

## SERVICES AGREEMENT

**THIS SERVICES AGREEMENT** (“Agreement”) is entered into by and between **REGAL FM HOLDINGS LLC** whose business address is 1500 W Hampden Ave, Suite 3J, Englewood, Colorado 80110 (“Contractor”) and the **CITY OF LITTLETON, COLORADO** (“City”), a Home Rule municipality of the State of Colorado. City and Contractor are referred to as a “Party” or collectively as the “Parties.”

### RECITALS AND REPRESENTATIONS

**WHEREAS** the City desires the provision of professional cleaning and custodial services at designated facilities within the City of Littleton, as specifically identified in Request for Proposals No. 2-26; and

**WHEREAS** the Contractor submitted its proposal in response to the Request for Proposals demonstrating the necessary experience and qualifications; and

**WHEREAS** the City desires to enter into this Agreement to secure and obtain the services of the Contractor as more specifically provided herein.

**NOW, THEREFORE**, in consideration of the benefits and obligations of this Agreement, the Parties mutually agree as follows:

#### 1.0 SERVICES AND PERFORMANCE

As directed by City, Contractor shall provide the services described in **Exhibit A, Scope of Services** (the “Services”). Exhibit A is incorporated herein in its entirety. City may request a change in the Services. Any changes that are mutually agreed upon between City and Contractor shall be made in writing and upon execution by both Parties shall become an amendment to this Agreement.

#### 2.0 INDEPENDENT CONTRACTOR

- 2.1 Contractor shall perform the Services as an independent contractor and shall not be deemed by virtue of this Agreement to have entered into any partnership, joint venture, employer/employee or other relationship with City other than as a contracting party and independent contractor. City shall not be obligated to secure, and shall not provide, any insurance coverage or employment benefits of any kind or type to or for Contractor or Contractor’s employees, sub-consultants, contractors, agents, or representatives, including coverage or benefits related but not limited to: local, state, or federal income or other tax contributions; insurance contributions (e.g., FICA); workers’ compensation; disability, injury, or health; professional liability insurance, errors and omissions insurance; or retirement account contributions.

- 2.2 **Key Personnel.** The Contractor's personnel who will be providing the Services shall be under the supervision of the following key personnel:

Tyler Warmbold – President

Mike Grabb – COO

Jordan Hussung – Colorado Operations Manager

### **3.0 STANDARD OF PERFORMANCE**

In performing the Services, Contractor shall use that degree of care, skill, and professionalism ordinarily exercised under similar circumstances by members of the same profession practicing in the State of Colorado. Contractor represents to City that Contractor is, and its employees performing such Services are, properly licensed and/or registered within the State of Colorado for the performance of the Services (if licensure and/or registration is required by applicable law) and that Contractor and employees possess the skills, knowledge, and abilities to competently, timely, and professionally perform the Services in accordance with this Agreement.

- 3.1 Contractor shall become fully acquainted with the available information related to the Services. Contractor is obligated to affirmatively request from City such information that Contractor, based on Contractor's professional experience, should reasonably expect is available and which would be relevant to the performance of the Services.
- 3.2 Contractor shall promptly inform City concerning ambiguities and uncertainties related to Contractor's performance that are not addressed by the Agreement.
- 3.3 Contractor shall provide all of the Services required in the Agreement in a timely and professional manner.
- 3.4 Contractor shall promptly comply with any written request for City or any of its duly authorized representatives to reasonably access, review and audit any books, documents, papers, and records of Contractor that are pertinent to Contractor's performance under this Agreement for the purpose of City performing any review of the Services.
- 3.5 Contractor shall obtain all federal, state, and local licenses required for the operation of a janitorial contractor agency and the provision of the Services as outlined herein, and meet all relevant federal, state, and local government insurance, licensing, certification, training, bonding, and other similar requirements.
- 3.6 Contractor shall be responsible at Contractor's expense for obtaining, and maintaining in a valid and effective status, all licenses and permits necessary to perform the Services unless specifically stated otherwise in this Agreement.

- 3.7 Prior to designating an outside professional to perform sub-consultant or subcontractor work, Contractor shall submit the name of such sub-consultant or subcontractor, a resume demonstrating their experience in work of like character and magnitude of the services being contemplated, and rates to City and receive prior approval in writing from City.
- 3.8 Contractor shall be financially solvent and ensure each of the Contractor's employees are capable and able to provide the Services required under this Agreement. Contractor shall be legally authorized to execute and perform or cause to be performed Services for this Agreement under the terms and conditions stated herein, and Contractor's execution and performance of this Agreement is not prohibited or in conflict with any other Agreement or obligation of Contractor.

#### 4.0 COMPENSATION

- 4.1 **Maximum Contract Amount.** The maximum contract amount to be paid by City to Contractor pursuant to this Agreement shall in no event exceed the sum of **\$697,380.00.**
- 4.2 Following execution of this Agreement, City shall compensate Contractor in accordance with Exhibit A. Contractor may submit a request to modify the Exhibit A rates on or around the annual anniversary of the Agreement's effective date. The request shall be approved or disapproved by City at City's sole discretion, provided that any such approved increase shall not exceed two percent (2%) per year over the then-current prices, and provided that any such increase is subject to the appropriation of funds in accordance with Section 11.6 and a written amendment to this Agreement.
- 4.3 Contractor shall submit to City a detailed invoice of the services performed, and if City is satisfied with Contractor's performance, City shall pay the invoice within forty-five (45) days.
- 4.4 Unless otherwise directed or accepted by City, all invoices shall contain sufficient information to account for all Contractor time (or other appropriate measure(s) of work effort) and all authorized reimbursable expenses for Services during the stated period of the invoice. City may dispute any Contractor time, reimbursable expense, and/or compensation requested by Contractor described in any invoice and may request additional information from Contractor substantiating all compensation sought by Contractor before accepting the invoice. When additional information is requested by City, City shall advise Contractor in writing, identifying the specific item(s) that are in dispute and giving specific reasons for any request for information. If City disputes an item or invoice and additional information is requested, City shall pay Contractor within thirty (30) days of acceptance of the item or invoice by City following receipt of the information requested and resolution

of the dispute. To the extent possible, undisputed charges within the same invoice as disputed charges shall be timely paid in accordance with this Agreement.

- 4.5 **Taxes.** The City of Littleton is not subject to taxation. The Contractor shall not invoice the City for any state, federal or local taxes whatsoever. Upon written notification by the City, the Contractor shall reimburse the City in a timely manner for any taxes erroneously paid by the City.

## 5.0 TERM AND TERMINATION

- 5.1 **Term.** Performance of Services shall commence upon execution of Agreement and shall be completed by **May 31, 2028**, unless terminated earlier pursuant to this Agreement. Contractor acknowledges and agrees that this Agreement's execution may be contingent upon approval by City Council, in compliance with all applicable provisions of City Charter and City Code. City shall not incur any liability whatsoever if this Agreement is not approved by City Council.
- 5.2 **Unilateral Termination.** This Agreement may be terminated by either Party for any or no reason upon written notice delivered to the other at least ninety (90) days prior to termination. In the event of the exercise of the right of unilateral termination as provided by this subsection, Contractor shall continue to provide Services under this Agreement until the ninety (90) day notice period has passed, unless otherwise provided in any notice of termination delivered by City; and all finished or unfinished documents, data, studies and reports prepared by Contractor pursuant to this Agreement shall be delivered to City and shall become the property of City.
- 5.3 **Termination for Non-Performance.** Should a Party to this Agreement fail to materially perform in accordance with the terms and conditions of this Agreement, this Agreement may be terminated by the performing Party if the performing Party first provides written notice to the non-performing Party which notice shall specify the non-performance, provide both a demand to cure the non-performance and reasonable time to cure the non-performance, and state a date upon which the Agreement shall be terminated if there is a failure to timely cure the non-performance. For purposes of this subsection, "reasonable time" shall be not less than five (5) business days. Provided that notice of non-performance is provided in accordance with this subsection, nothing in this subsection shall prevent, preclude, or limit any claim or action for default or breach of contract resulting from non-performance by a Party.
- 5.4 **Mutual Termination.** City and Contractor may agree in writing to mutually terminate this Agreement.
- 5.5 **City Unilateral Suspension of Services.** City may suspend Contractor's performance of the Services at City's discretion and for any reason by delivery of written notice of suspension to Contractor which notice shall state a specific date of suspension. Upon receipt of such notice of suspension, Contractor shall

immediately cease performance of Services on the date of suspension except: (1) as may be specifically authorized by the notice of suspension (e.g., to secure the work area from damage due to weather or to complete a specific report or study); or (2) for the submission of an invoice for Services performed prior to the date of suspension in accordance with this Agreement.

5.6 **Reinstatement of Services Following City's Unilateral Suspension.** City may at its discretion direct Contractor to continue performance of the Services following suspension. If such direction by City is made within thirty (30) days of the date of suspension, Contractor shall recommence performance of the Services in accordance with this Agreement. If such direction to recommence suspended Services is made more than thirty-one (31) days following the date of suspension, Contractor may elect to: (1) provide written notice to City that the suspension is considered a unilateral termination of this Agreement; (2) recommence performance in accordance with this Agreement; or (3) if suspension exceeded sixty (60) consecutive days, request from City an equitable adjustment in compensation or a reasonable re-start fee and, if such request is rejected by City, to provide written notice to City that such suspension and rejection of additional compensation is considered a unilateral termination of this Agreement. Nothing in this Agreement shall preclude the Parties from executing a written amendment or agreement to suspend the Services upon terms and conditions mutually acceptable to the Parties for any period of time.

