



REQUEST FOR PROPOSALS

Custodial Services

Represented by

Fort Vancouver Regional Library District (FVRL)

Proposal Opening Date – September 22, 2025

Proposal Closing Date – October 20, 2025 by 5:00pm

Submit to:

FVRL Purchasing
bids@fvrl.org

or

FVRL Operations Center
2018 Grand Boulevard
Vancouver, Washington 98661



Request for Proposals – Custodial Services

Organization Overview: Fort Vancouver Regional Libraries (FVRL) is an intercounty rural library district (RCW 27.12.090) serving over 550,000 people across 4,200 square miles. FVRL serves residents of southwest Washington in rural, suburban, and urban settings in Klickitat and Skamania Counties, the City of Woodland in Cowlitz County and all of Clark County except for the City of Camas. FVRL has 14 library locations, 2 bookmobiles, and an operations center. In addition, through contract, FVRL manages and operates one branch location in Yale for the Yale Valley Library District in Cowlitz County.

Required Scope. We are seeking a janitorial team or a set of janitorial teams to provide routine services (cleaning two to seven times a week at each location) as well as specialty cleaning items such as windows and flooring (two to twelve times a year at each location listed). While our desire is to have one vendor provide services to all locations we're open to other options. Please provide proposals on any / all locations you're able to provide services to for FVRL. Additional cleaning specifications are outlined under scope in the subsequent pages of the RFP and exhibits.

MRSC: FVRL maintains a Vendor Roster in the Municipal Research and Service Center (MRSC) online roster database. Those who are interested in doing business with FVRL must be registered with MRSC as reported on the Roster. Proposals submitted but not registered with MRSC Rosters may result in the proposal being marked as unresponsive. If you have roster registration questions, please contact MRSC Rosters through their website <https://mrscrosters.org/>.

The proposals should include a cost per service per library as outlined later in this document within the scope and exhibits.

Prevailing Wages: All Vendors and their subcontractors are required to pay prevailing wages in accordance with RCW 39.12, and all proposals must reflect wages at that level. Current Prevailing Wage Rates may be found here: <https://www.lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>.

During the term of this agreement, the Vendor shall agree that all workers employed by the Vendor or any sub-Vendor shall be paid not less than the prevailing rate of wage in accordance with the provisions of RCW 39.12 and all such rules and regulations as may be promulgated by the Washington Department of Labor and Industries.

The Vendor shall pay any required fees charged by the Department of Labor and Industries for filing or processing prevailing wage forms. Information about on-line filing can be found at: <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

The vendor shall file a Statement of Intent to Pay Prevailing Wage at the beginning of the first month of the contract and shall file the Affidavit of Wages Paid at the end of last month of the contract year. The last monthly payment due on the annual contract will not be paid to the Vendor until the Library has received from the Vendor an Affidavit of Wages Paid that has been certified by the Industrial Statistician.

Bloodborne Pathogens: The vendor and all employees of the vendor shall abide by all provisions and requirements of the Library's Bloodborne Pathogens Exposure Control Plan.



Contract Award: A contract will be undertaken with the Vendor(s) whose proposal and reference checks indicate the Vendor to be the best qualified, most responsible, most cost-effective, and most capable of performing the work necessary to provide FVRL with the services, expertise and experience described in this RFP. The contract entered into will consider qualifications, experience and other factors and will be that which is most advantageous to FVRL.

FVRL reserves the right to reject any and all proposals received as a result of this RFP, or negotiate separately with any source whatsoever in any manner necessary to serve the best interests of FVRL. Interested Vendors may propose on any or all branches but FVRL will award contracts based on the best service for the individual branch library.

Acceptance of Proposal Content: The contents of the proposal of the successful Vendor(s), as mutually modified, amended or supplemented, shall be contractual obligations if a contract ensues. Failure of the successful Vendor(s) to accept these obligations shall result in cancellation of the contract reward.

Vendor Representative Responsibilities: The selected Vendor(s) will be required to assume responsibility for all services offered in the proposal, whether or not they possess the capacity for such services within their organization. Further, FVRL will consider the Vendor representative(s) to be the sole point of contact in regards to all contractual matters, including performance of contracted duties, responsibilities and tasks, and payment of any and all charges resulting from the contract.

Disclosure of Proposal Contents: Proposals are subject to disclosure under Washington State RCW 42.17.251. After the contract award, a summary of each Vendor's qualifications and total price information for all submissions can be furnished upon request.

Vendor Site Visits: Vendors will have the opportunity for an on-site building walk-through. These visits will be scheduled in advance by the Facilities Manager and are mandatory for those Vendors wishing to propose on a particular branch library. The site visit schedule is outlined here:

Mandatory Site-Visit Schedule - Week 1				
County	Building / Location	Building Size	Date	Time
Klickitat	Goldendale: 131 West Burgen St., Goldendale	15,660 Sq Ft	29-Sep	9:00 AM
Klickitat	White Salmon: 77 NE Wauna, White Salmon	9,015 Sq Ft	29-Sep	11:00 AM
Skamania	Stevenson: 120 NW Vancouver Ave, Stevenson	7,980 Sq Ft	29-Sep	12:30 PM
Cowlitz	Yale: 11700 Lewis River Road, Ariel	2,150 Sq Ft	30-Sep	8:00 AM
Clark	Yacolt: 105 E Yacolt Road, Yacolt	1,000 Sq Ft	30-Sep	9:30 AM
Clark	Battle Ground: 1207 SE 8th Way, Battle Ground	14,356 Sq Ft	30-Sep	11:00 AM
Clark	La Center: 1411 NE Lockwood Creek Road, La Center	3,380 Sq Ft	30-Sep	12:30 PM
Cowlitz	Woodland: 411 Lakeshore Dr., Woodland	7,560 Sq Ft	1-Oct	8:00 AM
Clark	Ridgefield: 210 N. Main Ave, Ridgefield	7,874 Sq Ft	1-Oct	9:30 AM
Clark	Three Creeks: 800-C NE Tenney Road, Vancouver	13,000 Sq Ft	1-Oct	11:00 AM
Clark	Operations Center: 2018 Grand Blvd, Vancouver	26,000 Sq Ft	1-Oct	12:30 PM
Clark	Washougal: 1661 C Street, Vancouver	2,400 Sq Ft	2-Oct	8:00 AM
Clark	Cascade Park: 600 NE 136th Ave, Vancouver	24,175 Sq Ft	2-Oct	9:30 AM
Clark	Vancouver Mall: 8700 NE Vancouver Mall Dr. Ste 285, Vancouver	3,575 Sq Ft	2-Oct	11:00 AM
Clark	Vancouver: 901 C Street, Vancouver	65,285 Sq Ft	2-Oct	12:30 PM



Mandatory Site-Visit Schedule - Week 2				
County	Building / Location	Building Size	Date	Time
Klickitat	Goldendale: 131 West Burgen St., Goldendale	15,660 Sq Ft	6-Oct	9:00 AM
Klickitat	White Salmon: 77 NE Wauna, White Salmon	9,015 Sq Ft	6-Oct	11:00 AM
Skamania	Stevenson: 120 NW Vancouver Ave, Stevenson	7,980 Sq Ft	6-Oct	12:30 PM
Cowlitz	Yale: 11700 Lewis River Road, Ariel	2,150 Sq Ft	7-Oct	8:00 AM
Clark	Yacolt: 105 E Yacolt Road, Yacolt	1,000 Sq Ft	7-Oct	9:30 AM
Clark	Battle Ground: 1207 SE 8th Way, Battle Ground	14,356 Sq Ft	7-Oct	11:00 AM
Clark	La Center: 1411 NE Lockwood Creek Road, La Center	3,380 Sq Ft	7-Oct	12:30 PM
Cowlitz	Woodland: 411 Lakeshore Dr., Woodland	7,560 Sq Ft	8-Oct	8:00 AM
Clark	Ridgefield: 210 N. Main Ave, Ridgefield	7,874 Sq Ft	8-Oct	9:30 AM
Clark	Three Creeks: 800-C NE Tenney Road, Vancouver	13,000 Sq Ft	8-Oct	11:00 AM
Clark	Operations Center: 2018 Grand Blvd, Vancouver	26,000 Sq Ft	8-Oct	12:30 PM
Clark	Washougal: 1661 C Street, Vancouver	2,400 Sq Ft	9-Oct	8:00 AM
Clark	Cascade Park: 600 NE 136th Ave, Vancouver	24,175 Sq Ft	9-Oct	9:30 AM
Clark	Vancouver Mall: 8700 NE Vancouver Mall Dr. Ste 285, Vancouver	3,575 Sq Ft	9-Oct	11:00 AM
Clark	Vancouver: 901 C Street, Vancouver	65,285 Sq Ft	9-Oct	12:30 PM

FVRL Contact: Proposer's submittal in response to this Request for Proposals (RFP) must be directed to:
FVRL Purchasing
bids@fvrl.org
360-906-5015

Response Deadline: October 13, 2025 by 5:00 PM Pacific Time. Submittals including all requested information must be received by FVRL no later than the Response Deadline. Submittals received after that date and time will be rejected without review. Submittals that arrive on time, but are incomplete, will be rejected at FVRL's discretion.

Timeline of Vendor Selection

- September 22, 2025: Request for Proposals Released
- Mandatory Site Visits: (see schedule above)
 - September 29th to October 2nd
 - October 6th to October 9th
- October 15, 2025: Deadline for Questions
- October 20, 2025: Proposals due.
- October 21-28, 2025: Proposals reviewed and follow up efforts, as deemed necessary performed.
- October 31, 2025: Announcement of RFP Award(s).
- November 14, 2025: Contract(s) Established to be effect January 1, 2026.

Method of Submittal Options:

- 1) Electronically in pdf format and transmitted by email to the FVRL Contact. The email must have "RFP Submittal Custodial Services" in the subject line. It is Proposer's responsibility to confirm FVRL receipt. The submittal must be no larger than 20MB.
- 2) Sealed envelope clearly marked "RFP Submittal Custodial Services" on the exterior of the envelope. To be considered by FVRL, proposals must arrive at FVRL on or before 5:00 p.m. P.S.T. on October 13, 2025.



Proposals received after the deadline will be automatically rejected and returned unopened to the Proposer. A Proposer may take exceptions to any part of these specifications by clearly stating them, in writing, on a separate sheet of paper headed and by offering alternatives to replace excepted requirements.

Questions, Further Information, FVRL Reservation of Rights: Questions about this RFP can be directed to the FVRL Contact, Robin Thompson, Facilities and Fleet Director. Questions and issues concerning this RFP may be relayed to Robin Thompson by telephone or e-mail. Vendors may call with questions regarding this RFP up to (4) days prior to the due date deadline for the submission of a proposal. Answers to the questions may be shared with all interested parties.

Robin Thompson, Facilities and Fleet Director
Fort Vancouver Regional Library
2018 East Grand Boulevard
Vancouver, Washington 98661
Telephone: 360-906-4942
Email: rthompson@fvrl.org

Proposers are advised to monitor FVRL's website <https://www.fvrl.org/submit-bids> for further information, including possible amendments to this RFP. FVRL in its sole discretion reserves the right to terminate this RFP process, elect not to award a contract, enter into an agreement with a firm that did not respond to the RFP, or modify the terms of this RFP at any time.

FVRL reserves the right to ask for clarification of a proposal. FVRL reserves the right to accept or reject any or all proposals, waive all minor technicalities and informalities, and accept the proposal or proposals determined to be most advantageous to FVRL. In no event will FVRL or any of its officers, officials, or employees be liable for or otherwise obligated to reimburse Proposer for any costs incurred in preparation of a submittal. By responding to this RFP, Proposer is certifying that they have read, understand, and agree that Proposer is able to competently perform work in accordance with the scope. All submittals received become the property of FVRL. All FVRL records may be subject to public disclosure unless they fall under a recognized exemption.

Submittal Requirements / Form of Proposal:

Authority: Proposals must be signed by representatives of the company who have the authority to bind the company to its provisions. The proposal or a letter accompanying the proposal must state that the proposal remains valid for a period of at least thirty (30) days.

Cover Letter: A cover letter must be submitted with the proposal. The cover letter should indicate the full name and address of the respondent that will perform the services described in this RFP. In responding to this RFP, Vendor's proposal must provide sufficient information to permit a determination that contract requirements can be met. The proposal must indicate the name and contact information for the individual who will be the senior contact person for this engagement. The cover letter must include identification of any and all subconsultants. A person authorized to bind the proposer to all commitments made in the proposal must sign the letter. The Vendor may include any additional information that is believed to be pertinent and helpful but not specifically requested elsewhere in this RFP. (2 page maximum)



Proof of Legal Business Name: Provide a certificate or documentation from the Secretary of State in which you incorporated that shows your company legal name.

References: The respondent should include a list of references (building owners / managers) clients including names, email addresses, phone numbers, and principal contacts in which the vendor has provided custodial services similar in scope to the FVRL proposals. Prior to the award of a contract, FVRL will contact the Vendor's references to explore the overall success of the Vendor's previous work. The Vendor references may be asked to address a variety of issues related to quality of work and timeliness in completing work as scheduled.

Projected Costs/Budget: The must provide a detailed breakdown of proposed costs to provide the services for each location making a proposal on by completing Exhibit C documents for each location providing a proposal for. It shall be the Vendor's responsibility to determine the costs of any state and local taxes and business license fees associated with the contract and to include the cost of such in their proposal.

Exhibits & Other:

- Complete Exhibits for each location providing a proposal for.
- Valid Unified Business Identifier (UBI) number.
- Industrial Insurance Coverage for the vendors employees working in Washington
- Employment Security Department Number
- State Excise Tax Registration Number
- Must not be disqualified from any public works contract under RCW 39.06.010 or 39.12.065(3)
- Must not be Suspended/Debarred from doing business with any government entity or Agency.

