be pressure cleaned).

- Shake and sweep down exterior floor mats.
- Clean tables/chairs/benches in the outside areas, if applicable.
- Clean dumpster area.

Mid-Day Service

Restrooms

- Clean toilets, urinals, sinks, counters, and baby changing stations with detergent/disinfectant.
- Clean mirrors, soap dispensers, paper towel dispensers, and all plumbing fixtures.
- Damp wipe all partitions, ledges, walls, light switches and doors.
- Damp wipe walls, light switches and doors, if needed. Check for finger marks, spots, soil build-up, graffiti, etc.
- Clean under basins, around toilets and urinals.
- Empty and place a new liner bag in trash receptacles. Spot clean and sanitize containers.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. (Only anti-bacterial soap will be acceptable).
- Wet mop floors using detergent/disinfectant.

Building Exterior

- Empty outside trash containers and replace liners.
- Clean entrance door glass on inside and exterior.
- Wipe down outside benches/front entrance area as needed.

Weekly Service

- Clean all interior partition glass.
- High dust all public areas and staff areas.
- Dust vertical surfaces.
- Dust mop and damp mop storage areas.
- Dust all visible bookshelves (areas not covered by books) and areas that do not have books in them.
- Dust and remove cobwebs from ceiling areas of standard height.
- Spray buff all corridors, hallways, and lobbies.
- Scrub all non-skid tile floor areas, if applicable.
- Vacuum and spot clean all public and staff area carpet and upholstery.
- Brush, vacuum and/or spot clean all modular panels.
- Clean and sanitize public area and staff area telephones.
- Clean (dirt/soil build-up) public area horizontal ledges, desks, tables, chairs, cabinets, equipment, etc.
- Take master recycling bin(s) to designated location for servicing and return once they are emptied.
- Collect and dispose of trash from outside the building. This includes all planter areas, parking lot areas, and the lawn.

Every Two Weeks Service

- Spray buff or burnish all vinyl office floors.

Monthly Service

- Vacuum air conditioning grills and returns. Damp wipe with all-purpose cleaner, if necessary. Do not remove grills.
- Clean light covers (external only).

- Dust and/or clean ceiling fans, if applicable.
- Sweep cobwebs and dust from walls around all entrances and windows.

Quarterly Service

- Wash venetian blinds (use all purpose cleaner or detergent), if applicable. Do not remove blinds from window.
- Clean light fixtures and covers (interior).
- Clean carpet and upholstery.
- Clean book drops (interior/exterior) and book drop carts.
- Wax all hard floors (may be required to be done more often). Do not wax polished concrete floors.
- High ceiling cleaning – Dust/clean visible areas including fans, hanging light fixtures, beams, columns, ledges, and air conditioning vents and pipes. Remove dust, cobwebs, bugs, etc.
- Clean low-level interior/exterior windows (may be required to be done more often).
- Clean Mechanical Room, Electrical Room, Data Room (with the assistance of County personnel), if applicable.
- Clean the “Library Entrance” sign.

Semi Annual Service

- Strip and wax all vinyl floors.

PINE ISLAND LIBRARY

Location: 10700 Russell Road NW, Bokeelia, Florida. 33922

Operational Days and Hours: Tuesday and Thursday- 10:00 am to 6:00 pm

Wednesday- 12:00 pm to 8:00 pm

Friday and Saturday- 9:00 am to 5:00 pm

Scheduling

Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.

Cleaning shall be performed on a five day per week basis, exclusive of holidays.

Public restrooms are to be cleaned twice a day; once at approximately 1:00 p.m. Tuesday, Thursday Friday and Saturday, and Wednesday at 2:30 p.m. and then at night after normal business hours.

All work is to be done after normal library hours, with the exception of the mid-day cleaning, unless otherwise instructed/approved by the County Facility Manager or Library Manager.

The Vendor will be given a minimum of 48 hours’ notice of any schedule change.