5.7 **Delivery of Notice of Termination.** Any notice of termination permitted by this Section shall be addressed to the person signing this Agreement on behalf of Contractor or to City at the address shown in subsection 11.13, or such other address as either Party may notify the other of.

## 6.0 INSURANCE

6.1 **Required Insurance.** Contractor shall obtain and shall continuously maintain during the term of this Agreement insurance of the kind and in the minimum amounts specified ("Required Insurance").

City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Agreement shall not act as a waiver of Contractor's breach of Agreement or of any of City's rights or remedies under this Agreement.

- A. Workers' Compensation and Employers' Liability insurance with minimum limits as required by state law. The policy shall cover obligations imposed by the Workers' Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work.
- B. Commercial General Liability insurance with minimum combined single limit for each occurrence of one million dollars (\$1,000,000.00) and of two million

dollars (\$2,000,000.00) aggregate. The policy shall be applicable to all premises and all operations of Contractor. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision. Coverage shall be provided on an "occurrence" basis as opposed to a "claims made" basis. The policy shall name City of Littleton as additional insured.

- C. Comprehensive Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of one million dollars (\$1,000,000.00) with respect to each of Contractor's owned, hired and/or non-owned vehicles assigned to or used in performance of the Work. The policy shall contain a severability of interests provision.
- D. Crime Coverage with a minimum limit of one million dollars (\$1,000,000.00) per claim and one million dollars (\$1,000,000.00) aggregate, written on a "loss sustained form" or "loss discovered form," providing coverage for third-party fidelity, theft, disappearance, and employee dishonesty, including computer crime/fraud. The policy must allow for reporting of circumstances or incidents that might give rise to future claims. Said insurance shall extend coverage to include the principals (all directors, officers, agents and employees) of Contractor. The policy shall include coverage for third-party fidelity. This requirement applies to both primary and excess liability policies, as applicable. The policy shall not contain a condition requiring an arrest and conviction.

The Required Insurance shall be procured and maintained with insurers with a financial standing of at least an A- rating, as reflected in Best's insurance ratings or by a similar rating system recognized within the insurance industry at the time the policy is issued. All Required Insurance shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by Contractor.

6.2 **Additional Requirements for Insurance.** In addition to specific requirements imposed on insurance by this Section and its subsections, insurance shall conform to the following:

- A. All policies of insurance shall be primary insurance, and any insurance carried by City, its officers, or its employees shall be excess and not contributory insurance to that provided by Contractor; provided, however, that City shall not be obligated to obtain or maintain any insurance whatsoever for any claim, damage, or purpose arising from or related to this Agreement and the Services provided by Contractor. Contractor shall not be an insured party for any City-obtained insurance policy or coverage.

- B. Contractor shall be solely responsible for any deductible losses.
  - C. For Required Insurance, no policy of insurance shall contain any exclusion for bodily injury or property damage.
  - D. Contractor shall provide City with notice no less than thirty (30) days prior to any cancellation, termination, or a material change in such policy.
- 6.3 **Failure to Obtain or Maintain Insurance.** Contractor's failure to obtain and continuously maintain policies of insurance in accordance with this Section and its subsections shall not limit, prevent, preclude, excuse, or modify any liability, claims, demands, or other obligations of Contractor arising from performance or non-performance of this Agreement. Failure on the part of Contractor to obtain and to continuously maintain policies providing the required coverage, conditions, restrictions, notices, and minimum limits shall constitute a material breach of this Agreement upon which City may immediately terminate this Agreement, or, at its discretion, City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by City shall be repaid by Contractor to City immediately upon demand, or at City's sole discretion, City may offset the cost of the premiums against any monies due to Contractor from City pursuant to this Agreement.
- 6.4 **Insurance Certificates.** Prior to commencement of any Services under this Agreement, Contractor shall submit to City certificates of insurance for all Required Insurance. Insurance limits, term of insurance, insured parties, and other information sufficient to demonstrate conformance with this Section and its subsections shall be indicated on each certificate of insurance. City may request, under necessary circumstances, a copy of Contractor's insurance policies; such policies shall be made available for review but may be redacted to protect any confidential or proprietary information. Contractor shall provide access to said policies within three (3) business days of such request. City may, at its election, withhold payment for Services until the requested insurance policies are received and found to be in accordance with the Agreement.
- 6.5 **Sub-consultants or Subcontractors.** Contractor shall confirm and document that all sub-consultants and subcontractors (including independent contractors, suppliers, or other entities providing goods or services required by this Agreement) procure and maintain coverage as approved by Contractor and appropriate to their respective primary business risks considering the nature and scope of services provided.

## **7.0 OWNERSHIP OF DOCUMENTS; CONFIDENTIALITY**

- 7.1 Any work product, materials, and documents produced by Contractor pursuant to this Agreement shall become property of City upon delivery and shall not be made subject to any copyright unless authorized by City. Other materials, methodology and proprietary work used or provided by Contractor to City not specifically created and delivered pursuant to the Services outlined in this Agreement may be protected by a copyright held by Contractor and Contractor reserves all rights granted to it by any copyright. City shall not reproduce, sell, or otherwise make copies of any copyrighted material, subject to the following exceptions: (1) for exclusive use internally by City staff and/or employees; or (2) pursuant to a request under the Colorado Open Records Act, Colorado Revised Statutes (“C.R.S.”) § 24-72-203 (“CORA”), to the extent that such statute applies; or (3) pursuant to law, regulation, or court order. Contractor waives any right to prevent its name from being used in connection with the Services.
- 7.2 City and Contractor agree that all information, documents and materials provided to Contractor (collectively, “City Information”) and all information, documents, records, and reports and materials, in any form, prepared, assembled, or received by Contractor or provided to City under this Agreement (collectively, the “Confidential Information”) are to remain confidential and to be used solely for the purposes of meeting the objectives of this Agreement.
- 7.3 Contractor agrees that Confidential Information and its existence shall not be disclosed or made available to any individual or organization other than the City or courts of competent jurisdiction pursuant to a subpoena or pursuant to CORA. In the event disclosure is required by a court or administrative agency pursuant to such a subpoena or CORA, Contractor shall notify the City immediately of such requirement and the circumstances regarding the same, and shall provide reasonable assistance and cooperation to enable the City to seek a protective order or otherwise prevent such disclosure. Notwithstanding the foregoing, Contractor shall not be obligated to withhold such disclosure beyond the time ordered by such court or administrative agency pursuant to such subpoena unless such subpoena is quashed or the time to disclose is otherwise extended.
- 7.4 Upon the termination of this Agreement, Contractor shall return, or if requested in writing by the City, destroy all Confidential Information (or such portions thereof which the City has requested Contractor to destroy), and all copies thereof, and certify to the City in writing that it no longer has in its possession or under control such Confidential Information in any form whatsoever.
- 7.5 Contractor agrees that irreparable injury may result to the City if this section is breached by Contractor or any of its employees. Accordingly, in addition to any and all other remedies which the City may be entitled, the City shall have also have the right to obtain equitable relief, including but not limited to, injunctive relief to prevent the disclosure of any Confidential Information. The right to equitable relief in this

section shall be in addition to, and may be sought notwithstanding the dispute remedies and resolution in Section 10.0.

## **8.0 COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND OTHER LAWS CONCERNING ACCESSIBILITY**

Contractor covenants that all designs, plans and drawings produced or utilized under this Agreement will address and comply with all federal, state and local laws and regulations regarding accessibility standards for persons with disabilities or environmentally limited persons including the following: the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 *et seq.* and the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities ("ADAAG"); the Architectural Barriers Act, Pub. L. 90-480 (1968), and the Uniform Federal Accessibility standards ("UFAS").

If the above standards are inconsistent, Contractor must assure that its designs, plans, and drawings comply with the standard providing the greatest accessibility. If Contractor fails to comply with the foregoing standards, City may, without limiting any of its remedies set forth in Section 10 or otherwise available at law, in equity or by statute, require Contractor to perform again, at no expense to City, all Services required to be reperformed as a direct or indirect result of such failure.

## **9.0 CONFLICT OF INTEREST**

Contractor shall refrain from providing any services to other persons, firms, or entities that would create a conflict of interest for Contractor with regard to providing the Services pursuant to this Agreement. Contractor shall not offer or provide anything of benefit to any City official or employee that would place the official or employee in a position of violating the public trust as provided by C.R.S. § 24-18-109, as amended, or any City-adopted Code of Conduct or ethical principles.

## **10.0 REMEDIES**

In addition to any other remedies provided for in this Agreement, and without limiting its remedies available at law, City may exercise the following remedial actions if Contractor substantially fails to perform the duties and obligations of this Agreement. Substantial failure to perform the duties and obligations of this Agreement shall mean a significant, insufficient, incorrect, or improper performance, activities or inactions by Contractor. The remedial actions include:

- A. Suspend Contractor's performance pending necessary corrective actions as specified by City; and/or
- B. Withhold payment to Contractor until the necessary Services or corrections in performance are satisfactorily completed; and/or
- C. Deny payment for Services which have not been satisfactorily performed, and which, due to circumstances caused by Contractor, cannot be performed, or if performed would be of no value to City; and/or

- D. Recover actual and/or consequential damages; and/or
- E. Deem Contractor disqualified from future contracts awarded by the City; and/or
- F. Terminate this Agreement.

The foregoing remedies are cumulative and City, at its sole discretion, may exercise any or all of the remedies individually or simultaneously.

## 11.0 MISCELLANEOUS PROVISIONS

- 11.1 **No Waiver of Rights.** A waiver by any Party to this Agreement of the breach of any term or provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by either Party. City's approval or acceptance of, or payment for, Services shall not be construed to operate as a waiver of any rights or benefits to be provided under this Agreement. No covenant or term of this Agreement shall be deemed to be waived by City except in writing signed and any written waiver of a right shall not be construed to be a waiver of any other right or to be a continuing waiver unless specifically stated.
- 11.2 **No Waiver of Governmental Immunity.** Nothing in this Agreement shall be construed to waive, limit, or otherwise modify any governmental immunity that may be available by law to City, its elected and appointed officials, employees, contractors, or agents, or any other person acting on behalf of City and, in particular, governmental immunity afforded or available pursuant to the Colorado Governmental Immunity Act, Title 24, Article 10, Part 1 of the Colorado Revised Statutes.
- 11.3 **Non-Discrimination.** Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ethnicity, citizenship, immigration status, sex, gender, age, sexual orientation, gender identity or gender expression, marital status, protective hairstyle, genetic information, pregnancy, disability, or any other status protected by applicable law. Contractor will take affirmative action to ensure applicants are employed, and employees are treated during employment, without regard to their race, color, religion, national origin, ethnicity, citizenship, immigration status, sex, gender, age, sexual orientation, gender identity or gender expression, marital status, protective hairstyle, genetic information, pregnancy, disability, or any other status protected by applicable law. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 11.4 **Binding Effect.** The Parties agree that this Agreement, by its terms, shall be binding upon the successors, heirs, legal representatives, and assignees; provided that this Section shall not authorize assignment.

- 11.5 **No Third Party Beneficiaries.** Nothing contained in this Agreement is intended to or shall create a contractual relationship with, cause of action in favor of, or claim for relief for, any third party, including any agent, subconsultant or subcontractor of Contractor. Absolutely no third-party beneficiaries are intended by this Agreement. Any third-party receiving a benefit from this Agreement is an incidental and unintended beneficiary only.
- 11.6 **Article X, Section 20/TABOR.** The Parties understand and acknowledge that City is subject to Article X, § 20 of the Colorado Constitution (“TABOR”). The Parties do not intend to violate the terms and requirements of TABOR by the execution of this Agreement. It is understood and agreed that this Agreement does not create a multi-fiscal year direct or indirect debt or obligation within the meaning of TABOR and, therefore, notwithstanding anything in this Agreement to the contrary, all payment obligations of City are expressly dependent and conditioned upon the continuing availability of funds beyond the term of City's current fiscal period ending upon the next succeeding December 31. Financial obligations of City payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available in accordance with the rules, regulations, and resolutions of City, and other applicable law. Upon the failure to appropriate such funds, this Agreement shall be terminated.
- 11.7 **Governing Law, Venue, and Enforcement.** This Agreement shall be governed by and interpreted according to the laws of the State of Colorado. Venue for any action arising under this Agreement shall be in the appropriate court for Arapahoe County, Colorado. To reduce the cost of dispute resolution and to expedite the resolution of disputes under this Agreement, **the Parties hereby waive any and all right either may have to request a jury trial in any civil action relating primarily to the enforcement of this Agreement.** The Parties agree that the rule that ambiguities in a contract are to be construed against the drafting Party shall not apply to the interpretation of this Agreement.
- 11.8 **Survival of Terms and Conditions.** The Parties understand and agree that all terms and conditions of the Agreement that require continued performance, compliance, or effect beyond the termination date of the Agreement shall survive such termination date and shall be enforceable in the event of a failure to perform or comply.
- 11.9 **Assignment and Release.** All or part of the rights, duties, obligations, responsibilities, or benefits set forth in this Agreement shall not be assigned by Contractor without the express written consent of City. Any written assignment shall expressly refer to this Agreement, specify the particular rights, duties, obligations, responsibilities, or benefits so assigned. No assignment shall release Contractor from performance of any duty, obligation, or responsibility unless such release is clearly expressed in such written document of assignment.

- 11.10 **Headings.** The captions in this Agreement are for the convenience and reference of the Parties and are not intended in any way to define, limit or describe the scope or intent of this Agreement.
- 11.11 **Integration and Amendment.** This Agreement represents the entire and integrated agreement between City and Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral. Any amendments to this Agreement must be in writing and be signed by both City and Contractor.
- 11.12 **Severability.** Invalidation of any of the provisions of this Agreement or any paragraph, sentence, clause, phrase, or word herein or the application thereof in any given circumstance shall not affect the validity of any other provision of this Agreement.
- 11.13 **Notices.** Any notice required or permitted by this Agreement shall be in writing and addressed to the Party to whom such notice is to be given at the address set forth below or at such other address as has been previously furnished in writing, to the other Party. Such notice shall be deemed given upon delivery if personally delivered, or forty-eight (48) business hours after deposited in the United States Mail properly addressed to the intended recipient, postage prepaid, registered or certified mail, with return receipt requested.

<b>If to City:</b>	<b>If to Contractor:</b>
City Manager City of Littleton 2255 W. Berry Avenue Littleton, Colorado 80120	REGAL FM HOLDINGS LLC 1500 W Hampden Ave, Suite 3J Englewood, Colorado 80110
With copy to: City Attorney City of Littleton 2255 W. Berry Avenue Littleton, Colorado 80120	

## 12.0 INDEMNIFICATION AND HOLD HARMLESS

Contractor expressly agrees to, and shall, indemnify and hold harmless City and any of its elected and appointed officials, officers, agents, or employees from any and all claims, damages, liability, or court awards, including costs and reasonable attorney fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including but not limited to, any person, firm, partnership, or corporation, to the extent caused by the negligent acts, errors or omissions of Contractor or any of its employees, agents, partners, subcontractors, consultants, or others working on behalf of Contractor in performance of the Services under this Agreement. Nothing in this Section shall constitute an agreement by Contractor to indemnify or hold City harmless for any omission or action by City or any of its

elected and appointed officials, officers, agents, or employees. By demanding this right to indemnification, City in no way waives or limits its rights under the Colorado Governmental Immunity Act, C.R.S. § 24-20-101, et. Seq.

### **13.0 SECURITY CLEARANCE**

As a condition precedent to the actual award of this Agreement, Contractor must provide evidence, sufficient to City's sole satisfaction, that Contractor's employees who will be performing work under this Agreement and onsite at the Littleton City Center shall each be cleared to work in law enforcement secured areas within the Littleton City Center, which includes, but is not limited to, getting and sending fingerprints and obtaining clearance through the Colorado Bureau of Investigation. The obligations contained in this Section 13.0 (Security Clearance) shall be maintained throughout the term of the Agreement. Contractor further acknowledges that the individual signing this Agreement on behalf of Contractor has read and is familiar with the Criminal Justice Information Services ("CJIS) Security Policy, and any subsequent amendments while Contractor performs the work. This recital is incorporated as a material term of this agreement. Contractor shall provide written notice to City, within five (5) business days, of any modification, suspension, or revocation of an employee's security clearance status.

### **14.0 AUTHORITY**

The individuals executing this Agreement represent that they are expressly authorized to enter into this Agreement on behalf of City and Contractor and bind their respective entities.

### **15.0 ELECTRONIC SIGNATURES AND ELECTRONIC RECORDS**

Contractor consents to the use of electronic signatures by City. The Agreement and any other documents requiring a signature hereunder may be signed electronically by City in the manner specified by City. The Parties agree not to deny the legal effect or enforceability of this Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

*[signatures on following page]*

**CITY OF LITTLETON, COLORADO**

**ATTEST**

\_\_\_\_\_  
Kyle Schlachter  
MAYOR

\_\_\_\_\_  
Colleen Norton  
CITY CLERK

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Reid Betzing  
CITY ATTORNEY



**CONTRACTOR**

\_\_\_\_\_  
Tyler Warmbold  
President

\_\_\_\_\_  
Date

## Exhibit A

Contractor shall provide janitorial and cleaning services for eight (8) City-owned buildings, as described in Section D. below and in the floor plan drawings included for reference.

### A. GENERAL REQUIREMENTS:

The Contractor shall provide all labor, cleaning chemicals, and consumables as described below. The Contractor shall use sustainable cleaning supplies and methods, following GS-42 certified “green” chemicals, methods, and procedures. The Contractor shall utilize CRI-approved carpet and floor equipment to promote safer and healthier work environments.

#### Cleaning Chemicals & Supplies:

- cleaning and sanitizing chemicals
  - low-odor / low-volatile organic compound (VOC) required
- equipment not provided by the City (floor cleaning equipment, etc.)
- cleaning cloths, squeegees, brushes, and other small hand tools
- carts, mop buckets, and other cleaning tools

#### Consumables:

- paper products including toilet paper, hand towels, and seat covers
- soap
- trashcan liners

### B. BACKGROUND CHECK REQUIREMENTS:

Due to sensitive and confidential information housed at the Littleton Center and Courthouse buildings, all Contractor staff working at the Littleton Center and/or Courthouse buildings must pass the *Colorado Bureau of Investigation’s (“CBI”) Criminal Justice Information Services (“CJIS”) Support Vendor Background Check* before being eligible to work at these locations. The background check will require fingerprints and completing CJIS’s Security Awareness training.

Each Contractor employee will need their own ID badge provided by the City; badge sharing is not allowed.

### C. COORDINATION:

Contractor’s supervisor(s) shall participate in weekly coordination meetings with the City (weekly meetings shall be included in Contractor’s monthly rates.)

Contractor shall report broken items and safety hazards to the City’s Facilities team.

Contractor shall promptly deliver to the City Facilities team (or onsite City staff) all personal property and/or money found by Contractor’s employees, and shall include specific details regarding where it was found.

Contractor shall continuously work with the City's Facilities team to develop future floor/carpet replacement plans.

D. LOCATIONS, SERVICES, AND FREQUENCIES:

1. **Littleton Center**

▪ Police Department

Address: 2255 W Berry Ave, Littleton

SF: 36,000 across two floors

Operating Days: Monday – Friday

▪ City Employee and Public Spaces

Address: 2255 W Berry Ave, Littleton

Employee Office Space SF: 23,000 across two floors

Public and Event Space SF: 13,000

Operating Days: Monday – Friday

The Fire Department is **excluded** from this scope of work.

Anticipated Contractor Staffing Needs (hours shall be set by the City Facilities team):

- two (2) janitorial staff Monday – Friday, 4 hours per day to support the entire building's needs
- one (1) day porter for Police Department Monday – Friday, 8 hours per day
- one (1) day porter Monday – Friday, 4 hours per day

Daily / Every Shift Services:

**interior offices, lobbies, hallways, and common spaces**

- empty all trash and recycling cans at main drop-off location
- clean trashcans
- keep exterior dumpster area clean
- dust, wipe, and sanitize all horizontal surfaces, handrails, and stairwells (includes baseboards and molding)
- spot-clean walls
- wipe down all vacant tables, including conference room and meeting tables
- prepare conference and training rooms - arrange chairs and furniture to ensure rooms are orderly and clean
- sanitize and disinfect drinking fountains, door handles and hardware, door protection plates, and all other types of handles
- vacuum carpet and mats, including upholstered furnishings and edges of rooms
- spot-clean carpet floor stains with a carpet cleaning extractor
- spot-clean furnishings as needed
- remove gum and sticky materials from the carpet if possible (if not possible, report to supervisor)
- sweep, clean, mop and sanitize all hard floors

- remove gum and sticky materials from the hard floors
- clean all interior storefront glass doors, doorways, sidelights, and lower windows surrounding the courtyard
- clean all reachable lower interior and exterior windows (upper exterior windows are excluded from this scope of work)
- dust and wipe blinds, light fixtures, and high concrete ledges and overhangs (only if they can be reached safely)
- water approximately 20 plants in the lobby and hallway, as directed by the City's Facilities staff
- DO NOT erase whiteboards

#### **restrooms and locker rooms**

- empty all trash and recycling cans at main drop-off location
- clean trashcans
- empty and clean all women's hygiene product receptacles in the restroom stalls
- clean, sanitize, and disinfect all toilets, urinals, walls, toilet partitions, and floors
- clean, sanitize, and disinfect all counters, sinks, faucets, mirrors, and dispensers
- refill all soaps, towels, toilet paper, and seat cover dispensers

#### **City Council Chambers and Community Conference Room**

- arrange furnishings per instructions provided by the City prior to City Council meetings and community events
- empty all trashcans before and after each meeting or event
- refill water cooler in the Community Conference Room

#### **kitchenettes, breakrooms, and break areas**

- empty all trash and recycling cans at main drop-off location
- clean trashcans
- clean and disinfect all horizontal and vertical surfaces (includes baseboards and molding); all refrigerators and small appliances; and all tables and chairs
- refill all soaps and paper products
- replace cleaning tools, such as brushes and sponges, as need be

#### **elevators**

- vacuum floor
- clean and sanitize interior cab, walls, doors, and handrails

#### **janitor supply closet**

- keep clean and orderly at all times

**support recycling and composting programs (as applicable)**

- at time of trash and recycling collection, dispose full interior bags at the designated dumpster outside
- follow composting program (interior collection only) per City and compost collector's instructions

**exterior**

- remove debris and clean around exterior doors and drains (at least 15 feet around)
- remove leaves, grass, etc. obstructions from drains at all entrances
- keep exterior dumpster areas clean and lids closed to protect from weather, wind, rodents, etc.

**2. Bemis Library**

Address: 6014 S Datura St, Littleton

SF: 40,000 across three floors

Operating Days and Hours:

- Monday - Thursday 9:00 AM – 8:00 PM
- Friday - Saturday 9:00 AM – 5:00 PM
- Sunday 1:00 PM – 5:00 PM

*\*note there is one restroom not explicitly marked on the floor plan drawing, which is a single-occupancy restroom in the children's area of the main floor*

Anticipated Contractor Staffing Needs (hours shall be set by the Library):

- one (1) day porter Monday – Sunday, 4 hours per day during operating hours
- one (1) janitor Monday – Sunday, 4 hours per day during non-operating hours

Daily / Every Shift Services:

**interior offices, lobbies, hallways, and common spaces**

- empty all trash and recycling cans at main drop-off location
- keep trash and recycling separate
- clean trashcans
- keep exterior dumpster area clean
- dust, wipe, and sanitize all horizontal surfaces, handrails, and stairwells (includes baseboards and molding)
- spot-clean walls
- wipe down all vacant tables, including conference room and meeting tables (leave all personal workspaces as-is; no cleaning required)
- arrange furniture and chairs to keep rooms and public workspaces orderly and clean
- sanitize and disinfect drinking fountains, door handles and hardware, door protection plates, and all other types of handles

- vacuum carpet and mats, including upholstered furnishings and edges of rooms
- spot-clean carpet floor stains with a carpet cleaning extractor
- spot-clean furnishings as needed
- remove gum and sticky materials from the carpet if possible (if not possible, report to supervisor)
- sweep, clean, mop and sanitize all hard floors
- remove gum and sticky materials from the hard floors
- clean all reachable lower interior windows (exterior windows are excluded from this scope of work)
- DO NOT erase whiteboards

**restrooms and locker rooms**

- empty all trash and recycling cans at main drop-off location
- clean trashcans
- empty and clean all women's hygiene product receptacles in the restroom stalls
- clean, sanitize, and disinfect all toilets, urinals, walls, toilet partitions, and floors
- clean, sanitize, and disinfect all counters, sinks, faucets, mirrors, and dispensers
- refill all soaps, towels, toilet paper, and seat cover dispensers
- replace urinal screens at appropriate intervals

**kitchenettes, breakrooms, and break areas**

- empty all trash and recycling cans at main drop-off location
- clean trashcans
- clean and disinfect all horizontal and vertical surfaces (includes baseboards and molding); all refrigerators and small appliances; and all tables and chairs
- refill all soaps and paper products
- replace cleaning tools, such as brushes and sponges, as need be

**elevators**

- vacuum floor
- clean and sanitize interior cab, walls, doors, and handrails

**janitor supply closet**

- keep clean and orderly at all times

**exterior**

- remove debris and clean around exterior doors and drains (at least 15 feet around)
- remove leaves, grass, etc. obstructions from drains at all entrances
- keep exterior dumpster areas clean and lids closed to protect from weather, wind, rodents, etc.

### 3. Courthouse

Address: 2069 W Littleton Blvd

SF: 33,000

Operating Days and Hours: Monday – Thursday 8:00 AM – 4:00 PM (closed on Fridays and weekends)

#### Anticipated Contractor Staffing Needs (*hours shall be set by the City Facilities team*):

- one (1) janitor Monday – Thursday, 4 hours per day to support the entire building's needs

#### Daily / Every Shift Services:

##### **interior offices, lobbies, hallways, and common spaces**

- empty all trash and recycling cans at main drop-off location
- keep trash and recycling separate
- clean trashcans
- keep exterior dumpster area clean
- dust, wipe, and sanitize all horizontal surfaces, handrails, and stairwells (includes baseboards and molding)
- spot-clean walls
- wipe down all vacant tables, including conference room and meeting tables
- arrange furniture and chairs to keep rooms orderly and clean
- sanitize and disinfect drinking fountains, door handles and hardware, door protection plates, and all other types of handles
- vacuum carpet and mats, including upholstered furnishings and edges of rooms
- spot-clean carpet floor stains with a carpet cleaning extractor
- spot-clean furnishings as needed
- remove gum and sticky materials from the carpet if possible (if not possible, report to supervisor)
- sweep, clean, mop and sanitize all hard floors
- remove gum and sticky materials from the hard floors
- clean all interior storefront glass doors, doorways, sidelights, and lower windows in common spaces and hallways (exterior windows are excluded from this scope of work)
- DO NOT erase whiteboards

**restrooms and locker rooms**

- empty all trash and recycling cans at main drop-off location
- clean trashcans
- empty and clean all women's hygiene product receptacles in the restroom stalls
- clean, sanitize, and disinfect all toilets, urinals, walls, toilet partitions, and floors
- clean, sanitize, and disinfect all counters, sinks, faucets, mirrors, and dispensers
- refill all soaps, towels, toilet paper, and seat cover dispensers

**kitchenettes, breakrooms, and break areas**

- empty all trash and recycling cans at main drop-off location
- clean trashcans
- clean and disinfect all horizontal and vertical surfaces (includes baseboards and molding); all refrigerators and small appliances; and all tables and chairs
- refill all soaps and paper products
- replace cleaning tools, such as brushes and sponges, as need be

**elevators**

- vacuum floor
- clean and sanitize interior cab, walls, doors, and handrails

**janitor supply closet**

- keep clean and orderly at all times

**exterior**

- ensure all exterior entrances are closed properly, and set alarms as instructed by the City during and upon completion of work
- remove debris and clean around exterior doors and drains (at least 15 feet around)
- remove leaves, grass, etc. obstructions from drains at all entrances
- keep exterior dumpster areas clean and lids closed to protect from weather, wind, rodents, etc.

