

MEMORANDUM

To: SFSWMA Joint Powers Board Members
From: Randall Kippenbrock, P.E., Executive Director ^{RLK}
Date: February 11, 2026
Subject: Request for Approval of Amendment No. 1 to the Services Agreement with Familia Rios, LLC, d/b/a Nelly's Cleaning Service of Santa Fe, NM, for Cleaning Services for the Santa Fe Solid Waste Management Agency (ITB No. 25109)

SUMMARY

The Agency is requesting the Board approve Amendment No. 1 (Amendment) to the Services Agreement (Agreement) with Nelly's Cleaning Service of Santa Fe, NM, for continued cleaning of Agency buildings.

The Amendment will extend the term through February 20, 2027 (Year 2). Per Article 5, the Agreement may be renewed annually with Board approval, for a term not to exceed ten years.

The Amendment also increases compensation by \$74,700, for a total amount not to exceed \$147,200.

Funding is available in 8100851.510310 and 8100852.510310 (Service Contracts).

BACKGROUND

The Agency maintains a clean workplace, including the buildings, for its employees and customers. The Agency performs a variety of operations at each of its facilities, where staff, customers, and contractors encounter dirt and other potentially hazardous and infectious materials that can be left behind in the buildings, posing risks to human health.

On February 3, 2025, the Agency issued ITB No. 25109 for cleaning services of six buildings located at Caja del Rio Landfill (Landfill) and Buckman Road Recycling and Transfer Station (BuRRT).

On February 20, 2025, the Board approved a Services Agreement with Nelly's Cleaning Service for \$72,500.

Per the Agreement, Nelly's Cleaning Service cleans three buildings five days a week, with one building cleaned twice a week and two buildings cleaned once a week, as follows:

Landfill Administrative Building

Two offices
General office area with cubicles
Conference room
Kitchenette
Two restrooms

Landfill Maintenance Shop Building

One office
Parts room
Kitchen/break room
Two restrooms with lockers
Main shop floor walkway area (sweeping only)

Landfill Scale House (Once/week)

General work area
One restroom

BuRRT Admin Building

Three offices
Conference room
Kitchen/break room
Two restrooms with lockers
The entire building with tiles, including the reception area and hallways

BuRRT Scale House (Twice/week)

General work area
Two restrooms

BuRRT HHW Building (Once/week)

One office
One restroom with lockers

ACTION REQUESTED

The Agency requests the Board approve Amendment No. 1 to the Services Agreement with Nelly's Cleaning Service for continued cleaning services.

The Agency requests approval to extend the Agreement's term to February 20, 2027.

The Agency also requests approval to increase the total compensation amount of the Agreement by \$74,700, for a total amount not to exceed \$147,200.

Attachments:

- 1) Services Agreement – Amendment No. 1
- 2) Services Agreement with Nelly's Cleaning Service

ATTACHMENT 1

Services Agreement – Amendment No. 1

**SANTA FE SOLID WASTE MANAGEMENT AGENCY
AMENDMENT No. 1
SERVICES AGREEMENT
NELLY’S CLEANING SERVICE
(Janitorial Services - 2025)**

This AMENDMENT No. 1 (the “Amendment”) to the SERVICES AGREEMENT, dated February 20, 2025 (the “Agreement”), is made and entered between the Santa Fe Solid Waste Management Agency (“Agency”) and Familia Rios, LLC d/b/a Nelly’s Cleaning Service (“Contractor”). The Amendment shall be effective as of the date this Amendment is executed by the Agency.

RECITALS

Under the terms of the Agreement, Contractor has agreed to provide janitorial as described in ITB No. 25109.

Pursuant to Article 18, Amendment of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the Agency and Contractor agree as follows:

1. COMPENSATION

Article 3, Compensation of the Agreement is hereby amended to increase the amount of compensation by a total of Seventy-Four Thousand Seven Hundred Dollars and No Cents (\$74,700.00) so that Article 3 reads in its entirety as follows:

A. The Agency shall pay to Contractor in full payment for services rendered, a sum not to exceed One Hundred Forty-Seven Thousand Two Hundred Dollars and No Cents (\$147,200.00), including applicable gross receipts taxes pursuant to the fee schedule attached hereto as Exhibit A.