Special Cleaning Requirements

- a) Flooring: to avoid possible damage to the flooring only specified cleaning will be permitted. All floor cleaning plans and products shall be approved by the Facilities Manager prior to implementation/usage.

- b) All Corian Counter Tops can be cleaned with soapy water. Difficult stains shall be brought to the attention of the library management.

Daily Service

- Empty all wastebaskets. Damp wipe, if necessary.
- Empty desk recycling totes into large recycling bin.
- Spot clean walls, light switches and doors.
- Damp mop floors, including stairs and landings, remove any gum, tar or other foreign matter.
- Clean and/or polish conference room furniture and meeting room furniture.
- Vacuum and spot clean carpet (office areas vacuumed 2 times per week).
- Dust all horizontal ledges, furniture, desks and filing cabinets, chairs and tables, equipment (office areas dusted 2 times per week).
- Brush all fabric upholstery, as needed.
- Clean and sanitize drinking fountains.
- Dust all unobstructed work areas.
- Do other general and emergency cleaning as required.
- Report any maintenance defects to the County Representative.
- Keep custodial closet clean.
- Wash all door glass and adjacent panels (interior and exterior).
- Vacuum floor mats and wash as necessary.
- Clean all reception lobby glass, inside and outside.
- Clean all interior partition glass.
- Clean counter tops at circulation desk, adult reference desk, and the youth services reference desk.
- Damp mop floor, clean tables in break rooms.
- Damp wipe all machines associated with break rooms.

Kitchen area (if applicable)

- Clean sinks with detergent/disinfectant.
- Clean counters with detergent/disinfectant.
- Resupply paper towels and soap dispensers.
- Damp wipe walls, as necessary.

Restrooms

- Clean basins with detergent/disinfectant.
- Clean toilets and urinals using detergent/disinfectant.
- Damp wipe all ledges.
- Clean mirrors, soap dispensers, wash basin and all plumbing fixtures.
- Clean under basins, around toilets and urinals.
- Damp wipe walls, light switches and doors.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkin liners, sanitary napkins, etc. (only anti-bacterial soap will be acceptable).
- Wet mop floors using detergent/disinfectant.

Building Exterior

- Sweep and pick up trash around buildings and doorways within a radius of twenty feet.
- Empty and put in new liner bag in trash cans under any covered area around buildings.
- Wash down steps and walks, as required; keeping them free of gum, tar, and other foreign matter.

- Shake and sweep down exterior floor mats.
- Clean sand urns, refill as needed.

Mid-Day Service

Restrooms

- Clean basins with detergent/disinfectant.
- Clean toilets and urinals using detergent/disinfectant.
- Damp wipe all ledges.
- Clean mirrors, soap dispensers, wash basin and all plumbing fixtures.
- Clean under basins, around toilets and urinals.
- Damp wipe walls, light switches and doors.
- Re-supply soap, toilet tissue, paper towels, liners, etc. (ONLY ANTI-BACTERIAL SOAP WILL BE ACCEPTABLE).
- Sweep floors.
- Empty all trash containers, replace liners, spot clean and sanitize containers
- Clean up debris at entrances.

Weekly Tasks

- High dust all library and office areas.
- Dust vertical surfaces.
- Dust venetian blinds.
- Brush, vacuum and/or spot clean all upholstered furniture and modular panels.
- Clean and sanitize telephones.
- Spray buff all corridors, hallways, and lobbies.
- Scrub all non-skid tile floor areas, if applicable.
- Dust entrance tower, if applicable.
- Dust mop and damp mop storage areas.
- Dust all visible bookshelves (areas not covered by books) and areas that do not have books in them.
- Wash all tables and study area surfaces.
- Remove dust and cobwebs from ceiling areas of standard height.
- Spot clean upholstery as needed.

Weekly Master Recycling Bin Service

- Take bin(s) to designated location for servicing and return once they are emptied.