#### **4. Belleview Service Center Buildings #1, 2, 3 and 5**

1800 W Belleview Ave, Littleton

SF: 30,000 across all buildings

Operating Days and Hours: Monday – Friday 8:00 AM – 4:00 PM

#### **Anticipated Contractor Staffing Needs (*hours shall be set by the City Facilities team*):**

- at least one (1) janitor Monday – Friday, 4 hours per day

#### **Building #1 (Administration Building) Services:**

##### **NIGHTLY**

##### **interior**

- clean and dust counter areas
  - empty trash and recycling into outside dumpsters, and replace liners as needed
  - keep area clean around dumpsters
  - wash and disinfect all drinking fountains and water coolers
  - vacuum all carpet and doormats
  - spot-clean carpet floor stains with a carpet cleaning extractor
  - spot-mop chair mats (as needed)
  - sweep and mop stairwells and all tiled floors
  - clean all window ledges at floor level and above, and clean storefront glass doors
  - spot-clean walls and woodwork
  - clean all sinks, faucets, and counter tops in employee kitchens and coffee bar
  - clean all high-traffic interior / exterior glass doors
  - clean handrails in stairwells
  - ensure all exterior entrances are properly closed and locked, and set alarms as instructed by the City during and upon completion of work
  - report any fire hazards, defective fixtures, or any issue believed to be of concern to the City Facilities team

##### **exterior**

- remove debris and clean around exterior doors (at least 15 feet around)
- remove leaves, grass, etc. obstructions from drains at all entrances
- empty and wipe down exterior trash containers at entrances
- keep exterior dumpster areas clean and lids closed to protect from weather, wind, rodents, etc.

### **restrooms**

- clean and sanitize sinks, countertops, mirrors, and floors
- clean and disinfect walls around toilets and urinals
- clean and sanitize urinals and toilets, including both sides of toilet seats
- replace urinal screens at appropriate intervals (except those with automatic disinfectant)
- refill all soaps, towels, toilet paper, seat covers, and sanitary napkin dispensers
- clean all dispenser containers, including soap spouts

### **training room**

- wipe and disinfect tables, countertops, and sink (using new cleaning tools weekly)
- turn off coffee maker

### **locker rooms and lunchroom**

- clean and disinfect lunchroom tables (using new rag)
- sweep and mop all tiled floors
- sweep under benches in locker rooms
- wash and disinfect walls around toilets and urinals
- clean and sanitize urinals and toilets, including both sides of toilet seats
- clean and disinfect floors in restrooms
- replace urinal screens at appropriate intervals (except those with automatic disinfectant)
- clean and sanitize sinks, faucets, countertops, and mirrors
- refill all soaps, towels, toilet paper, seat covers, and sanitary napkin dispensers
- clean all dispenser containers, including soap spouts
- clean all locker room shower stalls, floors, and walls

## **WEEKLY**

### **interior**

- clean janitor supply closet storage area
- clean all glass doors
- vacuum and spot-clean carpet in training room as instructed by the City

### **gym**

- sweep concrete floor
- damp-mop tile floors to remove footprints
- clean and polish mirrors

## **BI-WEEKLY**

- edge-vacuum all carpeted areas
- vacuum upholstered furniture
- clean blinds

## **Building #2 (Streets & Traffic) Services:**

### **NIGHTLY**

- remove debris and clean around exterior doors (at least 15 feet around)
- empty and wipe down exterior trash containers at entrances
- keep exterior dumpster areas clean and lids closed to protect from weather, wind, rodents, etc.
- empty trash and recycling into outside dumpsters, and replace liners as needed
- keep area clean around dumpsters
- clean and sanitize sinks, countertops, mirrors, and floors
- clean and disinfect walls around toilets and urinals
- clean and sanitize urinals and toilets, including both sides of toilet seats
- replace urinal screens at appropriate intervals (except those with automatic disinfectant)
- refill all soaps, towels, toilet paper, seat covers, and sanitary napkin dispensers
- clean all dispenser containers in restrooms, including soap spouts
- sweep and mop hallway into the restrooms
- ensure all exterior entrances are properly closed and locked
- set alarms as instructed by the City during and upon completion of work
- report any fire hazards, defective fixtures, or any issue believed to be of concern to the City Facilities team

## **Building #3 (Grounds & Building Maintenance) Services:**

### **NIGHTLY**

- remove debris and clean around exterior doors (at least 15 feet around)
- empty and wipe down exterior trash containers at entrances
- keep exterior dumpster areas clean and lids closed to protect from weather, wind, rodents, etc.
- empty trash and recycling into outside dumpsters, and replace liners as needed
- keep area clean around dumpsters
- clean all sinks, faucets, and counter tops in employee kitchens and coffee bar
- clean and sanitize all restrooms' sinks, countertops, mirrors, and floors
- clean and disinfect walls around toilets and urinals
- clean and sanitize urinals and toilets, including both sides of toilet seats
- replace urinal screens at appropriate intervals (except those with automatic disinfectant)
- refill all soaps, towels, toilet paper, seat covers, and sanitary napkin dispensers
- clean all dispenser containers, including soap spouts

- ensure all exterior entrances are properly closed and locked
- set alarms as instructed by the City during and upon completion of work
- report any fire hazards, defective fixtures, or any issue believed to be of concern to the City Facilities team

Building #5 (Fleet) Services:

**NIGHTLY**

- remove debris and clean around exterior doors (at least 15 feet around)
- keep exterior dumpster areas clean and lids closed to protect from weather, wind, rodents, etc.
- empty trash and recycling into outside dumpsters, and replace liners as needed
- keep area clean around dumpsters
- empty and wipe down exterior trash containers at entrances
- clean all window ledges at floor level and above, and clean storefront glass doors
- clean and dust counter areas
- clean floor in Fleet Manager's office
- sweep and mop floor around front counter
  - remove mats WEEKLY to clean grime around perimeter of mats
- clean all sinks, faucets, and counter tops in restrooms
- clean and sanitize all restrooms' sinks, countertops, mirrors, and floors
- clean and disinfect walls around toilets and urinals
- clean and sanitize urinals and toilets, including both sides of toilet seats
- replace urinal screens at appropriate intervals (except those with automatic disinfectant)
- refill all soaps, towels, toilet paper, seat covers, and sanitary napkin dispensers
- clean all dispenser containers, including soap spouts
- ensure all exterior entrances are properly closed and locked
- set alarms as instructed by the City during and upon completion of work
- report any fire hazards, defective fixtures, or any issue believed to be of concern to the City Facilities team

Buildings #1, 2, 3 and 5 Services:

**support recycling and composting programs (as applicable)**

- at time of trash and recycling collection, dispose full interior bags at the designated dumpster outside
- follow composting program (interior collection only) per City and compost collector's instructions

## 5. Geneva Lodge

2305 W Berry Ave

SF: 6,500 across two floors

Operating Days and Hours: Monday – Friday 8:00 AM – 4:00 PM

### Anticipated Contractor Staffing Needs (*hours shall be set by the City Facilities team*):

- at least one (1) janitor Monday – Friday, 4 hours per day

### Daily / Every Shift Services:

#### **interior offices, lobbies, hallways, and common spaces**

- empty all trash and recycling cans at main drop-off location
- clean trashcans
- keep exterior dumpster area clean
- dust, wipe, and sanitize all horizontal surfaces, handrails, and stairwells (includes baseboards and molding)
- spot-clean walls
- wipe down all vacant tables, including conference room and meeting tables
- prepare conference and training rooms - arrange chairs and furniture to ensure rooms are orderly and clean
- sanitize and disinfect drinking fountains, door handles and hardware, door protection plates, and all other types of handles
- vacuum carpet and mats, including upholstered furnishings and edges of rooms
- spot-clean carpet floor stains with a carpet cleaning extractor
- spot-clean furnishings as needed
- remove gum and sticky materials from the carpet if possible (if not possible, report to supervisor)
- sweep, clean, mop and sanitize all hard floors
- remove gum and sticky materials from the hard floors
- dust and wipe blinds, light fixtures, and high concrete ledges and overhangs (only if they can be reached safely)
- DO NOT erase whiteboards
- ensure all exterior entrances are properly closed and locked
- set alarms as instructed by the City during and upon completion of work
- report any fire hazards, defective fixtures, or any issue believed to be of concern to the City Facilities team
- clean all interior storefront glass doors, doorways, sidelights, and lower windows in common spaces and hallways (exterior window cleaning is excluded from this scope of work)

**restrooms and locker rooms**

- empty all trash and recycling cans at main drop-off location
- clean trashcans
- empty and clean all women's hygiene product receptacles in the restroom stalls
- clean, sanitize, and disinfect all toilets, urinals, walls, toilet partitions, and floors
- clean, sanitize, and disinfect all counters, sinks, faucets, mirrors, and dispensers
- refill all soaps, towels, toilet paper, and seat cover dispensers

**kitchenettes, breakrooms, and break areas**

- empty all trash and recycling cans at main drop-off location
- clean trashcans
- clean and disinfect all horizontal and vertical surfaces (includes baseboards and molding); all refrigerators and small appliances; and all tables and chairs
- refill all soaps and paper products
- replace cleaning tools, such as brushes and sponges, as need be

**elevators**

- vacuum floor
- clean and sanitize interior cab, walls, doors, and handrails

**janitor supply closet**

- keep clean and orderly at all times

**exterior**

- remove debris and clean around exterior doors and drains (at least 15 feet around)
- remove leaves, grass, etc. obstructions from drains at all entrances
- keep exterior dumpster areas clean and lids closed to protect from weather, wind, rodents, etc.

Bellevue Buildings 1, 2, 3, 5	janitor(s) Monday - Friday, 4 hours/day	Month	labor, equipment, & cleaning chemicals	\$1,765.00
Bellevue Buildings 1, 2, 3, 5	estimated consumables costs (toilet paper, towels, seat covers, soap, trashcan liners, etc.)	Month	consumables	\$400.00
Bellevue Buildings 1, 2, 3, 5	not-to-exceed consumables costs (toilet paper, towels, seat covers, soap, trashcan liners, etc.)	Month	consumables	\$650.00
Bemis Library	day porter Monday - Sunday, 4 hours/day during operating hours	Month	labor, equipment, & cleaning chemicals	\$3,165.00
Bemis Library	janitor Monday - Sunday, 4 hours/day during NON-operating hours	Month	labor, equipment, & cleaning chemicals	\$3,040.00
Bemis Library	estimated consumables costs (toilet paper, towels, seat covers, soap, trashcan liners, etc.)	Month	consumables	\$775.00
Bemis Library	not-to-exceed consumables costs (toilet paper, towels, seat covers, soap, trashcan liners, etc.)	Month	consumables	\$1,100.00
Courthouse	janitor Monday - Thursday, 4 hours/day (supports entire building's needs)	Month	labor, equipment, & cleaning chemicals	\$1,485.00
Courthouse	estimated consumables costs (toilet paper, towels, seat covers, soap, trashcan liners, etc.)	Month	consumables	\$250.00
Courthouse	not-to-exceed consumables costs (toilet paper, towels, seat covers, soap, trashcan liners, etc.)	Month	consumables	\$450.00
Geneva Lodge	janitor(s) Monday- Friday, 4 hours/day	Month	labor, equipment, & cleaning chemicals	\$1,475.00
Geneva Lodge	estimated consumables costs (toilet paper, towels, seat covers, soap, trashcan liners, etc.)	Month	consumables	\$350.00
Geneva Lodge	not-to-exceed consumables costs (toilet paper, towels, seat covers, soap, trashcan liners, etc.)	Month	consumables	\$550.00
Littleton Center	janitor Monday - Friday, 4 hours/day (supports entire building's needs)	Month	labor, equipment, & cleaning chemicals	\$5,060.00
Littleton Center	day porter Monday - Friday, 4 hours/day (Public and Event Space needs)	Month	labor, equipment, & cleaning chemicals	\$2,365.00
Littleton Center	estimated consumables costs (toilet paper, towels, seat covers, soap, trashcan liners, etc.)	Month	consumables	\$1,850.00
Littleton Center	not-to-exceed consumables costs (toilet paper, towels, seat covers, soap, trashcan liners, etc.)	Month	consumables	\$2,500.00
Littleton Center	day porter Monday - Friday, 8 hours/day (Police Department)	Month	labor, equipment, & cleaning chemicals	\$4,710.00

for any buildings, if requested by City	extra janitorial services	Hourly Rate	labor, equipment, & cleaning chemicals	\$32.50
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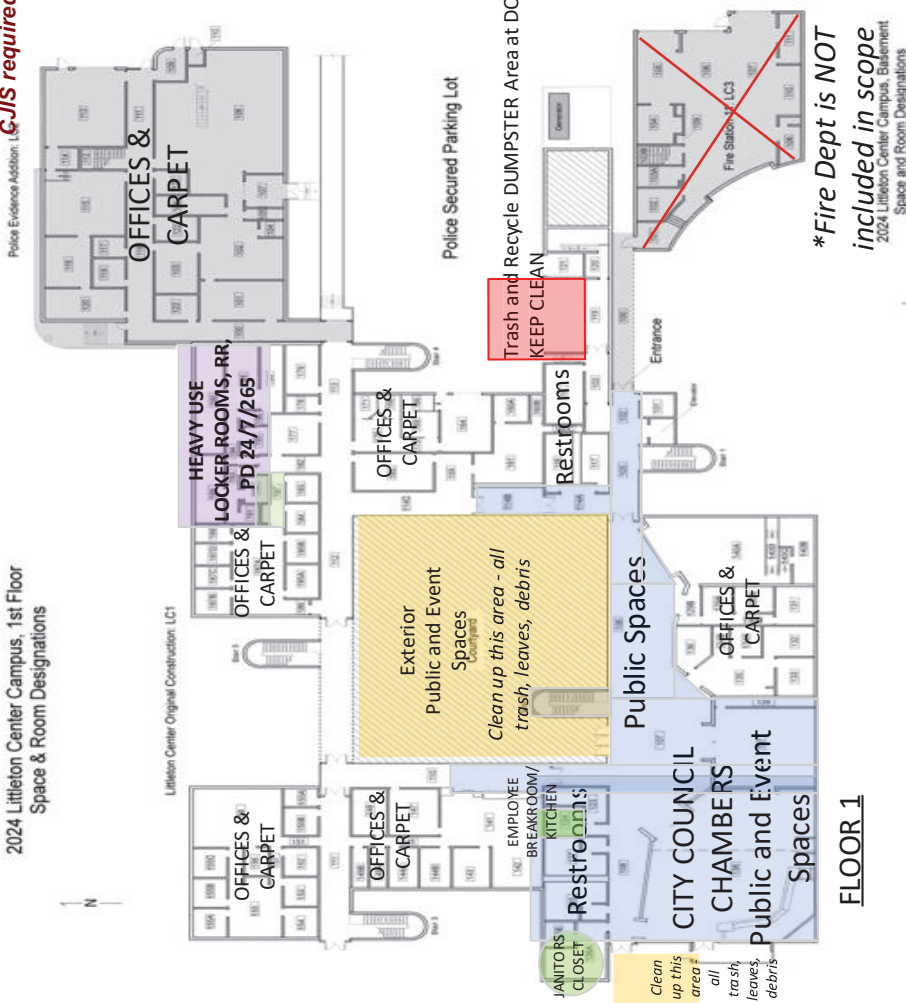
Rates are inclusive of on-site time, travel time and mileage, and portal-to-portal labor.  
The City shall not pay for any separate travel expenses not included in the monthly rates.

# LITTLETON CENTER

## 2255 W Berry Ave

**GJIS required for entire building**

2024 Littleton Center Campus, 1st Floor  
Space & Room Designations



\*Fire Dept is NOT included in scope

FLOOR 1

2024 Littleton Center Campus, 2nd Floor  
Space & Room Designations



\*Fire Dept is NOT included in scope

FLOOR 2

**Legend:**

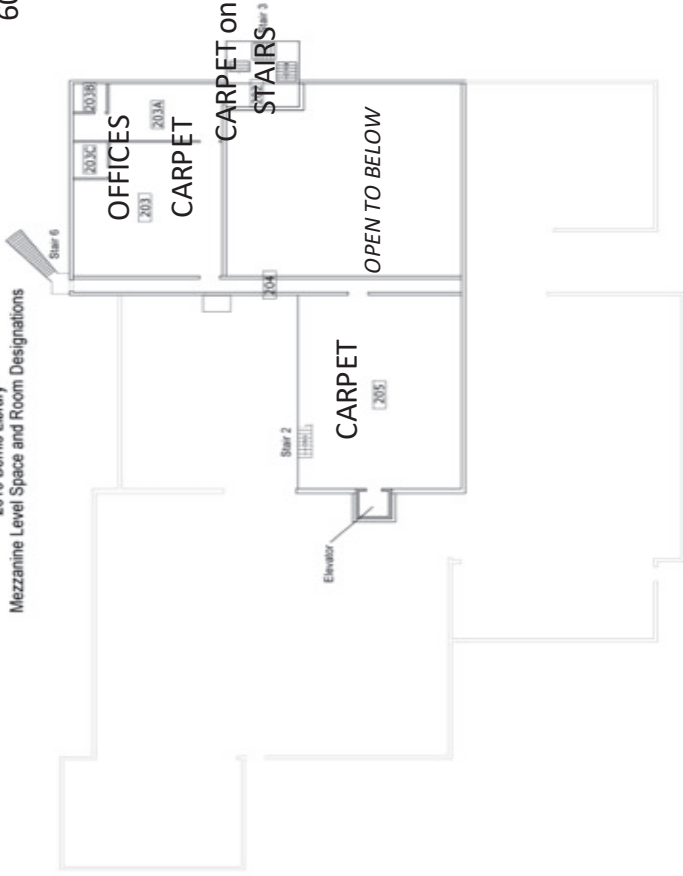
- Public Spaces - HEAVY USE



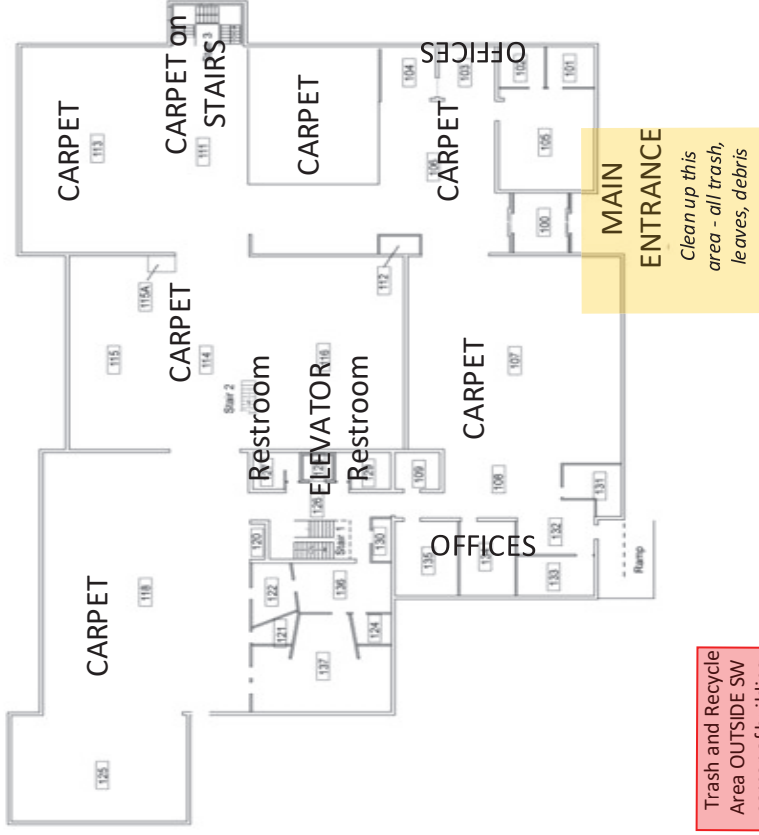
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**BEMIS PUBLIC LIBRARY**  
6014 S Datura St

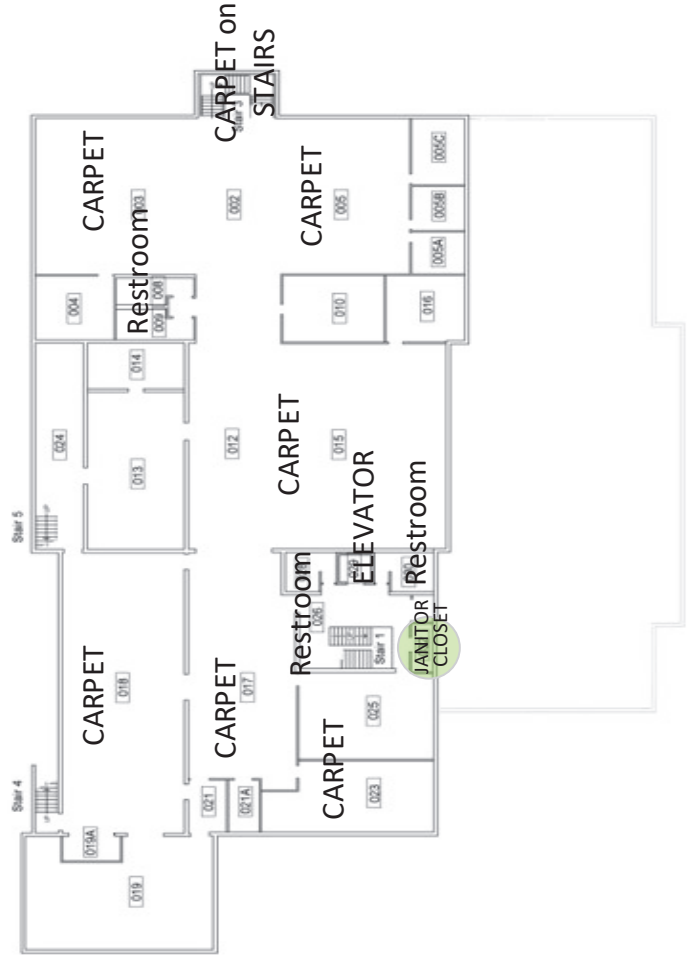
2019 Bemis Library  
Mezzanine Level Space and Room Designations



2019 Bemis Library  
Ground Level Space and Room Designations



2019 Bemis Library  
Basement Level Space and Room Designations



Trash and Recycle  
Area OUTSIDE SW  
corner of building

MAIN  
ENTRANCE  
Clean up this  
area - all trash,  
leaves, debris

ENTIRE BUILDING IS PUBLIC SPACE WITH HEAVY USE

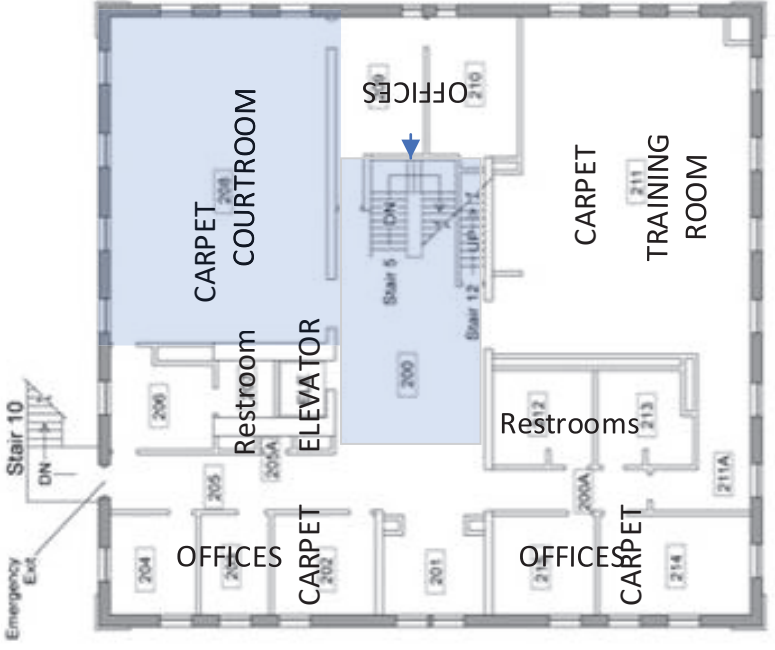
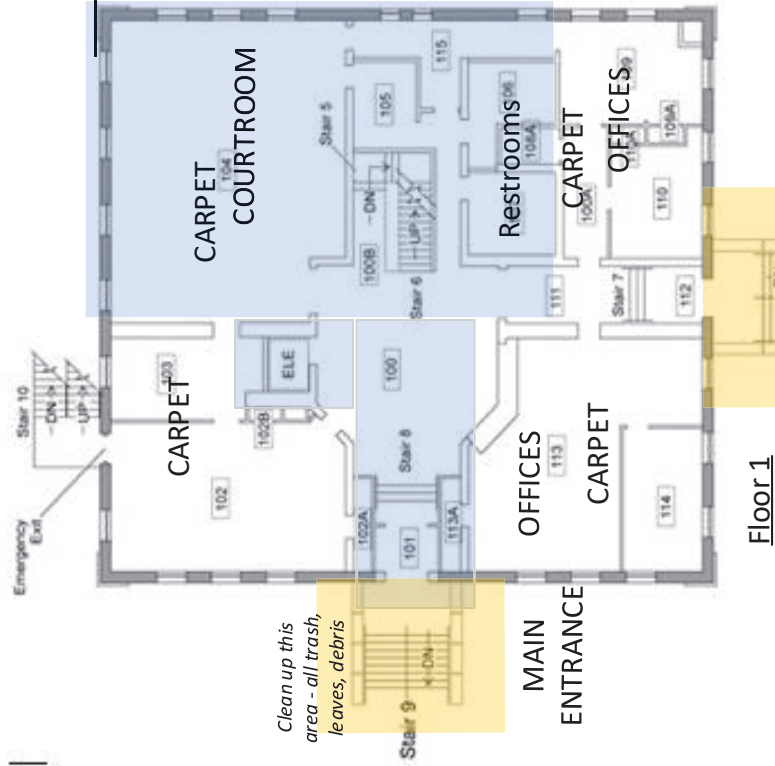
# COURTHOUSE

2069 W Littleton Blvd

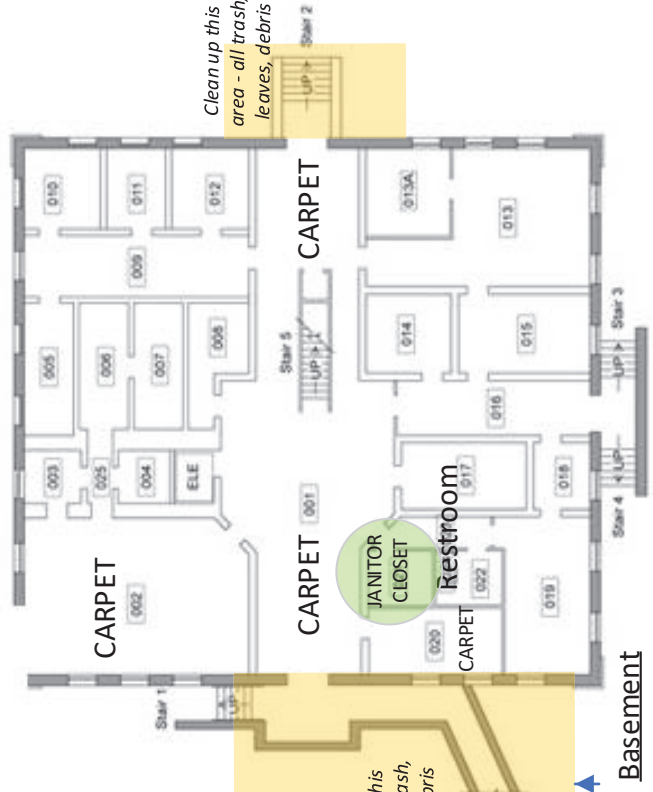
**CJIS required for entire building**

legend:

Public Spaces -  
HEAVY USE



Floor 2

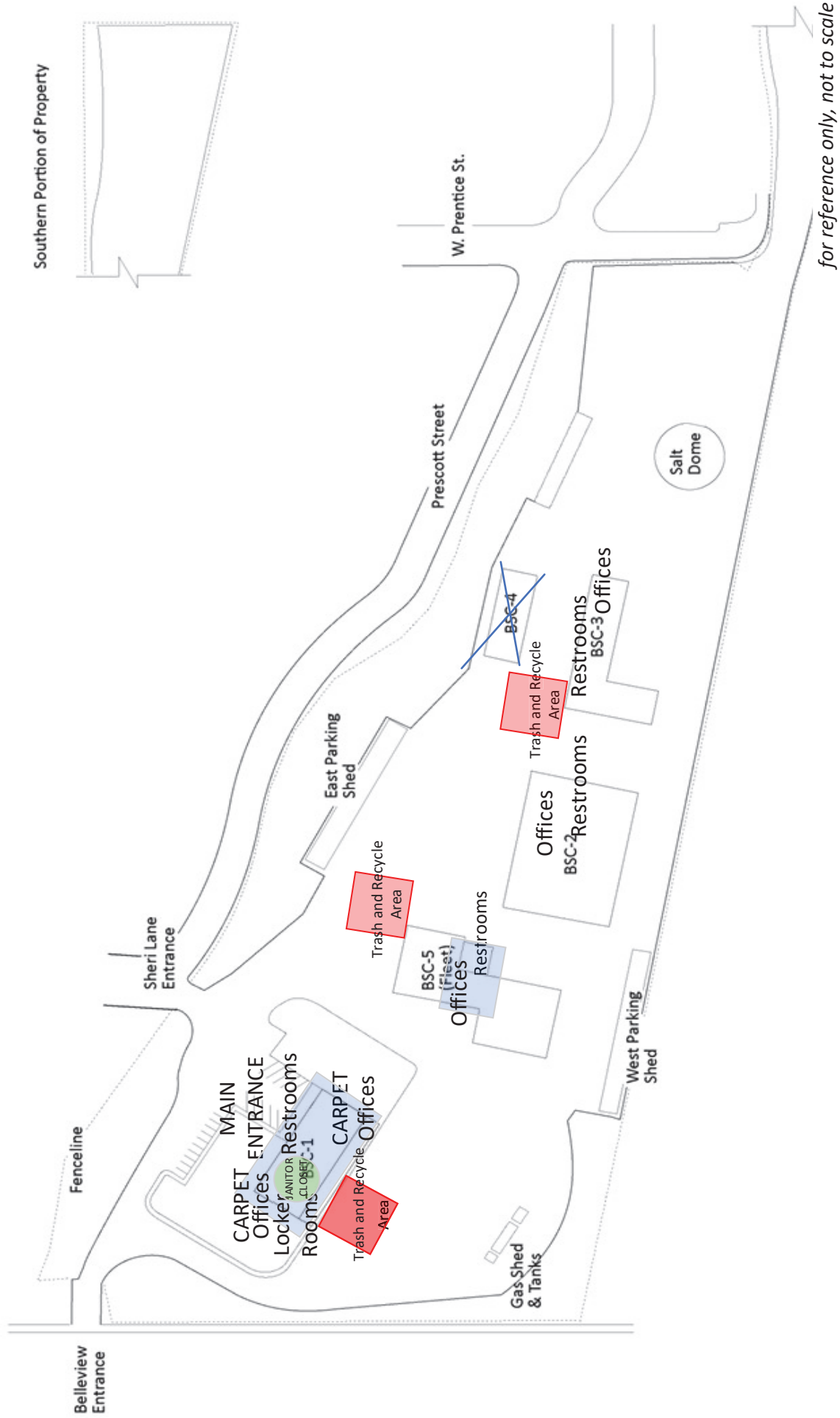
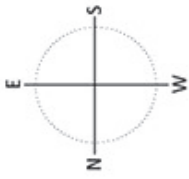


Basement

Trash and  
Recycle  
DUMPS  
Area OUTSIDE

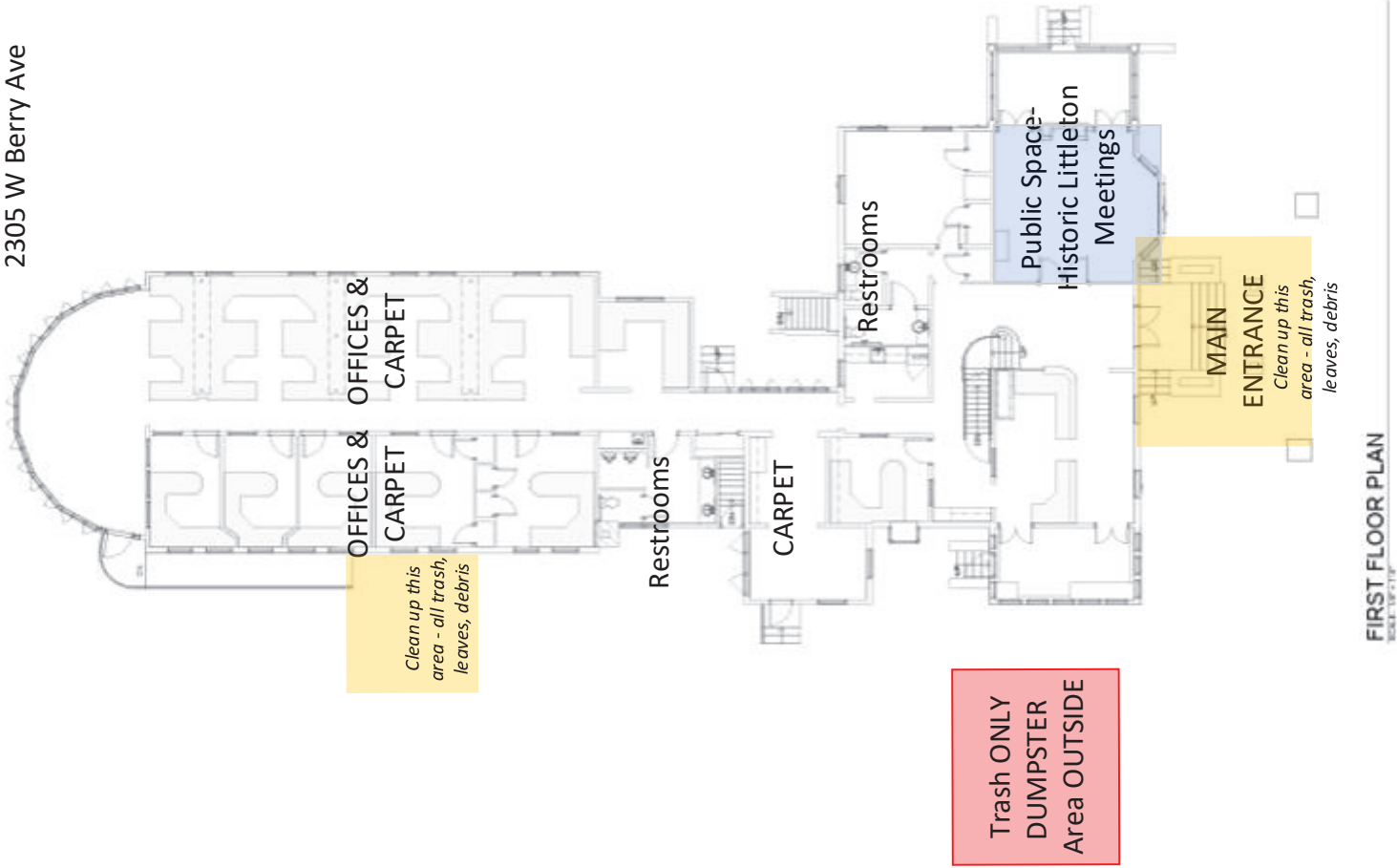
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Belleview Service Center  
1800 West Belleview Avenue  
Littleton, Colorado 80120

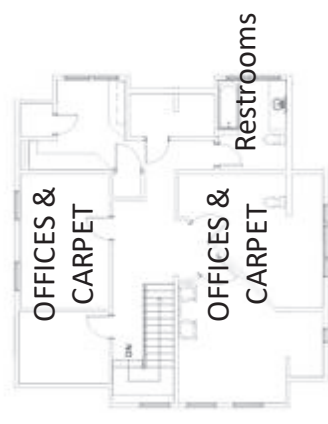


for reference only, not to scale

**GENEVA LODGE**  
2305 W Berry Ave



**FIRST FLOOR PLAN**  
SCALE: 1/8" = 1'-0"



**SECOND FLOOR PLAN**  
SCALE: 1/8" = 1'-0"

*for reference only, not to scale*