DESCRIPTION	AMOUNT
ORIGINAL CONTRACT	\$72,500.00
AMENDMENT NO. 1	\$74,700.00
CONTRACT TO DATE	\$147,200.00

B. Contractor shall be responsible for payment of gross receipts taxes by the State of New Mexico on the sums payable under this Agreement.

C. Payment shall be made upon receipt and approval by the Agency of reasonably detailed invoices describing the services performed. Invoices shall be rendered not more than once each month. Compensation shall be paid only for services performed.

D. Detailed invoices containing reimbursement expenses shall be itemized.

2. TERM AND EFFECTIVE DATE

Article 5, Term and Effective Date of the Agreement is amended to extend the term of the Agreement, so that Article 5 reads in its entirety as follows:

A. This Agreement shall be effective when signed by the Agency and terminate on February 20, 2027, unless it is terminated sooner pursuant to Article 6 below.

B. Pursuant to the limitations on multi-term contracts for professional services codified in NMSA 1978 § 13-1-150, this Agreement may not exceed four years, including all extensions and renewals. Subject to that limitation, the Agreement can be renewed annually, if agreed upon by the Agency and Contractor.

3. AGREEMENT IN FULL FORCE

Except as specifically provided in this Amendment, the Agreement remains and shall remain in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this AMENDMENT No. 1 to the Santa Fe Solid Waste Management Agency Services Agreement as of the dates set forth below.

SANTA FE SOLID WASTE MANAGEMENT AGENCY:

Chairperson, Joint Powers Board

Date:

CONTRACTOR:

Jesus Rios
General Manager
Nelly's Cleaning Service

Date:

APPROVED AS TO FORM:

Nancy R. Long
Agency Attorney

Date:

EXHIBIT A

Nelly's Cleaning Service
Fee Schedule

Exhibit A

Nelly's Cleaning Service

Fee Schedule

Santa Fe Solid Waste Management Agency Janitorial Services			
SERVICE LABOR RATE 5:30 p.m. to 7:00 a.m., Sunday through Friday, excluding seven holidays			
ITEM	DESCRIPTION	UNIT	PRICE ⁽¹⁾
1	Labor – Five days per week for three buildings, twice weekly for one building, and once weekly for two buildings.	Per Month	\$5,754.00

(1) Excluding NMGRT.

ATTACHMENT 2

Services Agreement with Nelly's Cleaning Service

**SANTA FE SOLID WASTE MANAGEMENT AGENCY
SERVICES AGREEMENT WITH
NELLY’S CLEANING SERVICE
(Janitorial Services - 2025)**

This SERVICES AGREEMENT (“Agreement”) is made and entered into this 20th day of February 2025 by and between the Santa Fe Solid Waste Management Agency (“Agency”) and Familia Rios, LLC d/b/a Nelly’s Cleaning Service (“Contractor”) for janitorial services as described in ITB No. 25109 and below.

1. SCOPE OF SERVICES

The services subject to this Agreement are set forth in the Scope of Services attached hereto in Exhibit A.

2. STANDARDS OF PERFORMANCE; LICENSES

A. Contractor represents that it possesses the experience and knowledge necessary to perform the services described in this Agreement.

B. Contractor agrees to obtain and maintain throughout the term of this Agreement all applicable professional and business licenses required by law for itself and its employees, agents, representatives and subcontractors.

3. COMPENSATION

A. The Agency shall pay to Contractor in full payment for services rendered, including applicable gross receipts taxes, a sum not to exceed Seventy-Two Thousand Five Hundred Dollars and No Cents (\$72,500.00).

B. Contractor shall be responsible for payment of gross receipts taxes levied by the State of New Mexico on the sums payable under this Agreement.

C. Payment shall be made upon receipt and approval by the Agency of detailed invoices containing the services completed. Compensation shall be paid only for services actually

performed in accordance with the fee schedule set forth in the Scope of Services attached hereto in Exhibit A.

- D. Invoices containing reimbursement expenses, if any, shall be itemized.
- E. Contractor shall submit invoices to the Agency via mail or email as follows:

Santa Fe Solid Waste Management Agency
Attn: Accounts Payable
149 Wildlife Way
Santa Fe, NM 87506
Email: AccountsPayable@sfswma.org

4. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations to and authorization from the Joint Powers Board for the Agency for the performance of this Agreement. If sufficient appropriations are not made or authorization provided, this Agreement shall terminate upon written notice from the Agency to Contractor. The Agency shall be responsible for charges incurred up to the date of notification under this Article per Article 6 of this Agreement. The Agency's decision as to whether sufficient appropriations are available shall be accepted by Contractor and shall be final.

5. TERM AND EFFECTIVE DATE

A. This Agreement shall be effective when signed by the Agency and terminate on February 20, 2026, unless it is terminated sooner pursuant to Article 6 below.

B. Pursuant to the limitations on multi-term contracts for services codified in NMSA 1978 § 13-1-150, this Agreement may not exceed ten years, including all extensions and renewals. Subject to that limitation, the Agreement can be renewed annually, if agreed upon by the Agency and Contractor.

6. TERMINATION

A. The Agency may terminate this Agreement at any time and for any reason by giving ten (10) days written notice to Contractor. If the Agency terminates the Agreement:

1) Contractor shall render a final report of the services performed up to the date of termination and shall turn over to the Agency original copies of all work product, research, or papers prepared for the services covered by this Agreement. The Agency shall pay Contractor for services rendered and expenses incurred under this Section, including for preparation of the final report.

2) If compensation is not based upon hourly rates for services rendered, the Agency shall pay Contractor for the reasonable value of services satisfactorily performed through the date Contractor receives notice of such termination for which compensation has not already been paid.

3) If compensation is based upon hourly rates and expenses, Contractor shall be paid for services rendered and expenses incurred through the date Contractor receives notice of such termination.

B. The Agency further reserves the right to cancel all or any part of this Agreement without cost to the Agency if Contractor fails to meet the provisions for this Agreement, and except as otherwise provided herein, to hold Contractor liable for any excess costs associated with Contractor's default. Contractor shall not be liable for any excess costs if failure to perform is due to causes beyond the control and shall not be the fault of negligence of Contractor and these causes have been made known to the Agency in written form within five working days of Contractor becoming aware of a cause which may create any delay. Such causes include, but are not limited to, acts of God or the public enemy, acts of the State or of the Federal Government, fires, floods,

epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of sub-contractors due to any of the above unless the Agency shall determine that the suppliers or services to be furnished by the sub-contractor are obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule. The rights and remedies of the Agency are not limited to those provided for in this Article and are in addition to any other rights provided for by law.

7. STATUS OF CONTRACTOR; RESPONSIBILITY FOR PAYMENT OF EMPLOYEES AND SUBCONTRACTORS

A. Contractor, its agents, and its employees are independent contractors performing services for the Agency and are not employees of the Agency.

B. Contractor, its agents, and its employees shall not accrue leave, retirement, insurance, bonding, or any other benefits afforded to employees of the Agency and shall not be permitted to use Agency vehicles in the performance of this Agreement.

C. Contractor shall be solely responsible for payment of wages, salaries, and benefits to any and all employees or subcontractors. Contractor retains to perform any of its obligations pursuant to this Agreement.

8. CONFIDENTIALITY

Any confidential information provided to or developed by Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by Contractor without the Agency's prior written approval.

9. CONFLICT OF INTEREST

Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with its performance of its obligations

pursuant to this Agreement. Contractor further agrees that it shall not employ or contract with anyone in the performance of this Agreement that has any such conflict of interest.

10. ASSIGNMENT; SUBCONTRACTING

Contractor shall not assign or transfer any rights, privileges, obligations or other interests under this Agreement, including any claims for money due, without the Agency's prior written consent. Contractor shall not subcontract any portion of the services to be performed under this Agreement without the Agency's prior written approval.

11. RELEASE

Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the Agency, its officers, and its employees from all liabilities, claims, and obligations whatsoever arising from or under this Agreement. Contractor agrees not to purport to bind the Agency to any obligation not assumed herein by the Agency unless Contractor has express written authority to do so, and then only within the strict limits of that authority.

12. INSURANCE

A. Contractor, at its own cost and expense, shall carry and maintain in full force and effect during the term of this Agreement commercial general liability insurance of \$1,000,000 for each occurrence and \$2,000,000 in general aggregate coverage for bodily injury and property damage liability, in a form and with an insurance company acceptable to the Agency. The Agency shall be named as an additional insured under the insurance policy, and the policy shall provide that the Agency will be notified no less than 30 days before the policy is canceled for any reason. Contractor has furnished the Agency with a copy of a Certificate of Insurance or other evidence of Contractor's compliance with the provisions of this section as a condition of entering into this Agreement.

B. Contractor shall carry and maintain Workers' Compensation insurance in accordance with New Mexico law to provide coverage for Contractor's employees throughout the term of this Agreement. Contractor shall provide the Agency with evidence demonstrating that appropriate Workers' Compensation insurance has been obtained.

C. Contractor shall also carry and maintain sufficient automobile liability insurance throughout the term of this Agreement to cover no less than \$1,000,000 combined single limit for each accident.

13. INDEMNIFICATION

Contractor shall indemnify, hold harmless and defend the Agency from all losses, damages, claims or judgments, including payment of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action, or demand whatsoever to the extent arising from the negligent acts, errors, or omissions, or willful and reckless disregard of obligations under this Agreement, in the performance of any services covered by this Agreement, whether occurring on Agency managed or owned property or otherwise, by Contractor or its employees, agents, representatives, or subcontractors, excepting only such liability that arises out of the Agency's negligence.

14. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the Agency in connection with this Agreement is subject to the immunities and limitations set forth in the New Mexico Tort Claims Act, NMSA 1978 §§ 41-4-1 to 41-4-27. The Agency and its employees do not waive sovereign immunity, any available defense, or any limitation of liability recognized by law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

15. THIRD-PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title, or interest in, or for the benefit of, any person other than the Agency and Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third-party beneficiary.

16. RECORDS AND AUDIT

Contractor shall maintain throughout the term of this Agreement and for a period of three years thereafter detailed records that indicate the date, time, and nature of services rendered. These records shall be subject to inspection by the Agency, the City of Santa Fe Finance Department, and the State Auditor. The Agency shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

17. APPLICABLE LAW; CHOICE OF LAW; VENUE

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the Agency. In any action, suit, or legal dispute arising from this Agreement, Contractor agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be brought in the First Judicial District Court, Santa Fe County, State of New Mexico.

18. AMENDMENT

This Agreement shall not be altered, changed, or modified except by an amendment in writing executed by the parties.

19. SCOPE OF AGREEMENT

This Agreement expresses the entire agreement and understanding between the parties with

respect to the services set forth in the Scope of Services attached hereto as Exhibit A. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

20. NON-DISCRIMINATION

During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of the services Contractor undertakes pursuant to this Agreement on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.

21. SEVERABILITY

If one or more of the provisions of this Agreement or any application thereof is found to be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions of the Agreement and any other application thereof shall not in any way be affected or impaired.

22. NOTICES

A. Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by email, as provided below, to the parties at the following addresses:

AGENCY: Randall Kippenbrock, P.E.
Executive Director
Santa Fe Solid Waste Management Agency
149 Wildlife Way
Santa Fe, NM 87506
Email: rkippenbrock@sfswma.org

CONTRACTOR: Jesus Rios
General Manager
Nelly's Cleaning Service
7282 Vista Serena Loop
Santa Fe, NM 87507
Email: alderete0807@gmail.com

B. Notice sent by recognized overnight delivery service shall be effective only upon actual receipt thereof at the office of the addressee set forth above, and any such notice delivered at a time outside of normal business hours shall be deemed effective at the opening of business on the next business day.

C. Notice sent by email shall be effective only upon actual receipt of the original by delivery service unless written confirmation is sent by the recipient of the email stating that the notice has been received, in which case the notice shall be deemed effective as of the date specified in the confirmation.

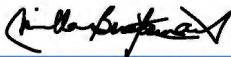
D. Any party may change its address for purposes of this Article by giving notice to the other party as herein provided. Delivery of any copies as provided herein shall not constitute delivery of notice hereunder.

23. COMPLIANCE WITH LAWS AND REGULATIONS; PROHIBITION OF BRIBES, GRATUITIES, AND KICKBACKS

Contractor shall comply with all applicable federal, state, and local laws and regulations throughout the term of this Agreement. Contractor expressly acknowledges that the New Mexico Procurement Code, NMSA 1978, §13-1-28 through §13-1-199, imposes civil and criminal penalties for its violation, and New Mexico criminal statutes impose penalties for bribes, gratuities, and kickbacks.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

SANTA FE SOLID WASTE MANAGEMENT AGENCY:

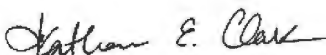


[Camilla Bustamante \(Feb 21, 2025 11:25 MST\)](#)
Camilla Bustamante
Chairperson

02/21/25


Date:

ATTEST:



Katharine E. Clark
Santa Fe County Clerk

CONTRACTOR:




[Jesus Rios \(Feb 16, 2025 22:46 MST\)](#)
Jesus Rios
General Manager
Nelly's Cleaning Service

02/16/25

Date:

APPROVED AS TO FORM:



[Nancy Long \(Feb 16, 2025 11:15 MST\)](#)
Nancy R. Long
Agency Attorney

02/16/25

Date:

EXHIBIT A
Scope of Services

SCOPE OF SERVICES

JANITORIAL SERVICES FOR THE SANTA FE SOLID WASTE MANAGEMENT AGENCY

The Santa Fe Solid Waste Management Agency (Agency) aims to obtain the following goals for this Services Agreement:

The Agency has six buildings requiring janitorial services at the Caja del Rio Landfill (Landfill) and Buckman Road Recycling and Transfer Station (BuRRT). Due to the nature of the operations performed at both the Landfill and BuRRT facility, staff, customers and vendors are exposed to fine dust, excessive dirt, mud and other materials that may have an impact on their health.

Contractor affirms that they have the expertise and the appropriate resources to perform the janitorial services.

Contractor shall furnish all labor, materials, services, tools, and equipment necessary to perform the janitorial services. Contractor shall have control over, and be solely responsible for, all means and methods needed to perform the janitorial services.

Contractor shall clean the following six buildings five days each week with noted exceptions:

- Caja del Rio Administration Building
 - Conference room
 - Two bathrooms
 - General office area
 - Two offices

- Caja del Rio Maintenance Shop Building
 - Supervisor's office
 - Break room
 - Two bathrooms with lockers and showers
 - Parts room
 - Main equipment repairs room floor, from the wall to the first bay (sweeping and wet mopping only)

- Caja del Rio Scale House (Once a week on Monday)
 - Office area
 - Bathroom

- BuRRT Administration Building
 - The entire building with tiles, including the reception area and hallways
 - Three offices
 - Two bathrooms with lockers and showers
 - Kitchen
 - Conference room

- BuRRT Scale House (Twice a week on Sunday and Wednesday)
 - Office area
 - Two bathrooms

- BuRRT HHW Collection Center Building (Once a week)
 - Office
 - Bathroom

The hours of operations at the Landfill are from 7:00 a.m. to 5:30 p.m., Monday through Saturday. The hours of operations at the BuRRT facility are from 7:00 a.m. to 5:30 p.m., Sunday through Saturday.

The five-day janitorial schedule for the Landfill shall be Monday through Friday of each week. The five-day janitorial schedule for the BuRRT facility shall be Sunday through Thursday of each week. An alternate schedule will be considered when there is a closure or a need by the Contractor for that work week.

No janitorial services will take place on the following observed holidays: New Years's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

For safety and security purposes, the janitorial services must start at 5:30 p.m. Monday through Friday. The janitorial services for Sunday may start as early as 7:00 a.m. but no later than 5:30 p.m.

Contractor shall have reliable transportation to and from each facility.

The Agency shall provide all janitorial supplies to the Contractor. In order not to hinder janitorial services, Contractor shall make requests in advance for more janitorial supplies before running out of current supplies.

The Agency shall provide Contractor with keys to the locks for each facility's gates and office doors. Contractor shall ensure that all gates and doors are locked during and after each cleaning.

In the event of an emergency, the Agency employs a security guard company on site that is available to Contractor. In addition to the security company, security cameras are installed throughout the facilities for everyone's safety.

Other than the Hazardous Household Waste (HHW) Collection Center and Scale Houses at the Landfill and BuRRT facilities, the Contractor shall perform the janitorial services outlined by the Agency every day. Contractor shall complete a Daily Cleaning Checklist attesting to the janitorial services performed. Contractor's notes may be added for the Agency's review (Appendix A).

Contractor shall be responsible for submitting monthly billing to the Agency. The Agency shall pay monthly billing within 30 days of receipt. No pre-payments for cleaning services provided are available.

Contractor is responsible for all applicable New Mexico gross receipts taxes associated with this Services Agreement and remitting the taxes to the New Mexico Taxation and Revenue Department.

APPENDIX A
Daily Cleaning Checklist

Daily Cleaning Checklist

This checklist must be initialed by the staff cleaning the selected buildings at both Caja del Rio (admin offices and maintenance shop – daily, 5 days per week, Sunday through Thursday) and Buckman Road Recycling and Transfer Station (admin offices – daily, 5 days per week, Sunday through Thursday; BuRRT Scale House – twice a week; and HHW Collection Center and Caja del Rio Scale House – once a week).

Cleaner Signature

Date

CHECKLIST MUST BE SUBMITTED DAILY FOR EACH FACILITY. COPIES SHOULD BE LEFT IN SPECIFIED OFFICES.

DAILY TASKS

All Buildings/Facilities

- Empty trash and replace liners. Leave all full bags by the front doors.
- Collect all rubbish, papers, bottles etc., from front entrances and between buildings.
- High dust for cobwebs.
- Feather dust all electronics, bookshelves, file cabinets and picture frames.
- Disinfect/damp wipe all flat surfaces.
- Clean all drinking fountains at a high level of sanitation
- Wipe clean all open areas on desks, moving only light objects and replacing them. Do not move any paperwork.
- Remove fingerprints and marks from around light switches and doorframes.
- Sanitize all phone handles, doorknobs and light switches.
- Vacuum all carpets, mats and hard floors.
- Disinfect and wet-mop (no dust mop) all hard floors.
- Ensure all areas are cleaned and arranged in a tidy fashion prior to leaving.
- Spot clean walls, painted surfaces, glass surfaces and blinds, as needed.
- Sweep sidewalks/entryways leading to the building, weather permitting.

Conference Rooms

- Disinfect and wipe down the table and chairs.
- Vacuum and wet mop floors.
- Spot clean windows.

Kitchen Areas/Break Rooms

- High dust for cobwebs and dust light fixtures.
- Disinfect and wipe down all flat surfaces, including tables, chairs and countertops.
- Tidy up items that are remaining on counters, such as sweeteners, condiments, etc.
- Wipe down the outsides of cabinets and clean sinks.
- Clean inside and outside of the coffee pot(s) and microwave(s).

- Wipe fingerprints from light fixtures and door handles.
- Vacuum or clean seating areas of debris.
- Empty trash and replace liners. Leave all full bags by the front doors.

Restrooms

- High dust for cobwebs and dust light fixtures.
- Empty trash bins, replace liners and wipe.
- Clean or polish all mirrors, sinks, and basins.
- Clean and wipe all hand towels, hand dryers and soap dispensers.
- Wipe the outsides of all cabinets and lockers.
- Clean showers
- Disinfect and clean all urinals and toilets inside and out.
- Sweep and wet mop all floors with a disinfectant cleaner.
- Replenish toilet supplies (e.g., hand soap, paper towels, toilet paper) as needed to maintain an adequate supply.

Shop (Caja del Rio)

- Sweep, wet mop the first section of the shop floor from door to door.
- Dust, wet mop and clean the Parts Room.

WEEKLY TASKS

All Buildings/Facilities

- Clean all interior glass windows.
- Vacuum all air vents.
- Empty recycling bins. Leave all full bags by the front doors.

HHW Building (BuRRT) – Office and Restroom Only

- Empty trash and replace liners. Leave full bags by the front door.
- High dust for cobwebs and dust light fixtures.
- Feather dust all electronics, bookshelves, file cabinets and picture frames.
- Disinfect/damp wipe all flat surfaces.
- Wipe clean all open areas on desks, moving only light objects and replacing them. Do not move any paperwork.
- Remove fingerprints and marks from around light switches and doorframes.
- Sanitize phone handle, doorknobs and light switches.
- Disinfect and wet-mop (no dust mop) floors.
- Spot clean walls, painted surfaces, glass surfaces and blinds, as needed.
- Sweep sidewalks/entryways leading to the building, weather permitting.
- Clean all interior glass windows.
- Vacuum air vents.
- Clean or polish all mirrors, sinks, and basins.
- Clean and wipe all hand towel and soap dispensers.
- Wipe the outsides of all cabinets and lockers.
- Disinfect and clean toilet inside and out.

Caja del Rio Scale House – Office and Restroom Only

- Empty trash and replace liners. Leave full bags by the front door.
- High dust for cobwebs and dust light fixtures.
- Feather dust all electronics, bookshelves, file cabinets and picture frames.
- Disinfect/damp wipe all flat surfaces.
- Wipe clean all open areas on desks, moving only light objects and replacing them. Do not move any paperwork.
- Remove fingerprints and marks from around light switches and doorframes.
- Sanitize phone handle, doorknobs and light switches.
- Disinfect and wet-mop (no dust mop) floors.
- Spot clean walls, painted surfaces, glass surfaces and blinds, as needed.
- Sweep sidewalks/entryways leading to the building, weather permitting.
- Clean all interior glass windows.
- Vacuum air vents.
- Clean or polish all mirrors, sinks, and basins.
- Clean and wipe all hand towels and soap dispensers.
- Wipe the outsides of all cabinets and lockers.
- Disinfect and clean toilets inside and out.

TWICE WEEKLY TASKS

BuRRT Scale House – Office and Restrooms Only

- Empty trash and replace liners. Leave full bags by the front door.
- High dust for cobwebs and dust light fixtures.
- Feather dust all electronics, bookshelves, file cabinets and picture frames.
- Disinfect/damp wipe all flat surfaces.
- Wipe clean all open areas on desks, moving only light objects and replacing them. Do not move any paperwork.
- Remove fingerprints and marks from around light switches and doorframes.
- Sanitize phone handle, doorknobs and light switches.
- Disinfect and wet-mop (no dust mop) floors.
- Spot clean walls, painted surfaces, glass surfaces and blinds, as needed.
- Sweep sidewalks/entryways leading to the building, weather permitting.
- Clean all interior glass windows.
- Vacuum air vents.
- Clean or polish all mirrors, sinks, and basins.
- Clean and wipe all hand towels and soap dispensers.
- Wipe the outsides of all cabinets and lockers.
- Disinfect and clean toilets inside and out.

QUARTERLY TASKS

All Buildings/Facilities

Clean all exterior glass windows.

APPENDIX B

Fee Schedule

ITB No. 25109			
Santa Fe Solid Waste Management Agency			
Janitorial Services			
SERVICE LABOR RATE			
5:30 p.m. to 7:00 a.m., Sunday through Friday, excluding seven holidays			
ITEM	DESCRIPTION	UNIT	PRICE ⁽¹⁾
1	Labor – Five days per week for three buildings, twice weekly for one building, and once weekly for two buildings.	Per Month	\$5,480.00

(1) Excluding NMGRT.