Scope of Services (Detailed):

We are seeking a janitorial team or a set of janitorial teams to provide routine services (cleaning two to seven times a week at each location) as well as specialty cleaning items such as windows and flooring (two to twelve times a year at each location listed). While our desire is to have one vendor provide services to all locations we're open to other options. Please provide proposals on any / all locations you're able to provide services to for FVRL. Additional cleaning specifications are outlined below by County then facility location:



Building	2026	Proposal - Annual Cost
Battle Ground: 1207 SE 8th Way, Battle Ground		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	312	
Other Services: Specialty Work		
Linoleum Floors, Cleaned & Scrubbed	2	
Rubber Floors, Cleaned & Buffed	2	
Carpet Cleaning	2	
Upholstered Furniture	1	
Window Cleaning (Interior/Exterior)	2	
	2026 Total	\$ -
Cascade Park: 600 NE 136th Ave, Vancouver		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	312	
All Carpets Areas, Spot Cleaned	12	
Other Services: Specialty Work		
Marmoleum Floors, Cleaned & Buffed	2	
Rubber Floors, Cleaned & Buffed	2	
Carpet Cleaning	2	
Front Entry Carpet Cleaned	2	
Upholstered Furniture, Cleaned	2	
Tile Floors in Entry & 2 Public Restrooms, Machine Scrubbed	1	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions/Doors/Display Cases)	156	
Public Restrooms - Day Porter	156	
	Monthly	2026 Total
		\$ -
Vancouver: 901 C Street, Vancouver		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	364	
Daily litter pick up	364	
2X weekly paver cleaning at West entrance	104	
Dayporter	364	
Other Services: Specialty Work		
Upholstered Furniture Cleaning	4	
Dust Atrium High Wind girts using lift access	2	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions, Doors, Stairway Panels)	4	
Carpet Cleaning	3	
	Monthly	2026 Total
		\$ -



Building	2026	Proposal - Annual Cost
Operations Center: 2018 Grand Blvd, Vancouver		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	260	
Other Services: Specialty Work		
Window Cleaning (Interior/Exterior)	1	
Interior Glass (Partitions, Doors)	260	
Vinyl Tile Floors	4	
Ceramic Tile Floors	2	
Carpet Cleaning	1	
Monthly	2026 Total	\$ -
Three Creeks: 800-C NE Tenney Road, Vancouver		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	312	
Other Services: Specialty Work		
Vinyl Tile Floors	4	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions, Doors, Display Cases)	312	
Carpet Cleaning	2	
Upholstered Furniture Cleaning	2	
Monthly	2026 Total	\$ -
Washougal: 1661 C Street, Vancouver		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	104	
Other Services: Specialty Work		
Carpet Cleaning	1	
Upholstered Furniture Cleaning	1	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions, Doors, and Display Cases)	52	
Monthly	2026 Total	\$ -
White Salmon: 77 NE Wauna, White Salmon		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	208	
Other Services: Specialty Work		
Vinyl Tile Floors	3	
Carpet Cleaning	2	
Upholstered Furniture Cleaning	1	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions, Doors, and Display Cases)	52	
Monthly	2026 Total	\$ -
Woodland: 411 Lakeshore Dr., Woodland		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	312	
Other Services: Specialty Work		
Carpet Cleaning	1	
Vinyl Tile Floors	3	
Upholstered Furniture cleaning	1	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions, Doors, and Display Cases)	312	
Monthly	2026 Total	\$ -



Building	2026	Proposal - Annual Cost
La Center: 1411 NE Lockwood Creek Road, La Center		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	156	
Other Services: Specialty Work		
Vinyl/Tile floors, strip and wax	1	
Floors Buff and Wax	2	
Carpet Cleaning	1	
Upholstered Furniture	1	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions, Doors, Display Cases)	156	
Monthly	2026 Total	\$ -
Goldendale: 131 West Burgen St., Goldendale		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	312	
Other Services: Specialty Work		
Tile/Vinyl floors	3	
Carpet Cleaning	1	
Upholstered Furniture	1	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions, Doors, and Display Cases)	52	
Monthly	2026 Total	\$ -
Ridgefield: 210 N. Main Ave, Ridgefield		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	260	
Other Services: Specialty Work		
Vinyl/Tile floors	3	
Floors Waxed	2	
Carpet Cleaning	1	
Upholstered Furniture	1	
Window Cleaning (Interior/Exterior)	4	
Interior Glass (Partitions, Doors, and Display Cases)	260	
Monthly	2026 Total	\$ -
Stevenson: 120 NW Vancouver Ave, Stevenson		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	208	
Other Services: Specialty Work		
Vinyl/Tile floors	3	
Floors Waxed	2	
Carpet Cleaning	1	
Upholstered Furniture	1	
Window Cleaning (Interior/Exterior)	2	
Interior Glass (Partitions, Doors, and Display Cases)	52	
Monthly	2026 Total	\$ -
Vancouver Mall: 8700 NE Vancouver Mall Dr. Ste 285, Vancouver		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	364	
Other Services: Specialty Work		
Vinyl/Tile floors, strip and wax	1	
Carpet Cleaning	2	
Window Cleaning (Interior/Exterior)	2	
Interior Glass (front entrance, storefront glazing)	364	
Monthly	2026 Total	\$ -



Building	2026	Proposal - Annual Cost
Yacolt: 105 E Yacolt Road, Yacolt		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	104	
Other Services: Specialty Work		
Carpet Cleaning	1	
Vinyl Tile Floors	3	
Upholstered Furniture	1	
Window Cleaning (Interior/Exterior)	4	
Interior Glass Cleaning (Partitions, Doors, and Display Cases)	104	
Monthly	2026 Total	\$ -
Yale: 11700 Lewis River Road, Ariel		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	104	
Other Services: Specialty Work		
Vinyl/Tile floors	3	
Carpet Cleaning	1	
Upholstered Furniture	1	
Window Cleaning (Interior/Exterior)	4	
Interior Glass Cleaning (Partitions, Doors, and Display Cases)	104	
Monthly	2026 Total	\$ -

Proposed plans shall: Be realistic in scope and address the needs of each library location's facility.

Equipment & Supplies: The Vendor will own, operate, insure, maintain and provide all items of capital equipment necessary to perform the services identified below within this scope. FVRL will not provide storage for the Vendors equipment with the exception of what is agreed on in the contract based on Exhibit B. All equipment listed in Exhibit B shall be clearly labeled with the Vendors name.

The Vendor shall use cleaning products that meet or exceed the Green Seal GS-37 Standard for Industrial and Institutional Cleaners. Information about GS-37 products can be found at www.greenseal.org. Vendor shall provide a list, in Exhibit B, of all cleaning products used in the Library. The Vendor shall supply all consumable items of a chemical and cleaning nature to be used by the Vendors employees. Unless specifically listed, no chemicals or cleaning supplies will be stored on the Library's premises. The Vendor shall be responsible for complying with all federal and state hazardous chemical laws and regulations and shall provide material safety data sheets for use by his employees at the facility in which the chemicals are used. The Vendor shall supply the Library with a copy of any material safety data sheet for chemicals used by the Vendor in the Library. The Library shall supply all consumable janitorial supplies which are intended for use by the Library staff or Library users. All supplies provided by the Library shall be stored in the facility in which they are used. The Vendor may be required to account for all supplies used.

Security & Supervision: The Vendor will provide FVRL with a list of names of persons, specified who will be performing custodial services in advance of such persons performing services. The Vendor will ensure that only authorized custodial persons shall be allowed on the premises during its performance of this agreement. FVRL will provide the Vendor with a card/key(s) as applicable to the respective facility to be cleaned. The Vendor shall be responsible for the security of the card/key(s). The card/key(s) may not be duplicated. In the event that the card/key(s) is lost or stolen, the vendor will notify FVRL immediately and shall be responsible for the cost to re-key the facility, if necessary.



The Vendor will provide regular direct supervision of all persons employed in the work of any contract entered into resulting from this RFP. The Vendor will specify the number of hours per week and the time and days per week when direct non-cleaning supervision and cleaning crew supervision will occur. The Vendor will be responsible for any coordination of instructions between the branch manager and the cleaning staff.

Requirements: Attend the mandatory site visits, read through the details of the Exhibits and evaluate the current versus expected level of cleaning efforts by type. Develop a cleaning plan that supports the FVRL expectations or offer detailed information on any recommendations increasing or decreasing cleaning levels. Complete and provide the cost proposal for each location of service interest.

Insurance and Liability: The Vendor shall be an independent organization and all persons employed to furnish services hereunder are employees of the Vendor and not of FVRL. The Vendor will be solely and entirely responsible for his acts and for the acts of his employees during the performance of any agreement resulting from this RFP. The Vendor shall be responsible for redecorating, restoring, repairing or replacing any portions of FVRL's premises, facilities or equipment which are damaged by the Vendor or his employees. The Vendor shall provide certificate of insurance an amount of \$300,000.00 or more combined limits, bodily injury, personal property and liability. Fort Vancouver Regional Libraries shall be shown as an insured party.

Evaluation Criteria:

Submittals will be evaluated and ranked based on the following criteria:

- Relevant Experience and References (30 points maximum)
- Total Annual Cost by Service, by Location (50 points maximum)
- Total Staffing and Supervision hours per week (10 points maximum)
- Responsiveness and Clarity of Submittal (10 points maximum)

Each submittal will be evaluated and given a score based upon the quality of response to each of the following topic areas. Maximum total number of points achievable is 100.

Proposers are responsible for the accuracy of the information supplied. FVRL reserves the right to vary from the qualifications requested, consider applicants who do not meet the qualifications, reject any and all proposals, and to either substantially modify or abandon the selection process prior to any award of a contract agreement. FVRL also reserves the right to waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of FVRL.

All proposals will be reviewed and screened with only the top candidate(s) moving forward to further analysis efforts. FVRL may convene a selection panel for any of the evaluation process that take place.

Selection Process:

All proposals will be reviewed and screened by the FVRL Contact and associates as determined applicable. The FVRL Contact may convene a selection panel and schedule interviews with Proposers to assist in the award decision.



Any contract resulting from FVRL's acceptance of a proposal will be in a form approved by the FVRL Executive Director and will reflect the specifications in this RFP as issued, or as may be amended by FVRL before agreement execution. Proposer acknowledges and agrees that submission of a proposal signifies the Proposer's agreement that the terms contained in the proposal are valid for at least 30 calendar days following FVRL's receipt, or such other time period as may be mutually agreed in writing by FVRL and Proposer.

Nondiscrimination and Equal Opportunity:

FVRL complies with state and federal laws prohibiting discrimination on the basis of any protected status. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, FVRL commits to nondiscrimination on the basis of disability in all of its programs and activities. In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §2000d to 2000d-4) and the Regulations, FVRL will affirmatively ensure that in this RFP process and in any agreement entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award. Women- and minority-owned business enterprises (WMBE) and veteran-owned firms are encouraged to respond to this opportunity.

Ethics Code:

No Gifts and Gratuities

Consultants shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, gifts, tickets, trips, bonuses, donations, special discounts, work, or meals) to any FVRL employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Consultant. Likewise, FVRL employees shall not solicit items from consultants.

No Conflict of Interest

Consultants (including their officers, directors, trustees, partners, or employees) shall not have a business interest or a close family or domestic relationship with any FVRL official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Consultant performance. FVRL shall make the sole determination as to compliance.

Contractual Terms and Conditions:

The successful Proposer will be expected to execute an agreement with FVRL, in a format approved by FVRL. Proposer's standard contract may be used with preapproval by FVRL. If Proposer's proposal is incorporated by reference into the executed agreement, the terms and conditions of the agreement will have priority over any potentially contradictory language in the proposal. See attached sample contract terms and conditions expected to included.



**Custodial Contract Exhibit
Exhibit A
Vendor Contact Information**

1. General Contacts:

Vendor Name: _____ Branch _____
Address: _____
Telephone: _____ Fax _____
Email: _____

2. Officers / Owners: (persons authorized to negotiate a contract associated with this RFP)

Name _____	Title _____
Name _____	Title _____
Name _____	Title _____
Name _____	Title _____

3. Staffing/Supervision: (List the names, contact information, and number of hours per week supervisors and staff will be performing the actual on-site work involving the contract)

Name _____	Title _____
Name _____	Title _____
Name _____	Title _____
Name _____	Title _____
Name _____	Title _____
Name _____	Title _____
Name _____	Title _____
Name _____	Title _____



Non-Cleaning Supervisor Hours per Week -

Number of Custodial Staff, including crew chief-

Number of Custodial Staff Hours per Week -

Names of persons who will be performing custodial services and number of hours per week workers will perform services:-

Name _____ Hours _____

Name _____ Hours _____

Name _____ Hours _____

Name _____ Hours _____

Name _____ Hours _____

Name _____ Hours _____

Name _____ Hours _____

Name _____ Hours _____

Name _____ Hours _____

Name _____ Hours _____

Number of hours per week and the time and days per week when direct supervision will occur –

Hours _____ Time _____ Days _____

Hours _____ Time _____ Days _____

Hours _____ Time _____ Days _____

Hours _____ Time _____ Days _____



**Custodial Contract Exhibit
Exhibit B
Supplies & Equipment**

List of all chemicals and cleaning products used in the Library:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Equipment or products, of the vendor, stored on site with approval of the Branch Manager:

6. _____

7. _____

8. _____

9. _____

10. _____

6. _____

7. _____

8. _____

9. _____

10. _____

CUSTODIAL CONTRACT – BATTLE GROUND COMMUNITY LIBRARY - 2026**EXHIBIT C****Library:** Battle Ground Community Library**Address:** 1208 SE 8th Way
Battle Ground, WA 98604**Cleaning Days:** Mon - Thur 8:00 p.m. - 8:00 a.m.
Fri - Sat 6:00 p.m. - 8:00 a.m.

FREQUENCY

Times per:			
Week	Month	Year	As Needed

FLOORS

1. Linoleum (Forbo Marmoleum) Floors -

- | | | | |
|--|---|--|----|
| a. Dust mop, removing all surface dust and litter. | 6 | | |
| b. Damp mop (per. Forbo instructions). | 2 | | |
| c. Clean and scrub (per. Forbo instructions). | | | *2 |

2. Rubber (Dinoflex) Tile Floors -

- | | | | |
|--|---|--|---|
| a. Clean floor by sweeping or vacuuming. | 6 | | |
| b. Damp mop (per Dinoflex instructions). | 2 | | |
| c. Clean and buff (per Dinoflex instructions). | | | 2 |

3. Carpeted Floors -

- | | | | |
|--|---|---|----|
| a. Vacuum all carpeted floors and track-off mats. | 6 | | |
| b. Vacuum all corners with corner or crevice tool. | | 1 | |
| c. Spot clean carpet with FVRL approved method. | | | X |
| d. Deep clean all carpets with FVRL approved method. | | | *1 |

4. Sweep storage and mechanical rooms.

1

DOORS, WALLS AND VENTS

- | | | | |
|---|---|---|---|
| 1. Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork, and tile. | 6 | | |
| 2. Vacuum wall vents | | | 1 |
| 3. Dust baseboards and other woodwork. | | 1 | |

FREQUENCY

	Times per: Week	Month	Year	As Needed
4. Remove cobwebs.	1			
5. Clean handrails.	1			

FURNITURE, COUNTERS AND CABINETS

1. Dust all desk tops, table tops, counters, cabinets, telephones, window sills and other horizontal surfaces that can be reached without using a ladder.	6			
2. Dust all high horizontal surfaces that require a ladder to reach.		1		
3. Spot clean all desk tops, table tops, counters, cabinets, etc.	3			
4. Clean and polish desks, counters, tables, etc.	1			
5. Clean and polish wood chairs.		1		
6. Vacuum fabric furniture.	1			
7. Clean and wash vinyl furniture	spot-1	1		
8. Deep clean fabric furniture with approved upholstery cleaning method.			1	

RESTROOMS

1. Clean, disinfect and polish toilet bowls, urinals, wash basins, counters, fixtures.	6			
2. Clean and polish mirrors.	6			
3. Clean and disinfect walls and toilet stall partitions.	Spot -6	1		
4. Fill all towel, soap, and paper dispensers.	6			
5. Clean and disinfect floors (per Forbo instructions).	6			
6. Thoroughly disinfect and refresh liner supply in baby changing stations.	6			

FREQUENCY

Times per: Week	Month	Year	As Needed
--------------------	-------	------	--------------

WASTEBASKET AND GARBAGE CANS

- | | | | | |
|----|--|---|---|--|
| 1. | Empty all wastebaskets. Replace can liners where used. | 6 | | |
| 2. | Take refuse from emptied wastebaskets and place in outside garbage dumpster. | 6 | | |
| 3. | Wash wastebaskets. | | 1 | |

KITCHEN / BREAKROOM

- | | | | | |
|----|--|---|--|--|
| 1. | Clean sinks and counter tops in staff and meeting room kitchen. | 6 | | |
| 2. | Polish counters and appliances in meeting room, kitchen/staff rooms. | 3 | | |

MISCELLANEOUS

- | | | | | |
|----|---------------------------------------|---|--|--|
| 1. | Keep janitors area clean and orderly. | 6 | | |
| 2. | Clean and disinfect drinking fountain | 6 | | |
| 3. | Empty exterior trash cans | 1 | | |

WINDOWS AND OTHER GLASS

- | | | | | |
|----|---|---|--|----|
| 1. | Wash inside of exterior windows. Use appropriate precautions when washing windows with safety film applied. | | | *2 |
| 2. | Wash outside of exterior windows. | | | *2 |
| 3. | Wash all interior partition glass, exterior door glass, and exterior side of any interior display glass. | 3 | | |

CUSTODIAL CONTRACT – CASCADE PARK COMMUNITY LIBRARY - 2026

EXHIBIT C

Library: Cascade Park Community Library

Address: 600 N.E. 136 Ave.
Vancouver, WA 98684

Cleaning Days: Mon, Tue, Wed, Thu. – 8:00 p.m. - 6:00 a.m.
Fri, Sat. 6:30 p.m. – 6:00 a.m.

FREQUENCY

Times per:			As
Week	Month	Year	Needed

FLOORS

1. Linoleum Floors -

a. Dust mop, removing all surface dust and litter.	6		
b. Damp mop, per Forbo Marmoleum instructions.	2		
c. Clean and scrub, per Forbo Marmoleum instructions			*2

2. Ceramic Tile/Concrete Floors -

a. Clean floor by sweeping or vacuuming, lightly damp mop with clean water.	6		
b. Wet mop with neutral cleaner or general household detergent, rinse thoroughly.	1		
c. Machine scrub tile and grout in entry and (2) public restrooms			*1

3. Carpeted Floors -

a. Vacuum all carpeted floors and track-off mats.	6		
b. Vacuum all corners with corner or crevice tool.		1	
c. Deep clean all carpets with FVRL approved method.			*2
d. Spot clean all carpets		1	

4. Rubber Tile Floors (Re-Tire by Capri Cork)

a. Clean floor by sweeping or vacuuming.	6		
b. Damp mop (per manufacturer instructions).		2	
c. Clean and buff (per manufacturer instructions).			*2

FREQUENCY

Times per: Week	Month	Year	As Needed
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DOORS, WALLS AND VENTS

1. Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork, and tile.
2. Dust baseboards and other woodwork.
3. Remove all interior cobwebs.

6

1

1

FURNITURE, COUNTERS AND CABINETS

1. Dust all desk tops, table tops, counters, cabinets, telephones, window sills and other horizontal surfaces that can be reached without using a ladder.

6

2. Dust all high horizontal surfaces that require a ladder and man-lift to reach.

1

3. Spot clean all desk tops, table tops, counters, cabinets, etc.

3

4. Clean and polish desks, counters, tables, etc.

1

5. Vacuum fabric furniture.

1

6. Deep clean all fabric furniture with approved upholstery cleaning method.

2

RESTROOMS

1. Clean, disinfect and polish toilet bowls, urinals, wash basins, counters, fixtures.

6

2. Clean and polish mirrors.

6

3. Clean and disinfect walls and toilet stall partitions.

Spot -6

1

4. Fill all towel, soap, and paper dispensers.

6

5. Mop, rinse and disinfect floors.

6

6. Thoroughly disinfect and refresh liner supply in baby changing stations.

6

7. (2 Public Restrooms) – Machine scrub tile floors

*1

FREQUENCY

Times per: Week	Month	Year	As Needed
--------------------	-------	------	--------------

WASTEBASKET AND GARBAGE CANS

- | | | | | |
|----|---|---|---|--|
| 1. | Empty all wastebaskets. Replace can liners where used. | 6 | | |
| 2. | Take refuse/recycle from emptied wastebaskets and place in outside dumpsters. | 6 | | |
| 3. | Wash wastebaskets. | | 1 | |

KITCHEN / BREAKROOM

- | | | | | |
|----|--|---|--|--|
| 1. | Clean sinks and counter tops in staff and meeting room kitchen. | 6 | | |
| 2. | Polish counters and appliances in meeting room, kitchen/staff rooms. | 3 | | |

MISCELLANEOUS

- | | | | | |
|----|---------------------------------------|---|--|--|
| 1. | Keep janitors area clean and orderly. | 6 | | |
| 2. | Clean and disinfect drinking fountain | 5 | | |
| 3. | Empty exterior trash cans | 6 | | |

WINDOWS AND OTHER GLASS

- | | | | | |
|----|---|---|--|----|
| 1. | Wash inside of exterior windows. Use appropriate precautions when washing windows with safety film applied. | | | *2 |
| 2. | Wash outside of exterior windows. | | | *2 |
| 3. | Wash any interior partition glass, exterior side of interior display glass, and remove smudge and finger prints from interior and exterior of door glass. | 3 | | |

FREQUENCY

Times per: Week	Month	Year	As Needed
--------------------	-------	------	--------------

DAY PORTER SERVICE

- | | | |
|-----|---|---------|
| 1. | Clean, disinfect and polish toilet bowls, urinals, wash basins, counters, fixtures. | 3 |
| 2. | Clean and polish mirrors. | 3 |
| 3. | Clean and disinfect walls and toilet stall partitions. | Spot -3 |
| 4. | Fill all towel, soap, and paper dispensers. | 3 |
| 5. | Mop, rinse and disinfect floors. | 3 |
| 6. | Thoroughly disinfect and refresh liner supply in baby changing stations. | 3 |
| 7. | Empty all restroom wastebaskets. Replace can liners where used. | 3 |
| 8. | Take refuse/recycle from emptied wastebaskets and place in outside dumpsters. | 3 |
| 9. | Clean sinks and counter tops in staff and meeting room kitchen. | 3 |
| 10. | Keep janitors area clean and orderly. | 3 |
| 11. | Clean and disinfect drinking fountain | 3 |
| 12. | Empty exterior trash cans | 3 |

CUSTODIAL CONTRACT - 2026

EXHIBIT C

Library: Goldendale Community LibraryAddress: 131 West Burgen
Goldendale WA 98620

Cleaning Days: Mon. - Sat. 6:30 pm to 6:00 am

FREQUENCY

Times per: Week	Month	Year	As Needed
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FLOORS

1. Uncarpeted floors, including entrances, lobbies, stairs,
landings, etc.a. Dust mop with treated mop removing all surface dust
and litter. 6

2. Tile Floors

a. Dust mop with treated mop removing all surface dust
and litter, incl. staff room. 6

b. Spot, remove surface blemishes. 1

c. Wet mop. 3

d. Scrub, wax, and buff * 2

e. Strip, wax, and buff *1

3. Carpeted Floors

a. Vacuum traffic areas. 6

b. Vacuum all carpeted floors and runners. 3

c. Spot clean carpet with FVRL approved method. 1 X

d. Deep clean all carpets with FVRL approved
truck-mounted hot water extraction method. *1 (if included)

4. Elevator Floors

a. Maintain using methods for tile or carpeted
areas as applicable. (vacuum)
6

b. Clean elevator door tracks. 6

FREQUENCY

		Times per: Week	Month	Year	As Needed
FLOORS (Cont'd)					
5.	Sweep vacant rooms, furnace room, and emergency stairways.		1		
6.	Workroom hard floors steam cleaned			6	
DOORS, WALLS AND VENTS					
1.	Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork, tile, elevator.	6			
2.	Dust walls and vents	1			
3.	Dust baseboards and other woodwork.	1			
4.	Remove cobwebs.	1			
5.	Polish hand, security rails, and front door plates.	1			
6.	Polish elevator door and walls.	1			
7.	Wash walls in elevator.		1		
FURNITURE, COUNTERS AND CABINETS					
1.	Dust all desk tops, table tops, counters, cabinets, telephones, window sills and other horizontal surfaces that can be reached without using a ladder.	6			
2.	Dust all high horizontal surfaces that require a ladder to reach.		1		
3.	Spot clean all desk tops, table tops, counters, cabinets, etc.	6			
4.	Dust and clean computer workstations (not terminals)	6			
5.	Wash and polish desks, counters, tables, desks, etc.		1		
6.	Wash and polish wood chairs.		1		
7.	Vacuum fabric furniture.		1		
8.	Wash vinyl furniture,		1		
9.	Deep clean fabric furniture with FVRL approved method.			1	*1 (if included)

		FREQUENCY			
		Times per: Week	Month	Year	As Needed
RESTROOMS					
1.	Clean, disinfect and polish toilet bowls, urinals, wash basins, counters, fixtures.	6			
2.	Clean and polish mirrors.	6			
3.	Scrub and clean walls and toilet stall partitions.	1			
4.	Fill all towel, soap, and paper dispensers.	6			
5.	Sweep and damp mop floors.	6			
6.	Scrub, rinse and disinfect floors.	3			
7.	Thoroughly disinfect and refresh liner supply in all baby changing stations	6			
WASTEBASKET AND GARBAGE CANS					
1.	Empty all wastebaskets. Replace can liners where used.	6			
2.	Take refuse from emptied wastebaskets and place in garbage cans.	6			
3.	Wash wastebaskets.		1		
KITCHENS					
1.	Clean sinks in staff and meeting room kitchen, fill towel and soap dispensers	6			
2.	Clean and polish counters and appliances in meeting room, kitchen/staff rooms.	1			
MISCELLANEOUS					
1.	Clean and polish drinking fountains.	6			
2.	Dust Venetian blinds.	1			
3.	Keep janitors area clean and orderly.	6			

FREQUENCY

Times per: Week	Month	Year	As Needed
--------------------	-------	------	--------------

WINDOWS AND OTHER GLASS

- | | | | | | |
|----|---|---|--|--|----|
| 1. | Wash inside of exterior windows. Use appropriate precautions when washing windows with safety film applied. | | | | *2 |
| 2. | Wash outside of exterior windows. | | | | *2 |
| 3. | Wash all partition glass and door glass, inside and outside. | 1 | | | |

BOOKMOBILE

- | | | | | | |
|----|---------------------------|---|---|--|--|
| 1. | Vacuum carpet | 1 | | | |
| 2. | Dust all shelves. | | 1 | | |
| 3. | Dust cab interior. | | 1 | | |
| 4. | Clean inside of windows. | | 1 | | |
| 5. | . Clean laminate counters | | 1 | | |
| 6. | Empty trash containers | 1 | | | |

CUSTODIAL CONTRACT – LA CENTER COMMUNITY LIBRARY - 2026

EXHIBIT C

Library: La Center Community Library

Address: 1411 NE. Lockwood Creek Rd.
La Center, WA 98629

Cleaning Days: Mon. & Wed. – 6:00pm – 7:00am

FREQUENCY

Times per: Week	Month	Year	As Needed
--------------------	-------	------	--------------

FLOORS

1. Vinyl Tile Floors -

- | | | | | |
|--|---|--|--|----|
| a. Wet mop, removing all surface dirt and litter. | 3 | | | |
| b. Wax with non-slip wax and buff. | | | | *2 |
| c. Chemically strip, wax and buff with non-slip wax. | | | | *1 |

2. Ceramic Tile Floors -

- a. Clean floor by sweeping or vacuuming, lightly damp mop with clean water.
- b. Wet mop with neutral cleaner or general household Detergent, rinse thoroughly.

3. Carpeted Floors -

- | | | | | |
|--|---|---|----|---|
| a. Vacuum all carpeted floors and track-off mats. | 3 | | | |
| b. Vacuum all corners with corner or crevice tool. | | 1 | | |
| c. Spot clean carpet. | | | | X |
| d. Deep clean all carpets with FVRL approved method. | | | *1 | |

4. Sweep storage and furnace rooms.

1

DOORS, WALLS AND VENTS

- | | | | | |
|---|---|---|--|--|
| 1. Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork, and tile. | 3 | | | |
| 2. Vacuum wall vents | | 1 | | |
| 3. Dust baseboards and other woodwork. | 1 | | | |

		FREQUENCY		
		Times per: Week	Month	Year As Needed
4.	Remove cobwebs.	1		
5.	Clean hand and security gate rails.	1		
6.	Polish elevator door and walls.	1		
FURNITURE, COUNTERS AND CABINETS				
1.	Dust all desk tops, table tops, counters, cabinets, telephones, window sills and other horizontal surfaces that can be reached without using a ladder.	3		
2.	Dust all high horizontal surfaces that require a ladder to reach.		1	
3.	Spot clean all desk tops, table tops, counters, cabinets, etc.	3		
4.	Clean and polish desks, counters, tables, etc.		1	
5.	Clean and polish wood chairs.	1		
6.	Vacuum fabric furniture.	1		
7.	Deep clean fabric furniture with FVRL approved method.			*1
RESTROOMS				
1.	Clean, disinfect and polish toilet bowls, urinals, wash basins, counters, fixtures.	3		
2.	Clean and polish mirrors.	3		
3.	Clean and disinfect walls and toilet stall partitions.	Spot -3	1	
4.	Fill all towel, soap, and paper dispensers.	3		
5.	Mop, rinse and disinfect floors.	3		
6.	Thoroughly disinfect and refresh liner supply in baby changing stations.	3		

FREQUENCY

Times per: Week	Month	Year	As Needed
--------------------	-------	------	--------------

WASTEBASKET AND GARBAGE CANS

- | | | | | |
|----|--|---|---|--|
| 1. | Empty all wastebaskets. Replace can liners where used. | 3 | | |
| 2. | Take refuse from emptied wastebaskets and place in outside garbage dumpster. | 3 | | |
| 3. | Wash wastebaskets. | | 1 | |

KITCHEN / BREAKROOM

- | | | | | |
|----|--|---|--|--|
| 1. | Clean sinks and counter tops in staff and meeting room kitchen. | 3 | | |
| 2. | Polish counters and appliances in meeting room, kitchen/staff rooms. | 1 | | |

MISCELLANEOUS

- | | | | | |
|----|---------------------------------------|---|--|--|
| 1. | Keep janitors area clean and orderly. | 3 | | |
| 2. | Clean and disinfect drinking fountain | 3 | | |

WINDOWS AND OTHER GLASS

- | | | | | |
|----|---|---|--|----|
| 1. | Wash inside of exterior windows. Use appropriate precautions when washing windows with safety film applied. | | | *2 |
| 2. | Wash outside of exterior windows. | | | *2 |
| 3. | Wash all interior partition glass, exterior door glass. and exterior side of interior display glass. | 3 | | |

OPERATIONS CENTER CUSTODIAL CONTRACT - 2026

EXHIBIT C

Library: FVRL District Grand Blvd

Address: 2018 Grand Blvd
Vancouver WA 98661

Cleaning Days:
Monday thru Friday- 6:00 p.m. to 6:00 a.m.

FREQUENCY

Times per:			As
Week	Month	Year	Needed

FLOORS

1. Vinyl tile and terrazzo floors, including entrances, lobbies, all stairs, landings.

- | | | | | |
|--|---|--|--|----|
| a. Dust mop with treated mop removing all surface dust and litter. | 5 | | | |
| b. Strip and wax with non-slip wax and buff. | | | | *1 |
| c. Scrub, wax with non-slip wax and buff. | | | | *3 |
| d. Spot, remove surface blemishes. | 5 | | | |

2. Ceramic Tile Floors (Restrooms)

- | | | | | |
|----------------------------|---|--|--|----|
| a. Clean and damp mop | 5 | | | |
| b. Clean and machine scrub | | | | *2 |

3. Carpeted Floors

- | | | | | |
|---|---|--|--|----|
| a. Vacuum traffic areas. | 5 | | | |
| b. Vacuum all carpeted floors and runners. | 5 | | | |
| c. Spot clean carpet with FVRL approved cleaning method. | | | | X |
| d. Deep clean carpets with FVRL approved cleaning method. | | | | *1 |

		FREQUENCY		
		Times per: Week	Month	Year As Needed
DOORS, WALLS AND VENTS				
1.	Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork, tile,	5		
2.	Dust wall and ceiling vents. (Not vents in acoustical ceiling)			4
3.	Dust baseboards and other woodwork.			
4.	Remove cobwebs.	1		
5.	Polish/clean handrails.	5		
6.	Clean elevator door and walls.	1		
FURNITURE, COUNTERS AND CABINETS				
1.	Dust all desk tops, table tops, counters, cabinets, telephones, window sills and other horizontal surfaces that can be reached without using a ladder.	5		
2.	Dust all high horizontal surfaces that require a ladder to reach. Include top of shelving.			4
3.	Spot clean all desk tops, table tops, counters, cabinets, etc.	5		
4.	Wash and polish desks, counters, tables, desks, etc.	5		
5.	Wash and polish wood chairs.	1		
6.	Vacuum fabric furniture.	1		
7.	Wash vinyl furniture.	Spot 1	1	

		FREQUENCY		
		Times per: Week	Month	Year As Needed
RESTROOMS				
1.	Clean, disinfect and polish toilet bowls, urinals, wash basins, counters, fixtures.	5		
2.	Clean waste containers	1		
3.	Clean and polish mirrors	5		
4.	Scrub and clean walls and toilet stall partitions.	1		
5.	Fill all towel, soap, and paper dispensers.	5		
6.	Sweep and damp mop floors.	5		
7.	Scrub, rinse and disinfect floors.	5		
8.	Thoroughly disinfect and refresh liner supply in baby changing stations.	5		
9.	Scrub and clean tile and grout on floors			*1
WASTEBASKET AND GARBAGE CANS				
1.	Empty all wastebaskets and replace can liners where used.	5		
2.	Take refuse from emptied wastebaskets and place in outside garbage container.	5		
3.	Empty exterior waste containers	5		
KITCHENS				
1.	Clean sinks in staff and meeting room kitchen.	5		
2.	Clean and polish counters and appliances in meeting room, kitchen/staff rooms.	5		
MISCELLANEOUS				
1.	Clean and polish drinking fountains.	5		
2.	Vacuum carpet and tracks in compact shelving units in Stacks room.	1		
3.	Keep janitors closets clean and orderly.	5		
4.	Clean carpet protectors under chairs at workstations	1		

FREQUENCY

Times per: Week	Month	Year	As Needed
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WINDOWS AND OTHER GLASS

1.	Clean inside of exterior windows. Use appropriate precautions when washing windows with safety film applied.			*1
2.	Clean outside of exterior windows.			*1
3.	Clean all partition glass and door glass and panels beside doors inside and outside.	5		
4.	Clean vestibule partition glass, floor to ceiling		1	
5.	Spot Clean office window glass		1	X
6.	Clean display cases, upstairs and down	1		
7.	Clean aluminum door/window frames			4

I.T. DEPT WORKROOM

1.	Dust mop floor	2
2.	Damp mop floor	1
3.	Empty trash cans	5

CUSTODIAL CONTRACT – RIDGEFIELD COMMUNITY LIBRARY – 2026

EXHIBIT C

Library: Ridgefield Community Library

Address: 210 North Main Ave.
Ridgefield, WA 98642

Cleaning Days: Mon. - Fri. - 8:00 p.m. – 7:00 a.m.

FREQUENCY

Times per:			As
Week	Month	Year	Needed

FLOORS

1. Vinyl Tile Floors -

- | | | | |
|---|---|--|----|
| a. Wet mop, removing all surface dirt and litter. | 5 | | |
| b. Wax with non-slip wax and buff (Restrooms/Hallway). | | | *2 |
| c. Chemically strip, wax and buff with non-slip wax.(Restrooms/Hallway) | | | *1 |

2. Carpeted Floors -

- | | | | |
|--|---|--|----|
| a. Vacuum all carpeted floors and track-off mats. | 5 | | |
| b. Vacuum all corners with corner or crevice tool. | | | |
| c. Spot clean carpet with FVRL approved method. | | | X |
| d. Deep clean all carpets with FVRL approved method. | | | *1 |

- | | | | |
|--|--|---|---|
| 3. Sweep storage rooms, furnace room, and emergency stairways. | | 1 | X |
|--|--|---|---|

DOORS, WALLS AND VENTS

- | | | | |
|---|---|---|--|
| 1. Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork, and tile. | 5 | | |
| 2. Vacuum wall/ceiling vents. | | 1 | |
| 3. Dust baseboards and other woodwork. | | 1 | |
| 4. Remove cobwebs. | 1 | | |
| 5. Clean hand and security gate rails. | 1 | | |

FREQUENCY

Times per: Week	Month	Year	As Needed
--------------------	-------	------	--------------

FURNITURE, COUNTERS AND CABINETS

1.	Dust all desk tops, table tops, counters, cabinets, telephones, window sills and other horizontal surfaces that can be reached without using a ladder.	5		
2.	Dust all high horizontal surfaces that require a ladder to reach.		1	
3.	Spot clean all desk tops, table tops, counters, cabinets, etc.	5		
4.	Clean and polish desks, counters, tables, etc.	1		
5.	Clean and polish wood chairs.	1		
6.	Vacuum fabric furniture.	1		
7.	Deep clean fabric furniture with FVRL approved method.			*1

RESTROOMS

1.	Clean, disinfect and polish toilet bowls, urinals, wash basins, counters, fixtures.	5		
2.	Clean and polish mirrors.	5		
3.	Clean and disinfect walls and toilet stall partitions.	Spot -5	1	
4.	Fill all towel, soap, and paper dispensers.	5		
5.	Mop, rinse and disinfect floors.	5		
6.	Thoroughly disinfect and refresh liner supply in baby changing stations.	5		

WASTEBASKET AND GARBAGE CANS

1.	Empty all wastebaskets. Replace can liners where used.	5		
2.	Take refuse from emptied wastebaskets and place in outside garbage dumpster.	5		
3.	Wash wastebaskets.		1	

FREQUENCY

Times per: Week	Month	Year	As Needed
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KITCHEN / BREAKROOM

- | | | |
|----|--|---|
| 1. | Clean sinks and counter tops in work room. | 5 |
| 2. | Polish counters and appliances in work room. | 1 |

MISCELLANEOUS

- | | | |
|----|---------------------------------------|---|
| 1. | Keep janitors area clean and orderly. | 5 |
| 2. | Clean and disinfect drinking fountain | 5 |

WINDOWS AND OTHER GLASS

- | | | | |
|----|---|---|----|
| 1. | Wash inside and exterior of windows. Use appropriate precautions when washing windows with safety film applied. | | *4 |
| 2. | Wash all interior partition glass, exterior door glass. and exterior side of interior display glass. | 5 | |

STEVENSON - CUSTODIAL CONTRACT**EXHIBIT C – 2026****Library:** Stevenson Community Library**Address:** 120 N.W. Vancouver Ave.
Stevenson WA 98648**FREQUENCY****Cleaning Days:** Mon. Wed. Fri. Sat. 6:00 pm to 6:00 am

Times per: Week	Month	Year	As Needed
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FLOORS

1. Uncarpeted floors, including entrances, lobbies, stairs, landings, etc.

a. Dust mop with treated mop removing all surface dust and litter.	4			
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2. Tile/Vinyl Floors

a. Dust mop with treated mop removing all surface dust and litter, incl. staff room.	4			
--	---	--	--	--

b. Spot, remove surface blemishes.	1			
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c. Wet mop.	1			
-------------	---	--	--	--

d. Scrub, wax, and buff			*2	
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e. Strip, wax, and buff			*1	
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3. Carpeted Floors

a. Vacuum traffic areas.	4			
--------------------------	---	--	--	--

b. Vacuum all carpeted floors and runners.	1			
--	---	--	--	--

c. Spot clean carpet with FVRL approved method.		1.		X
---	--	----	--	---

d. Deep clean all carpets with FVRL approved method.			*1	
--	--	--	----	--

4. Elevator Floors

a. Maintain using methods for tile or carpeted areas as applicable. (Vacuum)				
--	--	--	--	--

b. Vacuum elevator door tracks.				
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FREQUENCY

Times per: Week	Month	Year	As Needed
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FLOORS (Cont'd)

- | | | | | |
|----|--|--|---|--|
| 5. | Sweep vacant rooms, furnace room, and emergency stairways. | | 1 | |
|----|--|--|---|--|

DOORS, WALLS AND VENTS

- | | | | | |
|----|--|---|---|--|
| 1. | Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork, tile, and elevator. | 4 | | |
| 2. | Dust walls and vents | 1 | | |
| 3. | Dust baseboards and other woodwork. | 1 | | |
| 4. | Remove cobwebs. | 1 | 1 | |
| 5. | Polish brass, aluminum handrails, front door plates. | 4 | | |
| 6. | Polish elevator door and walls. | 4 | | |
| 7. | Wash walls in elevator. | | 1 | |

FURNITURE, COUNTERS AND CABINETS

- | | | | | |
|----|--|---|---|--|
| 1. | Dust all desk tops, table tops, counters, cabinets, telephones, window sills and other horizontal surfaces that can be reached without using a ladder. | 4 | | |
| 2. | Dust all high horizontal surfaces that require a ladder to reach. | | 1 | |
| 3. | Spot clean all desk tops, table tops, counters, cabinets, etc. | 4 | | |
| 4. | Dust and clean computer workstations (not terminals) | 4 | | |
| 5. | Wash and polish desks, counters, tables, desks, etc. | | 1 | |
| 6. | Wash and polish wood chairs. | | 1 | |
| 7. | Vacuum fabric furniture. | | 1 | |

FREQUENCY

	Times per: Week	Month	Year	As Needed
8. Wash vinyl furniture,		1		
9. Deep clean fabric furniture with FVRL approved method.			*1	

RESTROOMS

1. Clean, disinfect and polish toilet bowls, urinals, wash basins, counters, fixtures.	4
2. Clean and polish mirrors.	4
3. Scrub and clean walls and toilet stall partitions.	1
4. Fill all towel, soap, and paper dispensers.	
5. Sweep and damp mop floors.	4
6. Scrub, rinse and disinfect floors.	4
7. Thoroughly disinfect and refresh liner supply in all baby changing stations	4

WASTEBASKET AND GARBAGE CANS

1. Empty all wastebaskets. Replace can liners where used.	4
2. Take refuse from emptied wastebaskets and place in garbage cans.	4
3. Wash wastebaskets.	1

KITCHENS

1. Clean sinks in staff and meeting room kitchen, fill towel and soap dispensers	4
2. Clean and polish counters and appliances in meeting room, kitchen/staff rooms.	1

MISCELLANEOUS

1. Clean and polish drinking fountains.	4
2. Dust Venetian blinds.	1
3. Keep janitors' closet/area clean and orderly.	4

FREQUENCY			
Times per: Week	Month	Year	As Needed
WINDOWS AND OTHER GLASS			
1. Wash inside and exterior of windows. Use appropriate precautions when washing windows with safety film applied.			*2
2. Wash all partition glass and door glass, inside and outside.	1		
BOOKMOBILE			
1. Vacuum carpet	1		
2. Dust all shelves.		1	
3. Dust cab interior.		1	
4. Clean inside of windows.		1	
5. Clean laminate counters		1	
6. Empty trash containers	1		

CUSTODIAL CONTRACT - THREE CREEKS COMMUNITY LIBRARY

EXHIBIT C - 2026

Library: Three Creeks Community Library

Address: 800 NE Tenney Rd.
Vancouver WA 98685

Cleaning Days: Mon. thru Thur. 9:00 p.m. - 8:00 a.m.
Fri. & Sat. 7:00 p.m. - 8:00 a.m.

FREQUENCY

Times per: Week	Month	Year	As Needed
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FLOORS

1. Vinyl Tile Floors -

a. Wet mop, removing all surface dirt and litter. (Break room and Delivery Area)	6		
b. Wax with non-slip wax and buff.			*3
c. Chemically strip, wax and buff with non-slip wax.			*1

2. Ceramic Tile Floors -

a. Clean floor by sweeping or vacuuming, lightly damp mop with clean water.	6		
b. Wet mop with neutral cleaner or general household detergent, rinse thoroughly.	1		

3. Carpeted Floors -

a. Vacuum all carpeted floors and track-off mats.	6		
b. Vacuum all corners with corner or crevice tool.		1	
c. Spot clean carpet with FVRL approved method.			X
d. Deep clean all carpets with FVRL approved method.			*2

4. Sweep storage and mechanical rooms		1	
---------------------------------------	--	---	--

DOORS, WALLS AND VENTS

1. Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork and tile.	6		
2. Vacuum wall and ceiling vents		1	

		FREQUENCY		
		Times per: Week	Month	Year As Needed
3.	Dust baseboards and other woodwork.	1		
4.	Remove cobwebs.	6		
5.	Clean / polish hand and security gate rails.	1		

FURNITURE, COUNTERS AND CABINETS

1.	Dust all desk tops, table tops, counters, cabinets, telephones, window sills and other horizontal surfaces that can be reached without using a ladder.	6		
2.	Dust all high horizontal surfaces that require a ladder to reach.			4
3.	Spot clean all desk tops, table tops, counters, cabinets, etc.	6		
4.	Clean and polish desks, counters, tables, rocket ship, etc.	1		
5.	Clean and wash vinyl furniture	1		X
6.	Dust and remove trash from metal shelving		1	
7.	Clean and polish wood chairs.	1		
8.	Vacuum fabric furniture.	1		
9.	Deep clean fabric furniture with FVRL approved method.			*2

RESTROOMS

1.	Clean, disinfect and polish toilet bowls, urinals, wash basins, counters, fixtures.	6		
2.	Clean and polish mirrors.	6		
3.	Clean and disinfect walls and toilet stall partitions.	Spot -6	1	
4.	Fill all towel, soap, and paper dispensers.	6		
5.	Mop, rinse and disinfect floors.	6		
6.	Thoroughly disinfect and refresh liner supply in baby changing stations.	6		

FREQUENCY

Times per: Week	Month	Year	As Needed
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WASTEBASKET AND GARBAGE CANS

- | | | | |
|----|--|---|---|
| 1. | Empty all wastebaskets. Replace can liners where used. | 6 | |
| 2. | Take refuse from emptied wastebaskets and place in outside garbage dumpster. | 6 | |
| 3. | Wash wastebaskets. | | 1 |
| 4. | Empty blue recycle bins into outside dumpster | 3 | |

KITCHEN / BREAKROOM

- | | | |
|----|--|---|
| 1. | Clean sinks in staff and meeting room kitchens. | 6 |
| 2. | Clean and polish counters and appliances in meeting room, kitchen/staff rooms. | 6 |

MISCELLANEOUS

- | | | |
|----|---------------------------------------|---|
| 1. | Keep janitors area clean and orderly. | 6 |
| 3. | Empty exterior trash cans | 1 |

WINDOWS AND OTHER GLASS

- | | | | |
|----|---|---|----|
| 1. | Wash inside of exterior windows. Use appropriate precautions when washing windows with safety film applied. | | *2 |
| 2. | Wash outside of exterior windows. | | *2 |
| 3. | Wash all interior partition glass, exterior door glass. and exterior side of interior display glass. | 6 | |

CUSTODIAL CONTRACT VANCOUVER COMMUNITY LIBRARY 2026

EXHIBIT C

Library: Vancouver Community Library

Address: 901 C Street
Vancouver, WA 98660

	FREQUENCY			
	Times per: Week	Month	Year	As Needed
Cleaning Days/Times:				
Monday thru Thursday 9:00 p.m. to 6:00 a.m.				
Friday-Saturday-Sunday 6:00 p.m. to 6:00 a.m.				

Floor Level 1 (16,184 Cleanable SF.) - (At times events may prevent some 1st floor cleaning until after 9:00 p.m.)

FLOORS:

1. Carpeted floors (Interface/Shaw):

- | | | | |
|--|--------------|--|------------------|
| a. Vacuum all carpeted floors and runners. | 7 | | |
| b. Spot clean carpet with FVRL approved method. | 1, as needed | | |
| c. Deep clean all carpets with FVRL approved method. | | | *3 (if included) |

2. Cork floors (Expanko):

(Public meeting room)

- | | | | |
|---|---|--|---|
| a. Sweep/dust mop with treated mop removing all surface dust. | 7 | | |
| b. Sweep/damp mop with manufacturer suggested cleaner and well wrung out mop. | 1 | | X |

3. Rubber floors (ECONights):

(Staff only hallway)

- | | | | |
|---|---|---|----|
| a. Sweep or vacuum. | 1 | | |
| b. Sweep/mop with pH neutral cleaner. | | 1 | X |
| c. Sweep/heavy scrub per manufacturer's instructions. | | | *2 |

4. Concrete floors:

(Kitchen, book drop room)

- | | | | |
|--|---|---|--|
| a. Sweep removing all surface dust. | 1 | | |
| b. Sweep/clean floor with damp mop using neutral pH cleaner. | | 1 | |

FREQUENCY			
	Times per: Week	Month	Year As Needed
<hr/>			
5. Concrete paver floors:			
a. Sweep, removing all surface dust and debris.	7		
b. Clean up spots and spills	7		
6. Ceramic tile floors: (See level 1 restrooms)			
7. Miscellaneous			
a. Sweep West Emergency Stairway.	1		
b. Sweep book return rooms and east staff stairway.	1		
c. Sweep public elevator floors	7		
d. Sweep/mop public elevator floors	7		X
e. Sweep main stairway	7		
DOORS, WALLS, HAND RAILS AND VENTS			
1. Spot clean finger marks, smudging, etc. from walls to a height of 84"	7		
2. Remove all cobwebs.		1	
3. Clean stairway's metal trim and handrails.	7		
4. Clean elevator doors/ walls/metal trim.	1		
5. Clean or vacuum dust/debris from grills and vents to a height of 120"			4

FREQUENCY

	Times per: Week	Month	Year	As Needed
FURNITURE, SHELVING, COUNTERS AND CABINETS				
1. Dust and clean all desk tops, table bases, table tops, Counters, cabinets and other horizontal surfaces that can be reached without using a ladder.	7			
2. Dust all high horizontal surfaces that require a ladder to reach. Include top of shelving.			4	
3. Dust tops of Atrium high wind girts using lift access			1	
3. Clean wood/metal furniture, chairs, and benches.	1			
4. Vacuum fabric furniture.	1			
5. Clean vinyl/plastic furniture, chairs, and benches.	1			
6. Deep clean all fabric furniture with approved upholstery cleaning method.			*4	
7. Pick up trash in book shelves.	7			
8. Dust off public computer workstations	1			
RESTROOMS (2 public, 1 staff)				
1. Clean and disinfect toilet bowls, urinals, wash basins and counters.	7			
2. Clean and disinfect waste containers	1			
3. Clean mirrors	7			
4. Clean/disinfect walls and toilet stall partitions.	1			X
5. Fill all soap and paper dispensers.	7			
6. Sweep/ wet mop and disinfect floors.	7			
7.. Thoroughly disinfect, and refresh liner supply in baby changing stations.	7			

FREQUENCY

Times per: Week	Month	Year	As Needed
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WASTEBASKET AND GARBAGE/RECYCLE CANS

- | | | | | |
|----|---|---|--|---|
| 1. | Empty all wastebaskets, replace can liners where used. | 7 | | |
| 2. | Take refuse from emptied wastebaskets/containers and place outside in proper outside waste pickup containers. | 7 | | |
| 3. | Clean and disinfect wastebaskets. | 1 | | X |
| 4. | Empty exterior waste cans, disinfect and replace liners. | 7 | | X |

KITCHEN (1, Community Room Kitchen)

- | | | | | |
|----|--|---|---|--|
| 1. | Clean and disinfect sinks/counters. | 3 | | |
| 2. | Clean exterior of appliances. | 3 | | |
| 3. | Clean floor and walls as directed in Floors and Walls. | | | |
| 4. | Empty all wastebaskets, replace can liners where used. | 3 | | |
| 5. | Clean and disinfect wastebaskets. | | 1 | |
| 6. | Fill all soap and paper dispensers. | 3 | | |

MISCELLANEOUS

- | | | | | |
|----|---|---|--|--|
| 1. | Clean and disinfect drinking fountains. | 7 | | |
| 2. | Keep janitors closets clean and orderly. | 7 | | |
| 3. | Clean knowledge wall counters and dust off screens. | 7 | | |
| 4. | Clean entry gate doors. | 1 | | |
| 5. | Pick up litter from all sides of building exterior, including pavers and sidewalks. | 7 | | |
| 6. | Scrub exterior pavers at West side of building. | 1 | | |

FREQUENCY

		Times per: Week	Month	Year	As Needed
WINDOWS, STAIRWAY AND OTHER GLASS					
1.	Wash inside of exterior windows.			*2	
2.	Wash outside of exterior windows.			*2	
3.	Wash all partition glass, door glass and stairway panels.			*4	
4.	Clean off finger marks and smudges.	7			
5.	Clean all display case glass.	1		X	
6.	Clean metal door/window frames to a height of 84".		2		X
DAY PORTER					
1.	Clean and disinfect toilet bowls, urinals, wash basins and counters.	7			
2.	Clean mirrors	7			
3.	Clean/disinfect walls and toilet stall partitions.				X
4.	Fill all soap and paper dispensers.	7			
5.	Sweep/ wet mop and disinfect floors.	7			
6..	Thoroughly disinfect, and refresh liner supply in baby changing stations.	7			
7.	Pick up litter from all sides of building exterior, including pavers and sidewalks.	7			
8.	Clean and disinfect drinking fountains.	7			
9.	Keep janitors closets clean and orderly.	7			
10.	Unclog toilets with plunger as needed.	7*			

EXHIBIT C**Library:** Vancouver Community Library**Address:** 901 C Street
Vancouver, WA 98660**Cleaning Days/Times:**Monday thru Thursday 9:00 p.m. to 6:00 a.m.
Friday-Saturday-Sunday 6:00 p.m. to 6:00 a.m.**FREQUENCY**

Times per: Week	Month	Year	As Needed
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Floor Level 2 (9,466 Rt. Sq. Ft.)**FLOORS:**

1. Vinyl floors (Marmoleum)

(Staff, maintenance rooms)

a. Sweep/dust mop with treated mop removing all surface dust.	7		
b. Clean floor with damp mop using neutral pH cleaner.	1		X
c. Sweep/top scrub and treat per manufacturer's instructions		1	
d. Sweep/scrub/strip/wax per manufacturer's instructions			* 4

2. Carpeted floors (Interface/Shaw):

a. Vacuum all carpeted floors and runners.	7		
b. Spot clean carpet with FVRL approved method.			X
c. Deep clean all carpets with FVRL approved method.			*3 (if included)

3. Rubber floors (ECONights):

(Main, quiet rooms)

a. Sweep or vacuum.	7		
b. Sweep/mop with pH neutral cleaner.	1		X
c. Sweep/heavy scrub per manufacturer's instructions.			*1

(Staff hallway)

a. Sweep or vacuum.	1		
b. Sweep/mop with pH neutral cleaner.		1	X
c. Sweep/heavy scrub per manufacturer's instructions.			*1

		FREQUENCY		
		Times per: Week	Month	Year As Needed
4. Stained Concrete floors:				
(Stair landing)				
a. Sweep/dust mop with treated mop removing all surface dust.	7			
b. Clean floor with damp mop using neutral pH cleaner.	1			X
5. Ceramic Tile floors:				
(see level 2 restrooms)				
6. Miscellaneous				
a. Sweep West Emergency Stairway.	1			X
b. Sweep East Staff Stairway.	1			
c. Sweep/mop public elevator floors	7			X
d. Sweep main stairway	1			
DOORS, WALLS, HAND RAILS AND VENTS				
1. Spot clean finger marks, smudging, etc. from walls to a height of 84"	7			
2. Remove all cobwebs.		1		X
3. Clean stairway's metal trim and handrails.	7			X
4. Clean elevator doors/ walls/metal trim.	1			X
5. Clean or vacuum dust/debris from grills and vents to a height of 120"			4	
FURNITURE, COUNTERS AND CABINETS				
1. Dust and clean all desk tops, table bases, table tops, counters, cabinets and other horizontal surfaces that can be reached without using a ladder.	7			
2. Dust all high horizontal surfaces that require a ladder to reach. Include top of shelving.			4	
3. Clean wood/metal furniture, chairs, and benches.	1			X
4. Vacuum fabric furniture.	1			

		FREQUENCY			
		Times per: Week	Month	Year	As Needed
5.	Clean vinyl/plastic furniture, chairs, and benches.	1			X
6.	Deep clean all fabric furniture with approved upholstery cleaning method.			*4	
RESTROOMS (2 staff)					
1.	Clean and disinfect toilet bowls, urinals, wash basins and counters.	7			
3.	Clean and disinfect waste containers	1			
4.	Clean mirrors	7			
5.	Clean/disinfect walls and toilet stall partitions. (Included shower area)	1			X
6.	Fill all soap and paper dispensers.	7			
7.	Sweep/ wet mop and disinfect floors. (Included shower areas)	7			
WASTEBASKET AND GARBAGE/RECYCLE CANS					
1.	Empty all wastebaskets, replace can liners where used.	7			
2.	Take refuse from emptied wastebaskets/containers and place outside in proper outside waste pickup containers.	7			
3.	Clean and disinfect wastebaskets.	1			X
BREAK ROOM (1 staff)					
1.	Clean and disinfect sinks/counters.	7			X
2.	Clean exterior of appliances.	1			
3.	Clean floor and walls as directed in Floors and Walls.				
4.	Empty all wastebaskets, replace can liners where used.	7			
5.	Clean and disinfect wastebaskets.		1		X
6.	Fill all soap and paper dispensers.	7			

FREQUENCY

	Times per: Week	Month	Year	As Needed
MISCELLANEOUS				
1. Clean and disinfect drinking fountains.	7			
2. Keep janitors closets clean and orderly.	7			
WINDOWS, STAIRWAY AND OTHER GLASS				
1. Wash inside of exterior windows.			*2	
2. Wash outside of exterior windows.			*2	
3. Wash all partition glass, door glass and stairway panels			*4	X
4. Clean off finger marks and smudges.	7			
5. Clean metal door/window frames to a height of 84"		2		X
DAY PORTER				
1. Clean and disinfect toilet bowls, urinals, wash basins and counters.	7			
2. Clean mirrors	7			
3. Clean/disinfect walls and toilet stall partitions.				X
4. Fill all soap and paper dispensers.	7			
5. Sweep/ wet mop and disinfect floors.	7			
6.. Thoroughly disinfect, and refresh liner supply in baby changing stations.	7			
7. Pick up litter from all sides of building exterior, including pavers and sidewalks.	7			
8. Clean and disinfect drinking fountains.	7			
9. Keep janitors closets clean and orderly.	7			
10. Unclog toilets with plunger as needed.	7*			

EXHIBIT C**Library:** Vancouver Community Library**Address:** 901 C Street
Vancouver, WA 98660**FREQUENCY****Cleaning Days/Times:**

Monday thru Thursday 9:00 p.m. to 6:00 a.m.

Friday-Saturday-Sunday 6:00 p.m. to 6:00 a.m.

Times per: Week	Month	Year	As Needed
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Floor Level 3 (13,326 Rt. Sq. Ft.)**FLOORS:**

1. Carpeted floors (Interface/Shaw):

- | | | | |
|--|---|--|------------------|
| a. Vacuum all carpeted floors and runners. | 7 | | |
| b. Spot clean carpet with FVRL approved method. | | | X |
| c. Deep clean all carpets with FVRL approved method. | | | *3 (if included) |

2. Rubber floors (ECONights):

(Staff hallway)

- | | | | |
|---|---|---|----|
| a. Sweep, dust mop or vacuum. | 1 | | |
| b. Sweep/mop with pH neutral cleaner. | | 1 | X |
| c. Sweep/heavy scrub per manufacturer's instructions. | | | *1 |

3. Stained Concrete floors:

(Stair landing)

- | | | | |
|---|---|--|---|
| a. Sweep/dust mop with treated mop removing all surface dust. | 7 | | |
| b. Clean floor with damp mop using neutral pH cleaner. | 1 | | X |

4. Ceramic Tile floors:

(See level 3 restrooms)

5. Miscellaneous

- | | | | |
|-----------------------------------|---|--|---|
| a. Sweep West Emergency Stairway. | 1 | | X |
| b. Sweep East Staff Stairway | 1 | | |

		FREQUENCY			
		Times per: Week	Month	Year	As Needed
DOORS, WALLS, HAND RAILS AND VENTS					
1.	Spot clean finger marks, smudging, etc. from walls to a height of 84"	7			
2.	Remove all cobwebs.		1		X
3.	Clean stairway's metal trim and handrails.	7			X
4.	Clean elevator doors/ walls/metal trim.	1			X
5.	Clean or vacuum dust/debris from grills and vents to a height of 120"			4	
FURNITURE, COUNTERS AND CABINETS					
1.	Dust and clean all desk tops, table bases, table tops, counters, cabinets and other horizontal surfaces that can be reached without using a ladder..	7			
2.	Dust all high horizontal surfaces that require a ladder to reach. Include top of shelving.			4	
3.	Clean and polish wood/metal furniture, chairs, and benches.	1			
4.	Vacuum fabric furniture.	1			
5.	Clean vinyl/plastic furniture, chairs, and benches.	1			X
6.	Clean and disinfect children's play furniture per manufactures instructions	7			
7.	Deep clean all fabric furniture with approved upholstery cleaning method.			*4 (if included)	
8.	Pick up trash in book shelves.	7			
9.	Dust off public computer workstations	1			
10.	Clean and sanitize early learning center (ELC) furniture by Manufacturer (Burgeon Group) suggested instructions.	7			

		FREQUENCY		
		Times per: Week	Month	Year As Needed
RESTROOMS (4 public)				
1.	Clean and disinfect toilet bowls, urinals, wash basins and counters.	7		
3.	Clean and disinfect waste containers	1		
4.	Clean mirrors	7		
5.	Clean/disinfect walls and toilet stall partitions.	1		X
6.	Fill all soap and paper dispensers.	7		
7.	Sweep/ wet mop and disinfect floors.	7		
8.	Thoroughly disinfect, and refresh liner supply in baby changing stations.	7		
WASTEBASKET AND GARBAGE/RECYCLE CANS				
1.	Empty all wastebaskets, replace can liners where used.	7		
2.	Take refuse from emptied wastebaskets/containers and place outside in proper outside waste pickup containers.	7		
3.	Clean and disinfect wastebaskets.	1		X
KITCHENETTES (2 public)				
1.	Clean and disinfect sinks/counters.	7		
2.	Clean exterior of appliances.	1		X
3.	Clean floor and walls as directed in Floors and Walls.			
4.	Empty all wastebaskets, replace can liners where used.	7		
5.	Clean and disinfect wastebaskets.		1	X
6.	Fill all soap and paper dispensers.	7		
MISCELLANEOUS				
1.	Clean and disinfect drinking fountains.	7		
2.	Keep janitors closets clean and orderly.	7		

FREQUENCY

Times per: Week	Month	Year	As Needed
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WINDOWS, STAIRWAY AND OTHER GLASS

1.	Wash inside of exterior windows.		*2 (if included)	
2.	Wash outside of exterior windows.		*2 (if included)	
3.	Wash all partition glass, door glass and stairway panels		*4	X
4.	Clean off finger marks and smudges.	7		
5.	Clean metal door/window frames to a height of 84"	2		X

DAY PORTER

1.	Clean and disinfect toilet bowls, urinals, wash basins and counters.	7		
2.	Clean mirrors	7		
3.	Clean/disinfect walls and toilet stall partitions.			X
4.	Fill all soap and paper dispensers.	7		
5.	Sweep/ wet mop and disinfect floors.	7		
6..	Thoroughly disinfect, and refresh liner supply in baby changing stations.	7		
7.	Pick up litter from all sides of building exterior, including pavers and sidewalks.	7		
8.	Clean and disinfect drinking fountains.	7		
9.	Keep janitors closets clean and orderly.	7		
10.	Unclog toilets with plunger as needed.	7*		

EXHIBIT C**Library:** Vancouver Community Library**Address:** 901 C Street
Vancouver, WA 98660**FREQUENCY****Cleaning Days/Times:**Monday thru Thursday 9:00 p.m. to 6:00 a.m.
Friday-Saturday-Sunday 6:00 p.m. to 6:00 a.m.

Times per: Week	Month	Year	As Needed
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Floor Level 4 (13,326 Rt. Sq. Ft.)**FLOORS:**

1. Carpeted floors (Interface/Shaw):

- | | | | |
|--|---|--|------------------|
| a. Vacuum all carpeted floors and runners. | 7 | | |
| b. Spot clean carpet with FVRL approved method. | | | X |
| c. Deep clean all carpets with FVRL approved method. | | | *3 (if included) |

2. Rubber floors (ECONights):

(Staff hallway)

- | | | | |
|---|---|---|----|
| a. Sweep, dust mop or vacuum. | 1 | | |
| b. Sweep/mop with pH neutral cleaner. | | 1 | X |
| c. Sweep/heavy scrub per manufacturer's instructions. | | | *1 |

3. Stained Concrete floors:

(Stair landing)

- | | | | |
|---|---|--|---|
| a. Sweep/dust mop with treated mop removing all surface dust. | 7 | | X |
| b. Clean floor with damp mop using neutral pH cleaner. | 1 | | |

4. Ceramic Tile floors:

(see level 4 restrooms)

5. Miscellaneous

- | | | | |
|-----------------------------------|---|--|---|
| a. Sweep West Emergency Stairway. | 1 | | X |
| b. Sweep East Staff Stairway | 1 | | |

		FREQUENCY		
		Times per: Week	Month	Year As Needed
DOORS, WALLS AND VENTS				
1.	Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork and tile to a height of 84"	7		
2.	Remove all cobwebs.		1	X
3.	Clean metal handrails and security gates.	7		X
4.	Clean elevator doors/ walls/stainless trim.	1		X
5.	Clean or vacuum dust/debris from grills and vents to a height of 120"		4	
FURNITURE, COUNTERS AND CABINETS				
1.	Dust and clean all desk tops, table bases, table tops, counters, cabinets and other horizontal surfaces that can be reached without using a ladder.	7		
2.	Dust all high horizontal surfaces that require a ladder to reach. Include top of shelving.		4	
3.	Clean wood/metal furniture, chairs and benches.	1		X
4.	Vacuum fabric furniture.	1		
5.	Clean vinyl/plastic furniture, chairs, and benches.	1		X
6.	Deep clean all fabric furniture with approved upholstery cleaning method.		*4	
7.	Pick up trash in book shelves.	7		
8.	Dust off public computer workstations	1		

		FREQUENCY		
		Times per: Week	Month	Year As Needed
RESTROOMS (2 public, 1 staff)				
1.	Clean and disinfect toilet bowls, urinals, wash basins and counters.	7		
3.	Clean and disinfect waste containers	1		
4.	Clean mirrors	7		
5.	Clean/disinfect walls and toilet stall partitions.	1		X
6.	Fill all soap and paper dispensers.	7		
7.	Sweep/ wet mop and disinfect floors.	7		
8.	Thoroughly disinfect, and refresh liner supply in baby changing stations.	7		
WASTEBASKET AND GARBAGE/RECYCLE CANS				
1.	Empty all wastebaskets, replace can liners where used.	7		
2.	Take refuse from emptied wastebaskets/containers and place outside in proper outside waste pickup containers.	7		
3.	Clean and disinfect wastebaskets.	7		X
MISCELLANEOUS				
1.	Clean and disinfect drinking fountains.	7		
2.	Keep janitors closets clean and orderly.	7		
WINDOWS, STAIRWAY, STUDY SURROUNDS AND OTHER GLASS				
1.	Wash inside of exterior windows.		*2	
2.	Wash outside of exterior windows.		*2	
3.	Wash all partition glass, door glass and stairway panels		*4	X
4.	Clean off finger marks and smudges.	7		
5.	Clean metal door/window frames to a height of 84"		2	X

FREQUENCY

		Times per: Week	Month	Year	As Needed
DAY PORTER					
1.	Clean and disinfect toilet bowls, urinals, wash basins and counters.	7			
2.	Clean mirrors	7			
3.	Clean/disinfect walls and toilet stall partitions.				X
4.	Fill all soap and paper dispensers.	7			
5.	Sweep/ wet mop and disinfect floors.	7			
6..	Thoroughly disinfect, and refresh liner supply in baby changing stations.	7			
7.	Pick up litter from all sides of building exterior, including pavers and sidewalks.	7			
8.	Clean and disinfect drinking fountains.	7			
9.	Keep janitors closets clean and orderly.	7			
10.	Unclog toilets with plunger as needed.	7*			

EXHIBIT C**Library:** Vancouver Community Library**Address:** 901 C Street
Vancouver, WA 98660**FREQUENCY****Cleaning Days/Times:**Monday thru Thursday 9:00 p.m. to 6:00 a.m.
Friday-Saturday-Sunday 6:00 p.m. to 6:00 a.m.

Times per: Week	Month	Year	As Needed
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Floor Level 5 (12,983 Rt. Sq. Ft.)**FLOORS:**

1. Carpeted floors (Interface/Shaw):

- | | | | |
|--|---|----|---|
| a. Vacuum all carpeted floors and runners. | 7 | | |
| b. Spot clean carpet with FVRL approved method. | | | X |
| c. Deep clean all carpets with FVRL approved method. | | *3 | |

2. Stained Concrete floors:

(Stair landing)

- | | | | |
|---|---|--|---|
| a. Sweep/dust mop with treated mop removing all surface dust. | 7 | | |
| b. Clean floor with damp mop using neutral pH cleaner. | 1 | | X |

3. Mosaic block floor:

- | | | | |
|---|---|--|---|
| a. Sweep or dust mop. | 7 | | |
| b. Sweep/ damp mop with pH neutral cleaner. | 1 | | X |

4. Rubber floors (ECONights):

(Staff hallway)

- | | | | |
|---|---|---|----|
| a. Sweep, dust mop or vacuum. | 1 | | |
| b. Sweep/mop with pH neutral cleaner. | | 1 | X |
| c. Sweep/heavy scrub per manufacturer's instructions. | | | *1 |

5. Ceramic Tile floors:

(see level 5 restrooms)

6. Miscellaneous

- | | | | |
|----------------------------------|---|--|---|
| a. Sweep West Emergency Stairway | 1 | | X |
|----------------------------------|---|--|---|

		FREQUENCY		
		Times per: Week	Month	Year As Needed
b. Sweep East Staff Stairway.		1		
DOORS, WALLS AND VENTS				
1.	Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork and tile to a height of 84"	7		
2.	Remove all cobwebs.		1	X
3.	Clean metal handrails and security gates.	7		X
4.	Clean elevator doors/ walls/stainless trim.	1		X
5.	Clean or vacuum dust/debris from grills and vents to a height of 120"		4	
FURNITURE, COUNTERS AND CABINETS				
1.	Dust and clean all desk tops, table bases, table tops, counters, cabinets and other horizontal surfaces that can be reached without using a ladder.	7		
2.	Dust all high horizontal surfaces that require a ladder to reach. Include top of shelving.		4	
3.	Clean and polish wood/metal furniture, chairs, and benches.	1		
4.	Vacuum fabric furniture.	1		
5.	Clean vinyl/plastic furniture, chairs, and benches. (include meeting rooms)	1		X
6.	Deep clean all fabric furniture with approved upholstery cleaning method.		*4	
7.	Pick up trash in book shelves.	7		
8.	Dust off public computer workstations	7		

		FREQUENCY		
		Times per: Week	Month	Year As Needed
RESTROOMS (2 public, 1 staff)				
1.	Clean and disinfect toilet bowls, urinals, wash basins and counters.	7		
3.	Clean and disinfect waste containers	1		
4.	Clean mirrors	7		
5.	Clean/disinfect walls and toilet stall partitions.	1		X
6.	Fill all soap and paper dispensers.	7		
7.	Sweep/ wet mop and disinfect floors.	7		
8.	Thoroughly disinfect, and refresh liner supply in baby changing stations.	7		
WASTEBASKET AND GARBAGE/RECYCLE CANS				
1.	Empty all wastebaskets, replace can liners where used.	7		
2.	Take refuse from emptied wastebaskets/containers and place outside in proper outside waste pickup containers.	7		
3.	Clean and disinfect wastebaskets.	1		X
4.	Empty terrace/deck waste cans	7		
KITCHENETTES (1 staff)				
1.	Clean and disinfect sinks/counters.	7		
2.	Clean exterior of appliances.	1		X
3.	Clean floor and walls as directed in Floors and Walls.			
4.	Empty all wastebaskets, replace can liners where used.	7		X
5.	Clean and disinfect wastebaskets.		1	X
6.	Fill all soap and paper dispensers.	7		
MISCELLANEOUS				
1.	Clean and disinfect drinking fountains.	7		

FREQUENCY

	Times per: Week	Month	Year	As Needed
2. Keep janitors closets clean and orderly.	7			
3. Pick up litter from terrace/deck area	7			

WINDOWS, STAIRWAY AND OTHER GLASS

1. Wash inside of exterior windows.			*2 (if included)	
2. Wash outside of exterior windows.			*2 (if included)	
3. Wash all partition glass, door glass and stairway panels			*4	X
4. Clean off finger marks and smudges.	7			
5. Clean all display cases & fireplace glass	1			X
6. Clean metal door/window frames to a height of 84"		2		X

DAY PORTER

1. Clean and disinfect toilet bowls, urinals, wash basins and counters.	7			
2. Clean mirrors	7			
3. Clean/disinfect walls and toilet stall partitions.				X
4. Fill all soap and paper dispensers.	7			
5. Sweep/ wet mop and disinfect floors.	7			
6.. Thoroughly disinfect, and refresh liner supply in baby changing stations.	7			
7. Pick up litter from all sides of building exterior, including pavers and sidewalks.	7			
8. Clean and disinfect drinking fountains.	7			
9. Keep janitors closets clean and orderly.	7			
10. Unclog toilets with plunger as needed.	7*			

CUSTODIAL CONTRACT – VANCOUVER MALL LIBRARY**EXHIBIT C - 2026****Library:** Vancouver Mall Library**Address:** 8700 NE Vancouver Mall Drive, Ste 285
Vancouver WA 98662**Cleaning Days:** Mon. thru Sat 9:00 p.m. - 8:00 a.m.
Sun. 6:00 p.m. - 8:00 a.m.**FREQUENCY**

Times per: Week	Month	Year	As Needed
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FLOORS

1. Vinyl Tile Floor (in Rest Room)-

- | | | | |
|--|---|--|----|
| a. Wet mop, removing all surface dirt and litter. | 7 | | |
| b. Wax with non-slip wax and buff. | | | |
| c. Chemically strip, wax and buff with non-slip wax. | | | *1 |

2. Rubber floors (ECONights):

(AMH Room)

- | | | | |
|---|---|---|---|
| a. Sweep or vacuum. | 7 | | |
| b. Sweep/mop with pH neutral cleaner. | | 1 | |
| c. Sweep/heavy scrub per manufacturer's instructions. | | | 1 |

3. Carpeted Floors -

- | | | | |
|--|---|---|----|
| a. Vacuum all carpeted floors and track-off mats. | 7 | | |
| b. Vacuum all corners with corner or crevice tool. | | 1 | |
| c. Spot clean carpet with FVRL approved method | 1 | | |
| d. Deep clean all carpets with FVRL approved method. | | | *2 |

DOORS, WALLS AND VENTS

- | | | | |
|---|---|---|--|
| 1. Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork, and tile. | 7 | | |
| 2. Vacuum wall /ceiling vents | | 1 | |

FREQUENCY

	Times per: Week	Month	Year	As Needed
3. Remove cobwebs.	1			
4. Clean hand rails and security gates.	7			
FURNITURE, COUNTERS AND CABINETS				
1. Dust all desk tops, table tops, counters, cabinets, telephones, wood casework, and other horizontal surfaces that can be reached without using a ladder.	7			
2. Dust all high horizontal surfaces that require a ladder to reach.			2	
3. Spot clean all desk tops, table tops, counters, cabinets, etc.	7			
4. Clean and polish desks, counters, tables, etc.				
5. Clean Richlite counters with approved product		1		
6. Clean and polish wood chairs.				
7. Vacuum fabric furniture.	1			
8. Deep clean fabric furniture with FVRL approved method.			*2	
RESTROOM				
1. Clean, disinfect and polish toilet bowls, urinals, wash basins, counters, fixtures.	7			
2. Clean and polish mirrors.	7			
3. Clean and disinfect walls .		1		
4. Fill all towel, soap, and paper dispensers.	7			
5. Mop, rinse and disinfect floors.	7			
6. Thoroughly disinfect and refresh liner supply in baby changing stations.				

FREQUENCY

Times per: Week	Month	Year	As Needed
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WASTEBASKET AND GARBAGE CANS

- | | | | | |
|----|--|---|---|--|
| 1. | Empty all wastebaskets. Replace can liners where used. | 7 | | |
| 2. | Take refuse from emptied wastebaskets and place in outside garbage dumpster. | 7 | | |
| 3. | Wash wastebaskets. | | 1 | |

KITCHEN / BREAKROOM

- | | | | | |
|----|--|---|--|--|
| 1. | Clean sink and counter tops in staff room and Librarians. Office | 7 | | |
| 2. | Polish counters and appliances in staff room, | 1 | | |

MISCELLANEOUS

- | | | | | |
|----|---------------------------------------|--|--|--|
| 1. | Keep janitors area clean and orderly. | | | |
| 2. | Clean and disinfect drinking fountain | | | |

WINDOWS AND OTHER GLASS

- | | | | | |
|----|--|---|--|----|
| 1. | Wash inside and exterior of storefront glazing. Use appropriate precautions when washing glazing with safety film applied. | | | *2 |
| 2. | Clean fingerprints and smudges from front entrance door glass. and storefront glazing up to standing reach height. | 7 | | |

EXHIBIT C - 2026
WASHOUGAL COMMUNITY LIBRARY

Library: Washougal Community Library

Address: 1661 "C" Street
Washougal WA 98671

Cleaning Days: Mon. & Thur. - 8:00 p.m. to 7:00 a.m.

FREQUENCY

Times per: Week	Month	Year	As Needed
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FLOORS

1. Carpeted Floors -

- | | | | |
|--|---|---|----|
| a. Vacuum all carpeted floors and track-off mats. | 2 | | |
| b. Vacuum all corners with corner or crevice tool. | | 1 | |
| c. Spot clean carpet with FVRL approved method. | | | X |
| d. Deep clean all carpets with FVRL approved method. | | | *1 |

DOORS, WALLS AND VENTS

- | | | | |
|---|---|---|--|
| 1. Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork, and tile. | 2 | | |
| 2. Vacuum wall/ceiling vents | | 1 | |
| 3. Dust baseboards and other woodwork. | | 1 | |
| 4. Remove cobwebs. | 1 | | |

FREQUENCY

Times per: Week	Month	Year	As Needed
--------------------	-------	------	--------------

FURNITURE, COUNTERS AND CABINETS

1.	Dust all desk tops, table tops, counters, cabinets, telephones, window sills and other horizontal surfaces that can be reached without using a ladder.	2		
2.	Dust all high horizontal surfaces that require a ladder to reach.		1	
3.	Spot clean all desk tops, table tops, counters, cabinets, etc.	2		
4.	Clean and polish desks, counters, tables, etc.		1	
5.	Clean and polish wood chairs.	1		
6.	Vacuum fabric furniture.	1		
7.	Spot clean fabric furniture with FVRL approved method.			X
8.	Deep clean fabric furniture with FVRL approved cleaning method.		*1	

WASTEBASKET AND GARBAGE CANS

1.	Empty all wastebaskets. Replace can liners where used.	2		
2.	Take refuse from emptied wastebaskets and place in outside garbage dumpster.	2		
3.	Wash wastebaskets.		1	

FREQUENCY

	Times per: Week	Month	Year	As Needed
<hr/>				
KITCHEN / BREAKROOM				
1. Clean sink and counter tops in staff area.	2			
2. Polish counters and appliances in staff area, .	1			
MISCELLANEOUS				
1. Keep janitors area clean and orderly.	2			
WINDOWS AND OTHER GLASS				
1. Wash inside and exterior of windows. Use appropriate precautions when washing windows with safety film applied.			*2 *2	
2. Wash all interior partition glass, exterior door glass. and exterior side of interior display glass.	1			

CUSTODIAL CONTRACT
EXHIBIT C - 2026
WOODLAND COMMUNITY LIBRARY

Library: Woodland Community Library

Address: 770 Park Street
Woodland WA 98674

Cleaning Days:

Mon-Sat. – 8:00 p. m. to 7:00 a.m.

FREQUENCY

Times per: Week	Month	Year	As Needed
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FLOORS

1. Vinyl Tile Floors -

- | | | | |
|--|---|--|----|
| a. Wet mop, removing all surface dirt and litter. | 6 | | |
| b. Wax with non-slip wax and buff. | | | *2 |
| c. Chemically strip, wax and buff with non-slip wax. | | | *1 |

2. Carpeted Floors -

- | | | | |
|--|---|--|---|
| a. Vacuum all carpeted floors and track-off mats. | 6 | | |
| b. Vacuum all corners with corner or crevice tool. | 1 | | |
| c. Spot clean carpet with FVRL approved method | | | X |

- | | | | |
|--|--|--|----|
| 3. Deep clean carpets with FVRL approved method. | | | *1 |
|--|--|--|----|

- | | | | |
|-------------------------------------|---|--|--|
| 4. Sweep/vacuum storage/staff room. | 6 | | |
|-------------------------------------|---|--|--|

DOORS, WALLS AND VENTS

- | | | | |
|---|---|---|--|
| 1. Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork, and tile. | 6 | | |
| 2. Vacuum wall vents | | 1 | |
| 3. Dust baseboards and other woodwork. | | 1 | |
| 4. Remove cobwebs. | 1 | | |

FREQUENCY

Times per: Week	Month	Year	As Needed
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FURNITURE, COUNTERS AND CABINETS

1.	Dust all desk tops, table tops, counters, cabinets, telephones, window sills and other horizontal surfaces that can be reached without using a ladder.	6		
2.	Dust all high horizontal surfaces that require a ladder to reach.		1	
3.	Spot clean all desk tops, table tops, counters, cabinets, etc.	6		
4.	Clean and polish desks, counters, tables, etc.		1	
5.	Clean and polish wood chairs.	1		
6.	Vacuum fabric furniture.	1		
7.	Spot clean fabric furniture with FVRL approved method.			X
8.	Deep clean fabric furniture with FVRL approved cleaning method.		*1	

RESTROOMS

1.	Clean, disinfect and polish toilet bowls, urinals, wash basins, counters, fixtures.	6		
2.	Clean and polish mirrors.	6		
3.	Clean and disinfect walls.	Spot -6	1	
4.	Fill all towel, soap, and paper dispensers.	6		
5.	Mop, rinse and disinfect floors.	6		
6.	Thoroughly disinfect and refresh liner supply in baby changing stations.	6		

FREQUENCY

Times per: Week	Month	Year	As Needed
--------------------	-------	------	--------------

WASTEBASKET AND GARBAGE CANS

- | | | | | |
|----|--|---|---|--|
| 1. | Empty all wastebaskets. Replace can liners where used. | 6 | | |
| 2. | Take refuse from emptied wastebaskets and place in outside garbage dumpster. | 6 | | |
| 3. | Wash wastebaskets. | | 1 | |

KITCHEN / BREAKROOM

- | | | | | |
|----|---|---|--|--|
| 1. | Clean sinks and counter tops in staff room . | 6 | | |
| 2. | Polish counters and appliances in staff room, | 1 | | |

MISCELLANEOUS

- | | | | | |
|----|---------------------------------------|---|--|--|
| 1. | Keep janitors area clean and orderly. | 6 | | |
| 2. | Clean and disinfect drinking fountain | 6 | | |

WINDOWS AND OTHER GLASS

- | | | | | |
|----|---|---|--|----|
| 1. | Wash inside and exterior of windows. Use appropriate precautions when washing windows with safety film applied. | | | *2 |
| 2. | Wash all interior partition glass, exterior door glass, and exterior side of interior display glass. | 6 | | |

CUSTODIAL CONTRACT – WHITE SALMON

EXHIBIT C - 2026

Library: White Salmon Valley Community Library

Address: 77 NE Wauna Ave.
White Salmon, WA 98672

FREQUENCY

Cleaning Days:

Mon., Weds., Fri., Sat. – 8:00 p.m. to 7:00 a.m.

Times per: Week	Month	Year	As Needed
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FLOORS

1. Lower Mechanical Room

a. Sweep, removing all surface dust and litter.	1		
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2. Tile/Vinyl Floors: Storage Rooms, Staff Room, Kitchen

a. Dust mop with treated mop removing all surface dust and litter.	4		
b. Spot, remove surface blemishes.	4		
c. Clean, wax with approved non-slip wax and buff.			*2
d. Strip, wax with approved non-slip wax and buff.			*1
e. Sweep, removing all surface dust and litter.	4		

3. Carpeted Floors

a. Vacuum traffic areas.	4		
b. Vacuum all carpeted floors and runners.	4		
c. Spot clean carpet with FVRL approved method.		1	X
d. Deep clean all carpets with FVRL approved method			*2

FREQUENCY

		Times per: Week	Month	Year	As Needed
DOORS, WALLS AND VENTS					
1.	Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork and tile.	4			
2.	Dust walls and vents		1		
3.	Dust baseboards and other woodwork.		1		
4.	Remove cobwebs.	1			
5.	Clean hand rails.	4			
FURNITURE, COUNTERS AND CABINETS					
1.	Dust all desk tops, table tops, counters, cabinets, telephones, window sills and other horizontal surfaces that can be reached without using a ladder.	4			
2.	Dust all high horizontal surfaces that require a ladder to reach.		1		
3.	Spot clean all desk tops, table tops, counters, cabinets, etc.	4			
4.	Wash and polish desks, counters, tables, desks, etc.	1			
5.	Wash and polish wood chairs.		1		
6.	Vacuum fabric furniture.		1		
7.	Wash vinyl furniture,	Spot-1	1		
8.	Spot clean fabric furniture with FVRL approved method.				X
9.	Deep clean fabric furniture with approved upholstery cleaning method.			*1	

		FREQUENCY			
		Times per: Week	Month	Year	As Needed
RESTROOMS					
1.	Clean, disinfect and polish toilet bowls, urinals, wash basins, counters, fixtures.	4			
2.	Clean and polish mirrors.	4			
3.	Clean and disinfect wall laminate	1.			
4.	Fill all towel, soap, and paper dispensers.	4			
5.	Sweep and damp mop floors.	4			
6.	Scrub, rinse and disinfect floors.	1			
7.	Thoroughly disinfect and refresh liner supply in baby changing station.	4			
WASTEBASKET AND GARBAGE CANS					
1.	Empty all wastebaskets. Replace can liners where used.	4			
2.	Take refuse from emptied wastebaskets and place in external trash bin.	4			
3.	Wash wastebaskets.		1		
KITCHEN, STAFF ROOM					
1.	Clean sink.	4			
2.	Clean and polish counters and appliances in meeting room, kitchen/staff rooms.	1			
MISCELLANEOUS					
1.	Keep janitor's area clean and orderly.	4			
.	Clean trash from front walk and sweep gutter along curb	1			

FREQUENCY			
Times per: Week	Month	Year	As Needed
WINDOWS AND OTHER GLASS			
1.	Wash inside of exterior windows. Use appropriate precautions when washing windows with safety film applied.		*2
2.	Wash outside of exterior windows.		*2
3.	Wash all partition glass and door glass, inside and outside.		1

CUSTODIAL CONTRACT – YACOLT LIBRARY EXPRESS - 2026

EXHIBIT C

Library: Yacolt Library Express

Address: 105 East Yacolt Road
Yacolt, WA 98675

Cleaning Days: Thurs. & Sun. - 7:00 p.m. – 8:30 p.m.

FREQUENCY

Times per:			As
Week	Month	Year	Needed

FLOORS

1. Vinyl Tile Floors -

a. Wet mop, removing all surface dirt and litter.	2		
b. Wax with non-slip wax and buff (Restrooms/Hallway).		*2	
c. Chemically strip, wax and buff with non-slip wax.(Restrooms/Hallway)		*1	

2. Carpeted Floors -

a. Vacuum all carpeted floors and track-off mats.	2		
b. Vacuum all corners with corner or crevice tool.			
c. Spot clean carpet with FVRL approved method.			X
d. Deep clean all carpets with FVRL approved method.		*1	

3. Sweep storage rooms, furnace room, and emergency stairways.	1		X
--	---	--	---

DOORS, WALLS AND VENTS

1. Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork, and tile.	2		
2. Vacuum wall/ceiling vents.		1	
3. Dust baseboards and other woodwork.		1	
4. Remove cobwebs.	1		
5. Clean hand and security gate rails.	1		

FREQUENCY

Times per: Week	Month	Year	As Needed
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FURNITURE, COUNTERS AND CABINETS

1.	Dust all desk tops, table tops, counters, cabinets, telephones, window sills and other horizontal surfaces that can be reached without using a ladder.	2		
2.	Dust all high horizontal surfaces that require a ladder to reach.		1	
3.	Spot clean all desk tops, table tops, counters, cabinets, etc.	2		
4.	Clean and polish desks, counters, tables, etc.	1		
5.	Clean and polish wood chairs.	1		
6.	Vacuum fabric furniture.	1		
7.	Deep clean fabric furniture with FVRL approved method.			*1

RESTROOMS

1.	Clean, disinfect and polish toilet bowls, urinals, wash basins, counters, fixtures.	2		
2.	Clean and polish mirrors.	2		
3.	Clean and disinfect walls and toilet stall partitions.	Spot -2	1	
4.	Fill all towel, soap, and paper dispensers.	2		
5.	Mop, rinse and disinfect floors.	2		
6.	Thoroughly disinfect and refresh liner supply in baby changing stations.	2		

WASTEBASKET AND GARBAGE CANS

1.	Empty all wastebaskets. Replace can liners where used.	2		
2.	Take refuse/recycle from emptied wastebaskets and place in outside garbage/recycle dumpsters by City Hall.	2		
3.	Wash wastebaskets.		1	

FREQUENCY

Times per: Week	Month	Year	As Needed
--------------------	-------	------	--------------

KITCHEN / BREAKROOM

- | | | |
|----|--|---|
| 1. | Clean sinks and counter tops in work room. | 2 |
| 2. | Polish counters and appliances in work room. | 1 |

MISCELLANEOUS

- | | | |
|----|---------------------------------------|---|
| 1. | Keep janitors area clean and orderly. | 2 |
| 2. | Clean and disinfect drinking fountain | 2 |

WINDOWS AND OTHER GLASS

- | | | | |
|----|---|---|----|
| 1. | Wash inside and exterior of windows. Use appropriate precautions when washing windows with safety film applied. | | *4 |
| 2. | Wash all interior partition glass, exterior door glass. and exterior side of interior display glass. | 2 | |

YALE VALLEY COMMUNITY LIBRARY
2026 - EXHIBIT C

Library: Yale Valley Community Library

Address: 11700 Lewis River Road
 Ariel, WA 98603

Cleaning Days: Thurs. & Sun. - 7:00 p.m. – 8:30 p.m.

FREQUENCY

Times per:			As
Week	Month	Year	Needed

FLOORS

1. Vinyl Tile Floors -

- | | | | |
|--|---|--|----|
| a. Wet mop, removing all surface dirt and litter. | 2 | | |
| b. Wax with non-slip wax and buff (Restrooms/Hallway). | | | *2 |
| c. Chemically strip, wax and buff with non-slip wax. (Restrooms/Hallway) | | | *1 |

2. Carpeted Floors -

- | | | | |
|--|---|--|----|
| a. Vacuum all carpeted floors and track-off mats. | 2 | | |
| b. Vacuum all corners with corner or crevice tool. | | | |
| c. Spot clean carpet with FVRL approved method. | | | X |
| d. Deep clean all carpets with FVRL approved method. | | | *1 |

- | | | | |
|--|---|--|---|
| 3. Sweep storage rooms, furnace room, and emergency stairways. | 1 | | X |
|--|---|--|---|

DOORS, WALLS AND VENTS

- | | | | |
|---|---|---|--|
| 1. Spot clean finger marks, smudging, etc. from doors, trim, light switches, walls, woodwork, and tile. | 2 | | |
| 2. Vacuum wall/ceiling vents. | | 1 | |
| 3. Dust baseboards and other woodwork. | | 1 | |
| 4. Remove cobwebs. | 1 | | |
| 5. Clean hand and security gate rails. | 1 | | |

FREQUENCY

Times per: Week	Month	Year	As Needed
--------------------	-------	------	--------------

FURNITURE, COUNTERS AND CABINETS

1.	Dust all desk tops, table tops, counters, cabinets, telephones, window sills and other horizontal surfaces that can be reached without using a ladder.	2		
2.	Dust all high horizontal surfaces that require a ladder to reach.		1	
3.	Spot clean all desk tops, table tops, counters, cabinets, etc.	2		
4.	Clean and polish desks, counters, tables, etc.	1		
5.	Clean and polish wood chairs.	1		
6.	Vacuum fabric furniture.	1		
7.	Deep clean fabric furniture with FVRL approved method.			*1

RESTROOMS

1.	Clean, disinfect and polish toilet bowls, urinals, wash basins, counters, fixtures.	2		
2.	Clean and polish mirrors.	2		
3.	Clean and disinfect walls and toilet stall partitions.	Spot -2	1	
4.	Fill all towel, soap, and paper dispensers.	2		
5.	Mop, rinse and disinfect floors.	2		
6.	Thoroughly disinfect and refresh liner supply in baby changing stations.	2		

WASTEBASKET AND GARBAGE CANS

1.	Empty all wastebaskets. Replace can liners where used.	2		
2.	Take refuse/recycle from emptied wastebaskets and place in outside garbage/recycle dumpsters by City Hall.	2		
3.	Wash wastebaskets.		1	

FREQUENCY

Times per: Week	Month	Year	As Needed
--------------------	-------	------	--------------

KITCHEN / BREAKROOM

- | | | |
|----|--|---|
| 1. | Clean sinks and counter tops in work room. | 2 |
| 2. | Polish counters and appliances in work room. | 1 |

MISCELLANEOUS

- | | | |
|----|---------------------------------------|---|
| 1. | Keep janitors area clean and orderly. | 2 |
| 2. | Clean and disinfect drinking fountain | 2 |

WINDOWS AND OTHER GLASS

- | | | | |
|----|---|---|----|
| 1. | Wash inside and exterior of windows. Use appropriate precautions when washing windows with safety film applied. | | *4 |
| 2. | Wash all interior partition glass, exterior door glass. and exterior side of interior display glass. | 2 | |