Every Two Weeks Service

- Spray buff or burnish all vinyl office floors.

Monthly Service

- Vacuum air conditioning grills and returns. Damp wipe with all-purpose cleaner, if necessary. Do not remove grills.
- Clean light covers (external only).
- Dust fans.
- Clean all low-level interior and exterior glass. (May be required to be done more often).
- Dust all the books and bookshelves.
- Spot clean carpet and upholstery as needed.

- Sweep cobwebs and dust from walls around entrance and windows.

Quarterly Service

- Strip and re-wax all hard floors (may be required to be done more often).
- Clean interior window glass (may be required to be done more often).
- Clean all high level interior and exterior glass.
- Carpet and upholstery to be cleaned.

Semiannual Service

- Wash Venetian Blinds (use all purpose cleaner or detergent). Do not remove blinds from window.
- Clean light fixtures and covers (interior).
- Clean canvas awnings, if applicable.
- Clean book drops (interior/exterior) and carts.
- High ceiling cleaning – Dust visible areas including fans, hanging light fixtures, beams, columns, ledges, and air conditioning vents and pipes. Remove dust, cobwebs, bugs, etc.

SHERIFF SUBSTATION, NORTH DISTRICT

Location: 121 Pondella Rd, North Ft. Myers, FL

Hours of Operation: Monday – Friday 7:30 am to 5:00 pm

Scheduling

Lee County, working with the Vendor, may designate the time during which selected areas shall be cleaned.

Cleaning shall be performed on a five day per week basis, during the hours of 8:00 a.m. and 5:00 p.m., exclusive of holidays.

All work is to be done normal operating hours, unless otherwise instructed/approved by the County Facility Manager. The Vendor will be given a minimum of 48 hours' notice of any schedule change.

Public restrooms are to be cleaned twice a day, on or around the middle of each half day sector/mark of the respective scheduled operational hours (see above), for approximately one full hour; then at night before close of normal business hours; total of two times per day.

Daily Tasks

- Empty, damp wipe and re-line all wastebaskets.
- Empty desk recycling totes into large recycling bin, if applicable.
- Spot clean walls, light switches and doors.
- Damp mop floors; remove any gum, tar or other foreign matter.
- Vacuum carpet (office areas vacuumed 2 times per week, common areas every day). Spot clean carpets as needed using extraction or bonnet cleaning method.
- Dust all horizontal ledges and furniture. Office areas must be dusted 2 times per week. Desks and shelving will be dusted only if cleared off and a note to dust is placed there. No electronic equipment will be dusted.
- Clean and sanitize drinking fountains.

- Dust all unobstructed work areas.
- Do other general and emergency cleaning as required.
- Report any maintenance issues to the County Representative.
- Keep custodial closet clean.
- Wash all door glass and adjacent panels (interior and exterior).
- Vacuum floor mats and wash as necessary.
- Damp wipe any tables and vending machines associated with break rooms, if applicable.
- Clean and/or polish conference room or meeting room furniture.

Kitchen area

- Clean sinks with detergent/disinfectant (do not wash dishes).
- Clean tables and counters with detergent/disinfectant.
- Re-supply paper towels in county standard dispenser; re-supply soap in county standard dispenser. Wipe down dispensers.
- Damp wipe walls as necessary.
- Empty and re-line trash cans. Wash trash cans as needed.
- Damp mop floors with detergent/disinfectant.

Restroom(s)

- Clean basins with detergent/disinfectant. Clean and shine all bright work.
- Clean toilets and urinals using detergent/disinfectant.
- Clean mirrors, soap dispensers and all plumbing fixtures. Wipe down all dispensers.
- Clean under basins, around toilets and urinals.
- Damp wipe walls, light switches and doors.
- Damp wipe all ledges.
- Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins and liners, etc. (only anti-bacterial or anti-microbial soap will be acceptable).
- Wet mop floors using detergent/disinfectant.