Building	2026	Proposal - Annual Cost
Battle Ground: 1207 SE 8th Way, Battle Ground		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	312	
Other Services: Specialty Work		
Linoleum Floors, Cleaned & Scrubbed	2	
Rubber Floors, Cleaned & Buffed	2	
Carpet Cleaning	2	
Upholstered Furniture	1	
Window Cleaning (Interior/Exterior)	2	
	2026 Total	\$ -
Cascade Park: 600 NE 136th Ave, Vancouver		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	312	
All Carpets Areas, Spot Cleaned	12	
Other Services: Specialty Work		
Marmoleum Floors, Cleaned & Buffed	2	
Rubber Floors, Cleaned & Buffed	2	
Carpet Cleaning	2	
Front Entry Carpet Cleaned	2	
Upholstered Furniture, Cleaned	2	
Tile Floors in Entry & 2 Public Restrooms, Machine Scrubbed	1	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions/Doors/Display Cases)	156	
Public Restrooms - Day Porter	156	
Monthly	2026 Total	\$ -
Vancouver: 901 C Street, Vancouver		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	364	
Daily litter pick up	364	
2X weekly paver cleaning at West entrance	104	
Dayporter	364	
Other Services: Specialty Work		
Upholstered Furniture Cleaning	4	
Dust Atrium High Wind girls using lift access	2	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions, Doors, Stairway Panels)	4	
Carpet Cleaning	3	
Monthly	2026 Total	\$ -
Operations Center: 2018 Grand Blvd, Vancouver		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	260	
Other Services: Specialty Work		
Window Cleaning (Interior/Exterior)	1	
Interior Glass (Partitions, Doors)	260	
Vinyl Tile Floors	4	
Ceramic Tile Floors	2	

Carpet Cleaning	1	
Monthly	2026 Total	\$ -
Three Creeks: 800-C NE Tenney Road, Vancouver		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	312	
Other Services: Specialty Work		
Vinyl Tile Floors	4	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions, Doors, Display Cases)	312	
Carpet Cleaning	2	
Upholstered Furniture Cleaning	2	
Monthly	2026 Total	\$ -
Washougal: 1661 C Street, Vancouver		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	104	
Other Services: Specialty Work		
Carpet Cleaning	1	
Upholstered Furniture Cleaning	1	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions, Doors, and Display Cases)	52	
Monthly	2026 Total	\$ -
White Salmon: 77 NE Wauna, White Salmon		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	208	
Other Services: Specialty Work		
Vinyl Tile Floors	3	
Carpet Cleaning	2	
Upholstered Furniture Cleaning	1	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions, Doors, and Display Cases)	52	
Monthly	2026 Total	\$ -
Woodland: 411 Lakeshore Dr., Woodland		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	312	
Other Services: Specialty Work		
Carpet Cleaning	1	
Vinyl Tile Floors	3	
Upholstered Furniture cleaning	1	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions, Doors, and Display Cases)	312	
Monthly	2026 Total	\$ -
La Center: 1411 NE Lockwood Creek Road, La Center		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	156	
Other Services: Specialty Work		

Vinyl/Tile floors, strip and wax	1	
Floors Buff and Wax	2	
Carpet Cleaning	1	
Upholstered Furniture	1	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions, Doors, Display Cases)	156	
Monthly	2026 Total	\$ -
Goldendale: 131 West Burgen St., Goldendale		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	312	
Other Services: Specialty Work		
Tile/Vinyl floors	3	
Carpet Cleaning	1	
Upholstered Furniture	1	
Window Cleaning (Interior/Exterior)	2	
Interior Glass Cleaning (Partitions, Doors, and Display Cases)	52	
Monthly	2026 Total	\$ -
Ridgefield: 210 N. Main Ave, Ridgefield		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	260	
Other Services: Specialty Work		
Vinyl/Tile floors	3	
Floors Waxed	2	
Carpet Cleaning	1	
Upholstered Furniture	1	
Window Cleaning (Interior/Exterior)	4	
Interior Glass (Partitions, Doors, and Display Cases)	260	
Monthly	2026 Total	\$ -
Stevenson: 120 NW Vancouver Ave, Stevenson		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	208	
Other Services: Specialty Work		
Vinyl/Tile floors	3	
Floors Waxed	2	
Carpet Cleaning	1	
Upholstered Furniture	1	
Window Cleaning (Interior/Exterior)	2	
Interior Glass (Partitions, Doors, and Display Cases)	52	
Monthly	2026 Total	\$ -
Vancouver Mall: 8700 NE Vancouver Mall Dr. Ste 285, Vancouver		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	364	
Other Services: Specialty Work		
Vinyl/Tile floors, strip and wax	1	
Carpet Cleaning	2	
Window Cleaning (Interior/Exterior)	2	
Interior Glass (front entrance, storefront glazing)	364	
Monthly	2026 Total	\$ -
Yacolt: 105 E Yacolt Road, Yacolt		

Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	104	
Other Services: Specialty Work		
Carpet Cleaning	1	
Vinyl Tile Floors	3	
Upholstered Furniture	1	
Window Cleaning (Interior/Exterior)	4	
Interior Glass Cleaning (Partitions, Doors, and Display Cases)	104	
Monthly	2026 Total	\$ -
Yale: 11700 Lewis River Road, Ariel		
Monthly Janitorial - Cleanings per year based on weekly schedule & monthly billing	104	
Other Services: Specialty Work		
Vinyl/Tile floors	3	
Carpet Cleaning	1	
Upholstered Furniture	1	
Window Cleaning (Interior/Exterior)	4	
Interior Glass Cleaning (Partitions, Doors, and Display Cases)	104	
Monthly	2026 Total	\$ -

EXAMPLE CUSTODIAL SERVICES CONTRACT

For XYZ Location

This is an agreement made on _____ **2025** between the **Fort Vancouver Regional Library District**, hereinafter called "Library" and _____, hereinafter called "Contractor", by which the Contractor agrees to provide building custodial services for the Library as herein described and, in consideration for said services, the Library agrees to provide payment to the Contractor in the amount and manner as herein described.

Article 1 SERVICES: The Contractor shall perform custodial services for the Library in accordance with generally accepted professional standards and in accordance with the requirements and restrictions described in this contract. The specifications for services to be performed under this contract are attached as Exhibit A and by this reference are made a part of this contract. It is the intent of this contract and Exhibit A that the building shall be cleaned to a minimum APPA Standard Cleaning Level 2, Ordinary Tidiness (Custodial Staffing Guidelines for Educational Facilities, APPA 1992)

Article 2a COMPENSATION:

2a.1. The Library shall pay the Contractor at the rate of _____ Dollars (\$_____) per calendar month, beginning January 1, 2026. **(Not including payable on completion items)**

2a.2. Vinyl Tile Floors will be machine stripped and waxed **(1x/yr.)** at the rate of _____ Dollars (\$_____) per activity, **(payable on scheduled completion, not in 2.a.1)**. Floors will be waxed and buffed **(3x/year)** at the rate of _____ Dollars (\$_____) per activity, **(included in above monthly contract rate, Item 2a.1.)**

Ceramic Tile Floors will be cleaned and machine scrubbed (2x/yr.) at the rate of _____ Dollars (\$_____) per activity, **(payable on scheduled completion, not in 2.a.1)**.

Rubber Floors will be cleaned and buffed **(1x/yr)** at the rate of _____ Dollars (\$_____) per activity, **(payable on scheduled completion)**.

Carpets will be cleaned **(1x/yr)** at a rate of _____ Dollars (\$_____) per activity, **(payable on scheduled completion, not in 2.a.1)**. (Spot cleaning is included in monthly contract).

All windows, inside and out, will be completely cleaned (1x/yr) at the rate of _____ Dollars (\$_____) per activity, **(payable on scheduled completion, not in 2.a.1)**. (Spot cleaning is included in monthly contract).

Total yearly compensation equals _____ Dollars (\$_____), **(Including payable on completion items)**.

2a.3 The Contractor will bill the Library for services no later than the last day of the month during which the services were rendered.

2a.4 Payment will be made by the Library within thirty (30) days of the end of the calendar month during which the services were rendered.

2a.5 Payment for services rendered for less than a full month shall be prorated by the number of scheduled cleaning times to the number of actual cleaning times for the month in question.

Article 2b SECOND YEAR COMPENSATION: (if available)

2b.1 At the option of the Library, this agreement may be renewed for an additional one or two year period. Contractor's price adjustment in the second year will include adjustment for Prevailing Wage plus costs not to exceed ____ % of the 2026 compensation.

Article 2c THIRD YEAR COMPENSATION: (if available)

- 2c.1 Contractor's price adjustment in the third year will include adjustment for Prevailing Wage plus costs not to exceed _____% of the 2027 compensation.

Article 3 SECURITY AND SUPERVISION:

- 3.1 The Contractor will provide the Library with a list of names of persons who will be performing custodial services in advance of such persons performing services. The Contractor will ensure that only authorized custodial persons shall be allowed on the premises during its performance of this agreement.
- 3.2 The Library shall provide the Contractor with a key(s) to the facility to be cleaned. The Contractor shall be responsible for the security of the key(s). The key(s) may not be duplicated. In the event that the key(s) is lost or stolen, the Contractor shall notify the Library immediately and shall be responsible for the cost to re-key the facility, if necessary.
- 3.3 The contractor will provide regular direct supervision of all persons employed in the work of this contract. Contractor will specify in Exhibit B the number of hours per week and the time and days per week when direct supervision will occur. The contractor will be responsible for any coordination of instructions between the Branch Manager and the cleaning staff.
- 3.4 The Contractor will oversee to insure that authorized custodial persons are in the building after open hours for cleaning purposes only, and that no Library equipment is used without preauthorization from Library Management.

Article 4 EQUIPMENT AND SUPPLIES:

- 4.1 The Contractor shall own, operate, insure, maintain and provide all items of capital equipment necessary to perform the services identified in Exhibit A. Except as provided in Exhibit C, the Library will not provide storage for the Contractor's equipment. All equipment listed in Exhibit C shall be clearly labeled with the Contractor's name.
- 4.2 The Contractor shall use cleaning products that meet or exceed the Green Seal GS-37 Standard for Industrial and Institutional Cleaners. Information about GS-37 products can be found at www.greenseal.org. Contractor shall provide a list, in Exhibit C, of all cleaning products used in the Library.
- 4.3 The Contractor shall supply all consumable items of a chemical and cleaning nature to be used by the Contractor's employees. Unless specifically listed in Exhibit C, no chemicals or cleaning supplies will be stored on the Library's premises. The Contractor shall be responsible for complying with all federal and state hazardous chemical laws and regulations and shall provide material safety data sheets for use by his employees at the facility in which the chemicals are used. The Contractor shall supply the Library with a copy of any material safety data sheet for chemicals used by the Contractor in the Library.
- 4.4 The Library shall supply all consumable janitorial supplies which are intended for use by the Library staff or Library users. All supplies provided by the Library shall be stored in the facility in which they are used. The Contractor may be required to account for all supplies used.

Article 5 PREVAILING WAGE:

- 5.1 During the term of this agreement, the Contractor shall agree that all laborers, workers or mechanics employed by the Contractor or any sub-contractor shall be paid not less than the prevailing rate of wage in accordance with the provisions of RCW 39.12 and all such rules and regulations as may be promulgated by the Washington

Department of Labor and Industries. Current Prevailing Wage Rates may be found here:
<https://www.lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>.

- 5.2 The Contractor shall pay any required fees charged by the Department of Labor and Industries for filing or processing prevailing wage forms. Reimbursement for these fees should be included in the Contractor's compensation for regularly scheduled service. Information about on-line filing can be found at www.lni.wa.gov/PrevailingWage.
- 5.3 The contractor shall file a Statement of Intent to Pay Prevailing Wage at the beginning of the first month of the contract and shall file a Affidavit of Wages Paid at the end of the last month of the contract.
- 5.4 The last monthly payment of the annual contract total cost will not be paid to the Contractor until the Library has received from the Contractor an Affidavit of Wages Paid that has been certified by the L&I Industrial Statistician.

Article 6 BLOODBORNE PATHOGENS:

- 6.1 The contractor and all employees of the contractor shall abide by all provisions and requirements of the Library's Bloodborne Pathogens Exposure Control Plan.

Article 7 INSURANCE AND LIABILITY:

- 7.1 The Contractor shall be an "independent contractor"; all persons employed to furnish services hereunder are employees of the Contractor and not of the Library. None of the benefits provided by the Library to its employees, including, but not limited to, worker's compensation insurance and unemployment insurance, are available from the Library to the employees of the Contractor.
- 7.2 The Contractor will be solely and entirely responsible for his acts and for the acts of his employees during the performance of this agreement. The Contractor shall be responsible for redecorating, restoring, repairing or replacing any portions of the Library's premises, facilities or equipment which are damaged by the Contractor or his employees.
- 7.3 The Contractor shall save, hold harmless and fully indemnify the Library from any and all claims, damages, losses, expenses, suits or actions at law, including attorney's fees, arising out of the performance or failure to perform any act required by the agreement or caused by the negligence or other misconduct of the contractor or any of its agents, employees or subcontractors.
- 7.4 The Contractor shall provide certificate of insurance in the amount of \$300,000.00 combined limits, bodily injury, personal property and liability. The Library shall be shown as an insured party.

Article 8 BUSINESS AND LEGAL REQUIREMENTS:

- 8.1 The Contractor shall provide the Library with a Federal Employer Tax Identification Number.
- 8.2 During the term of this agreement, the Contractor shall comply with all federal and state laws and regulations regarding discrimination in employment.
- 8.3 This agreement or any responsibilities under it may not be assigned, transferred or sold by the Contractor to any other person or firm except with prior consent of the Library.

8.4 The Contractor shall not perform any duty under this contract using any name other than the name designated in the first paragraph of this contract and the Library shall have the right to direct all payments, correspondence and other communications concerning the Contractor using that name only.

8.5 During the term of this agreement, if the contractor employees any subcontractors to perform any part of the work of the contract, the contractor shall provide the library with a copy of the contract between the contractor and any subcontractor. The contract shall clearly list the number of persons working under the contract, the number of hours worked per person per week and the total value of the contract to the subcontractor.

Article 9 DURATION AND TERMINATION:

9.1 The duration of this contract shall be from January 1, 2026 to midnight on December 31, 2026 unless sooner terminated or renewed, in writing, as provided elsewhere in this contract.

9.2 At the option of the Library, this agreement may be renewed for an additional one- or two-year period. Variances in applicable prevailing wage rates shall be recognized and contract costs will be adjusted accordingly.

9.3 This agreement may be terminated under the following conditions:

a. By mutual written agreement of both parties. Termination under this provision may be immediate.

b. By the Library for failure by the Contractor to comply with the security provisions of Article 3 and Exhibit B. Termination under this provision may be immediate.

c. By either the Library or the Contractor by giving written notice a minimum of thirty (30) days prior to the termination of the agreement for any reason deemed sufficient by the Library or the Contractor in the exercise of their good business judgment. In the event of any such termination, the Contractor shall be paid for services properly performed to the date of termination as specified in Article 2.5. Payments provided to the Contractor under this article shall constitute full payment of all claims by the Contractor against the Library arising from a termination of this agreement.

Article 10 ADDITIONS/DELETIONS

The Library may, by written change notice, add or delete facilities, areas or service requirements to this agreement. Such changes shall be negotiated on the basis of a prorated price consistent with the original price bid.

Article 11 VERIFICATION

The Contractor shall contact the Branch Manager or other designated person at least once each month to verify that all work was completed satisfactorily and to discuss any problems related to the performance of the contract.

Article 12 EXTENT OF AGREEMENT

This written agreement represents the entire agreement between the Library and the Contractor and supersedes all prior negotiations, representations or agreements either written or oral. This agreement may be amended only by written instrument signed by both the Library and the Contractor.

The Contractor and the Library hereby agree to all provisions of this agreement.

Signed this day of , 2025

FOR

Fort Vancouver Regional Library

FOR