Building Exterior

- Sweep sidewalks and pick up trash around building and doorways. Pick up trash in parking lot.
- Keep store front free of gum, tar and other foreign matter.
- Shake and sweep down exterior floor mats.
- Empty all smoking urns and refill sand, if applicable.

Weekly Service

- Dust all high areas in offices and common areas (i.e. tops of cubicle walls, wall moldings, etc.).
- Dust vertical and horizontal surfaces.
- Dust venetian blinds, if applicable.
- Brush; vacuum and/or spot clean upholstered furniture and modular panels as needed.
- Dust ceiling fans, if applicable.

Monthly Service

- Vacuum/damp wipe air conditioning grills and returns.
- Clean light covers, (external only if applicable).
- Wash all first floor exterior window glass.
- Scrub ceramic tile and grout in tile areas.

- Sweep cobwebs and dust from walls around entrances, windows.

Quarterly Service

- Refinish all hard floors. May need to be stripped and re-waxed and/or burnished.
- Clean carpet by extraction method. Carpets in heavier traffic areas may need to be done more often. Heavily soiled areas are to be spot cleaned in between regularly scheduled carpet cleanings.
- Damp wipe window blinds with detergent and/or disinfectant. Do not remove blinds.

Semi-Annual Service

- Clean light fixtures and covers (interior).
- Clean all interior window glass (may be required to be done more often).
- Clean Mechanical, Equipment or Maintenance rooms, if required.

2. The Parties agree that the Exhibit B, Fee Schedule shall be superseded by:

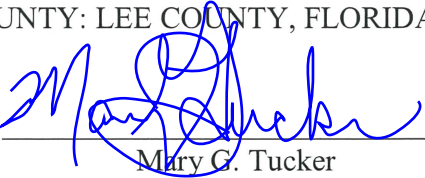
pAMERICAN FACILITY SERVICES FEE SCHEDULE					
Location	Monthly Service Cost	Quarterly Service Cost	Semi-Annual Service Cost	Annual Service Cost	Total Location Annual Cost
Dunbar Jupiter Hammon Public Library	\$1,626.00	\$605.00	\$49.00	N/A	\$22,030.00
Lee County Public Safety Logistics	\$480.00	75.00	N/A	N/A	\$6,060.00
Maintenance Electrical Office	\$441.00	N/A	\$37.50	N/A	\$5,367.00
Natural Resources (Depot #1)	\$375.00	N/A	N/A	N/A	\$4,500.00
N Ft. Myers Library	\$4,071.00	\$1,794.00	\$275.00	N/A	\$56,578.00
Pine Island Library	\$1,268.00	\$330.00	\$150.00	N/A	\$16,836.00
Sheriff Substation North District	\$1,186.00	\$653.00	\$175.00	N/A	\$ 17,194.00
Tolls, Mid-Point Facility	\$470.32	\$228.03	\$45.81	N/A	\$6,647.58
Utilities (Depot #1)	\$167.97	\$0.00	\$29.32	N/A	\$2,074.28

[The remainder of this page intentionally left blank.]

IN WITNESS WHEREOF, this Fourth Amendment of the Agreement has been signed and sealed, in duplicate, by the respective parties hereto.


DATED this 15 day of May, 2020 by the Lee County Board of County Commissioners.

COUNTY: LEE COUNTY, FLORIDA

BY: 
Mary G. Tucker

Director of Procurement Management, on behalf of the Board of County Commissioners

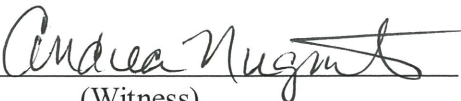
APPROVED as to Form for the Reliance of Lee County Only

BY: 
County Attorney's Office

DATED this 8th day of May, 2020 by American Facility Services, Inc.

ATTEST:

BY: 
Authorized Signature


(Witness)

Kevin McCann
Authorized Signature Printed Name

President
Authorized Signature Title

CORPORATE SEAL:

