

**LEE COUNTY, FLORIDA
INFORMAL TELEPHONE QUOTATION FOR
JANITORIAL SERVICE FOR THE
GUARDIAN AD LITEM OFFICE
2075 W. FIRST STREET, FT. MYERS, FL 33901**

Vendors:

Lee County is requesting quotes for janitorial service for the Guardian Ad Litem office located at 2075 W. First Street, 3rd Floor in Ft. Myers, FL. This facility consists of approximately 6,661 square feet of space and is to be serviced on a five (5) days per week basis. Currently, those days are Monday through Friday.

Please fill out the following quote and fax it to Procurement Management - Attn: Patrick T. Lewis Sr. at 239-485-5460 or e-mail to Plewis@leegov.com by 5:00 p.m. (eastern time) on August 15, 2014.

To minimize interruptions to this facility, contact, Jayne Elwell at 533-8819, to coordinate a time to meet at the facility for a walk through.

REQUIRED PRODUCT

Lee County will be looking for vendors who will be willing to provide janitorial service to the Guardian Ad Litem office on a 5 day per week basis.

Materials to be supplied by the Vendor shall include items such as, toilet paper, paper towels, soap, trash bags and toilet seat covers, etc. Lee County requires that only recycling paper products be provided and under no circumstances shall any aerosol cleaning products be utilized. All cleaning materials such as bathroom cleaners, general purpose cleaners, and glass cleaners must meet the standards set by Green Seal.

A detailed cleaning task schedule/checklist has been provided in this Informal Telephone Quote for your information. Please review carefully while quoting as these services will be expected to be provided during the term of this contract.

TERM OF QUOTE

This quote shall be in effect for a period of one year beginning September 7, 2014 through September 6, 2015 with the option to renew for four (4) additional one year renewal periods, upon mutual agreement between vendor and Lee County. Lee County reserves the right to negotiate lower pricing as a condition for each renewal, under the same terms and conditions.

BASIS OF AWARD

All costs associated with cleaning of this facility must be included in the Total Annual Charges (including day and/or night personnel).

Vendor must be the low quoter for Total Annual Charges, meeting all specification requirements.

Vendor must be a Janitorial pool member.

Vendor must be a vendor in good standing and able to establish that the work provided is satisfactory.

1. A vendor will be deemed in good standing if any formal complaints filed with the vendor have been fully addressed within three business days from receipt of the complaint; and, the same or substantially similar issue is not the subject of a formal complaint more than twice in a six month period.
2. A vendor that has been the subject of removal from a County job, via the 30 day termination notice process, may not be deemed a vendor in good standing for a period of 12 months from the date the notice of termination became effective.

ADDITION/REVISIONS/DELETIONS

Additions, revisions or deletions to the specifications or price sheets that change the intent of the quote, will cause the quote to be non-responsive and the quote will not be considered. The Procurement Director shall be the sole judge as to whether or not any additions, revision, or deletion changes in the intent of the quote.

WORKMANSHIP AND INSPECTION

The county representative shall decide any and all questions which may arise as to the quality and acceptability of materials used and work performed, the manner of performance and the rate of progress of the work.

Workmanship shall be of the highest quality. All cleaning employees shall be mentally and physically competent to perform the services required. The Vendor shall, at all times, enforce strict discipline and good order among its employees.

QUALITY STANDARDS

In general, the achievement of the desired standards as outlined herein will result in an almost complete absence of visible soil. In order to maintain the facilities in this condition, the Vendor will immediately remove any visible soil which is found as a result of his/her inspection. For purposes of definition, absence of visible soil shall be as follows:

- a. Absence of dust on horizontal and vertical surfaces of floors, walls, ledges, furniture and equipment.
- b. Absence of litter and trash on floor and horizontal surfaces of equipment.
- c. Absence of finger marks and spots and soil buildup on walls, partitions, doors, dividers, etc.
- d. Absence of encrustations, soil and wax buildup on floors, particularly in corners, along edges and baseboards, around door jambs, and around furniture and equipment legs and bases.
- e. Absence of soil and stains on toilet rooms fixtures, drains, traps, faucets, soap and paper dispensers, stalls, mirrors, ledges and drinking fountains. Disinfectants shall be used to sterilize toilet rooms fixtures, where required.
- f. Absence of dust, spots, soil buildup and encrustations on furniture and equipment surfaces and legs.
- g. Absence of dust, lint, and litter on upholstered furniture.
- h. Absence of soil, litter, dust and encrustations in ash trays, urns, wastebaskets, and trash containers. Wastebaskets and trash containers to be washed as needed.
- i. Absence of marks, spots, stains and streaks on interior and exterior entrance door and lobby glass and all partition glass.
- j. Absence of soil and dust on window blinds, shades, sills, frames, and ledges.
- k. Absence of other visible soil and cobwebs on horizontal surfaces including ceilings.
- l. Absence of trash in buildings. Trash shall be collected and removed to designated areas.
- m. Absence of soil, litter, dust and spots from all carpets, mats and floors.
- n. Absence of streaks, spots, stains from all bright work, where appropriate. All bright works shall be polished dry to a high sheen.

PENALTIES

The county or its designee is given the authority, pursuant to this agreement, to deduct from the Vendors invoice, a percentage not to exceed twenty-five percent (25%) charged for the workmanship which does not meet the quality standards required under this

agreement. The individual making the deduction shall document and provide to the Vendor, upon request, the reasons for the deduction from the monthly invoice.

DEFAULTS BY VENDOR

The vendor may be declared in default and may be terminated by Lee County Procurement Director with seven (7) days notice for any one of the following reasons:

- a. Failure of the Vendor to maintain satisfactory performance level.
- b. Failure of the Vendor to start within the time stated in the notice to proceed.
- c. Failure of the Vendor to pay for work performed and materials and supplies used under this contract
- d. Insolvency of the Vendor
- e. Death of the Vendor

TERMINATION

Any agreement as a result of this quote may be terminated by either party giving thirty (30) calendar days advance written notice. The County reserves the right to accept or not accept a termination notice submitted by the vendor, and no such termination notice submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

The Procurement Management Director may immediately terminate any agreement as a result of this quote for emergency purposes, as defined by the Lee County Procurement Management and Payment Procedure Manual.

Any vendor, who has voluntarily withdrawn from a formal quote/proposal without the county's mutual consent during the contract period, shall be barred from further County procurement for a period of 180 days. The vendor may apply to the Board of Lee County Commissioners for waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by Procurement Management.

MAJOR BREAKDOWNS/NATURAL DISASTERS

Lee County requires that the awarded vendor provide the name of a contact person and phone number which will afford Lee County access twenty-four hours per day, 365 days per year, of this product or service in the event of major breakdowns or natural disasters.

Lee County reserves the right to purchase the product or service listed in this quotation elsewhere in an emergency.

ADDITION OR DELETION OF SQUARE FOOTAGE OR SITES

If it is deemed necessary to add or delete square footage from this contract on a temporary or permanent basis, the total annual charge for that building/site will be divided by the total square footage to determine the annual cost per square foot. That cost per square foot will be added to or deducted from the total annual charges for the building.

If it is deemed necessary to add another facility to this contract, then the total square footage for all sites covered by the contract will be divided into the total annual charge for all facilities covered by this contract. That average square footage will be used to add another site or building to this contract. The vendor will have the right to refuse to accept the additional site at the average square footage cost.

BUILDING ACTIVATION FOR EMERGENCY SITUATIONS

In emergency situations, it may become necessary to activate certain areas of this building in order to facilitate emergency operations personnel. In those situations, personnel may be occupying some areas 24 hours a day and weekends. If this occurs, it will become necessary for the awarded vendor to provide janitorial service during these periods. Compensation will be provided through the emergency hourly rate. The County's Representative will notify the vendor if and when this additional service is needed.

DESIGNATED CONTACT

The awarded vendor shall appoint a person or persons to act as a primary contact with Lee County. This person or back-up shall be readily available during normal work hours by phone or in person, and shall be knowledgeable of the terms and procedures involved in this quote. Lee County's contact for this project will be Jayne Elwell at 239-533-8819.

LICENSES AND PERMITS AND BACKGROUND CHECKS

All vendors must maintain all appropriate licenses and permits that are required. Vendors may be required to present copies of all licenses and permits.

Personnel working in this facility will be required to submit a background check to Patrick Lewis in Lee County Procurement Management before beginning service. If there are changes in personnel over the course of the contract, the vendor must supply a background check for those personnel before starting them in the building. Based on these background checks, the County reserves the right to ask the janitorial firm to remove an employee from working in any County facility.

If the awarded vendor does not comply at all times with the aforementioned requirements, it may be grounds for termination of the contract or removal from the County job.

Any charges incurred for these background checks, or other security requirements, are the sole responsibility of the Vendor.

SECURITY

Vendor will be responsible for acting in accordance with all security guidelines with respect to facility security.

Each employee shall wear a photo identification tag with other necessary information, provided by and paid for by Vendor.

Where necessary, all janitorial keys/access cards will be issued to the Vendor; and a fee will be charged to the Vendor for the loss of any keys/access cards or the cost of changing of locks as the result of any loss of keys. The sole decision, regarding changing the locks, rests with the County Representative.

SUPERVISION AND SAFETY

The Vendor shall be responsible for instructing his/her employees in all safety measures. All equipment used by the Vendor shall be maintain in safe operating condition at all times, free from defects or wear which may in any way constitute a hazard to any person or persons on County property. All electrical equipment will be properly grounded. All employees will wear proper personal protective equipment while working on County premises.

The janitorial crew/staff shall not be accompanied by non-vendor individuals (i.e. children, friend(s), significant other(s), family member(s), etc...), or any vendor personnel/staff, aside from on-duty supervisor/manager, that does not have an accepted or authorized background check on file with Procurement Management and/or the department for this IFB/project. Any such personnel may be asked to vacate the premises immediately, and it shall be the sole responsibility of the vendor to ensure that all required tasks are performed/completed on schedule and to the specification herein.

Failure to follow these directions/instructions may result in termination of the quote with your firm.

COMMUNICATION

Because of emergency situations, it may be necessary to contact vendor personnel after normal work hours. The awarded vendor will be required to provide emergency contact phone numbers and personnel.

The awarded vendor's supervisor will routinely be dealing with designated Lee County personnel. The vendor will ensure these supervisors are conversant in English. Moreover, any of the awarded vendor's personnel who have regular interaction with County staff, take direction from County staff, and/or perform their duties in the absence of vendor's supervisory personnel will also be conversant in English.

EXAMINATION OF SITE AND OTHER RELEVANT MATERIAL

The Vendor shall have visited the site and shall have fully acquainted and familiarized himself or herself with conditions as they exist and the operation to be carried out. The Vendor shall make such investigations as he/she may see fit so that he/she may fully understand the facilities difficulties and restrictions attending the execution of the work. Vendor shall also thoroughly examine and be familiar with all the specifications. The failure or omission of the Vendor to receive or examine any instruction or document, or any part of the specifications or to visit the site and acquaint him or herself as to the nature and location of the work, and all matters which may in any way affect performance shall not relieve the Vendor of any obligation to perform as specified herein. Vendor understands the intent and purpose thereof and his obligations thereunder and that he/she will not make any claim for, or have any right to damages resulting from any misunderstanding or misinterpretation of this agreement, or because of any lack of information.

In the event of legal proceedings to enforce the terms of this agreement, the prevailing party will be entitled to legal fees.

PRICE INCREASES

After the first year, at the County's sole discretion, the contract price quoted for this service may be increased annually on the first of October. If granted, the increase would be based on the July Consumer Price Index for U.S. City Average, Wage and Clerical Workers, All Items, as published by the Bureau of Labor Statistics, Southeastern Regional office as of the month of July for that year. Lee County will notify the vendor of the increase amount. This increased amount will begin with the billing for the month of October.

METHOD OF PAYMENT

The accepted price for the services will be paid to the Vendor in twelve (12) monthly installments, after receipt of an invoice from the Vendor at the end of each time period of one (1) month. The invoice will be for the previous month's service period. **Invoices should reference the purchase order number, month of service, location and be mailed to Lee County Finance, P.O. Box 2238, Ft. Myers, FL 33902-2238.**

REQUIRED INFORMATION

The following information must be supplied to Lee County Procurement Department prior to the commencement of work under this contract:

- a. All employee background checks
- b. Material Safety Data Sheets for chemicals being used
- c. Sample employee identification badge
- d. Names and phone numbers of vendor contact personnel
- e. Sample cleaning personnel sign-in sheet

- f. Statement certifying that all bathroom cleaner, general-purpose cleaners, floor care products and glass cleaners conform to Green Seal standards.
- g. Insurance certificates

PRICING

TOTAL ANNUAL CHARGES \$ _____
(BASIS OF AWARD) **ANNUAL COST**

THE FOLLOWING FEES ARE TO BE USED, AS NEEDED, FOR THIS BUILDING IN ORDER TO MODIFY THE CONTRACT PRICES THROUGHOUT ITS TERM IF NECESSARY:

HOURLY RATE FOR EMERGENCY WORK \$ _____
PER PERSON/PER HOUR

COST TO ADD OR DELETE A DAY OF SERVICE \$ _____
(THIS IS TO BE ONLY ONE FIGURE) P.S.F. PER DAY

COST TO ADD DUSTING & VACUUMING OF OFFICE \$ _____
AREAS COST PER S.F. PER DAY
(TO BE USED ONLY IF OVER 2X PER WEEK)

For this project, sub-contracting for special cleaning tasks such as, but not limited to, window cleaning and pressure washing of buildings will be allowable; however, in regards to the day to day general cleaning, no sub-contracting will be allowed for this project. Vendor shall not assign, transfer, subcontract or sell any portion of this contract unless permission is first given by the County Representative.

IF IT IS DEEMED NECESSARY TO ADD OR DELETE SQUARE FOOTAGE FROM THIS CONTRACT ON A TEMPORARY OR PERMANENT BASIS, THE TOTAL ANNUAL CHARGE WILL BE DIVIDED BY THE NUMBER OF SQUARE FEET TO DETERMINE THE ANNUAL COST PER SQUARE FOOT. THAT COST PER SQUARE FOOT WILL BE ADDED OR DEDUCTED FROM THE TOTAL ANNUAL CHARGES.

DATE SUBMITTED: _____

VENDOR NAME: _____

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER. NOTE; NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE PERMITTED EITHER WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIALS (AS APPLICABLE) AND THE REMOVAL FROM THE MASTER BIDDERS LIST.

FIRM NAME: _____

BY (Printed): _____

BY (Signature): _____

TITLE: _____

FEDERAL ID # OR S.S.# _____

ADDRESS:

PHONE NO.: _____

FAX NO.: _____

CELLULAR PHONE/PAGER NO.: _____

DUNS#: _____

LEE COUNTY LOCAL BUSINESS TAX ACCOUNT NUMBER: _____

E-MAIL ADDRESS: _____

STANDARD INSURANCE

Minimum Insurance Requirements: *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided*

a. **Commercial General Liability - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:**

\$500,000 per occurrence
\$1,000,000 general aggregate
\$500,000 products and completed operations
\$500,000 personal and advertising injury

b. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$500,000 combined single limit (CSL)
\$300,000 bodily injury per person
\$500,000 bodily injury per accident
\$300,000 property damage per accident

c. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

\$100,000 per accident
\$100,000 disease limit
\$500,000 disease – policy limit

d. **Janitorial Service Bond** – Providing protection from losses incurred by dishonest acts of the vendors employees. Coverage shall not be less than \$100,000.

*The required minimum limit of liability shown in a and b may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following

Form Endorsement” will be required on the “Excess Insurance Policy” or “Commercial Umbrella Policy.”

Verification of Coverage:

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

a. The certificate holder shall read as follows:

Lee County Board of County Commissioners
P.O. Box 398
Fort Myers, Florida 33902

b. *“Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials”* will be named as an "Additional Insured" on the General Liability policy, including Products and Completed Operations coverage.

c. Lee County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the Risk Manager (P.O. BOX 398 Ft. Myers, FL 33902).

Special Requirements:

1. An appropriate "Indemnification" clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

SOLICITATION NO.: _____ PROJECT NAME: _____

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) (SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

LEE COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY LEE COUNTY.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature Title Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was signed and acknowledged before me this _____ day of _____, 20____, by _____ who has produced

(Print or Type Name)
_____ as identification.
(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

DETAIL CLEANING TASKS ARE LISTED ON THE NEXT 3 PAGES

ATTACHMENT "A"
 JANITORIAL DETAIL CLEANING TASK CHECKLIST

FACILITY –GUARDIAN AD LITEM OFFICE		DATE:						
	DAILY TASKS	M	TU	W	TH	F	SA	SU
1.	Empty, damp wipe and re-line all wastebaskets.							
2.	Empty desk recycling totes into large recycling bin, if applicable.							
3.	Spot clean walls, light switches and doors.							
4.	Damp mop floors; remove any gum, tar or other foreign matter.							
5.	Vacuum carpet (office areas vacuumed 2 times per week, common areas everyday). <u>Spot clean carpets as needed using extraction or bonnet cleaning method.</u>							
6.	Dust all horizontal ledges and furniture. (Office areas are dusted 2 times per week) Desks and shelving will be dusted only if cleared off and a note to dust is placed there. No electronic equipment will be dusted.							
7.	Brush all fabric upholstery, as needed.							
8.	Clean & sanitize drinking fountains.							
9.	Dust all unobstructed work areas.							
10.	Do other general and emergency cleaning as required.							
11.	Report any maintenance issues to the County Representative.							
12.	Keep custodial closet clean.							
13.	Wash all door glass and adjacent panels (interior & exterior).							
14.	Vacuum floor mats and wash as necessary.							
15.	Damp wipe any tables and vending machines associated with break rooms, if applicable.							
16.	Vacuum/clean floors, dust, clean and/or polish furniture in the conference rooms and the public meeting room.							
DAILY SERVICE-KITCHEN AREA		M	TU	W	TH	F	SA	SU
1.	Clean sinks with detergent/disinfectant. (Do not wash dishes)							
2.	Clean tables and counters with detergent/disinfectant.							
3.	Re-supply paper towels in county standard dispenser; re-supply soap in county standard dispenser. Wipe down dispensers.							
4.	Damp wipe walls as necessary.							
5.	Empty and re-line trash cans. Wash trash cans as needed.							
6.	Damp mop floors with detergent/disinfectant							

JANITORIAL DETAIL CLEANING TASK CHECKLIST

FACILITY – GUARDIAN AD LITEM OFFICE							DATE:								
DAILY SERVICE RESTROOM (S)							M	TU	W	TH	F	SA	SU		
1.	Clean basins with detergent/disinfectant. Clean and shine all bright work.														
2.	Clean toilets and urinals using detergent/disinfectant.														
3.	Clean mirrors, soap dispensers and all plumbing fixtures. Wipe down all dispensers.														
4.	Clean under basins, around toilets and urinals.														
5.	Damp wipe walls, light switches and doors.														
6.	Damp wipe all ledges														
7.	Re-supply soap, toilet tissue, paper towels, personal seat covers, sanitary napkins and liners, etc. (Only anti-bacterial or anti-microbial soap will be acceptable)														
8.	Wet mop floors using detergent/disinfectant.														
WEEKLY TASKS							M	TU	W	TH	F	SA	SU		
1.	Dust all high areas in offices and common areas (i.e. tops of cubicle walls, wall moldings, etc.).														
2.	Dust vertical and horizontal surfaces.														
3.	Dust venetian blinds, if applicable.														
4.	Brush; vacuum and/or spot clean upholstered furniture and modular panels as needed.														
5.	Dust ceiling fans, if applicable.														
WEEKLY MASTER RECYCLING BIN SERVICE							M	TU	W	TH	F	SA	SU		
1.	Take large bin(s) to designated location for servicing and return once they are emptied, if applicable.														
MONTHLY SERVICE				JA	FE	MA	AP	MAY	JU	JUL	AU	SEP	OC	NOV	DE
1.	Vacuum/ damp wipe air conditioning grills and returns.														
2.	Clean external light covers, if applicable.														
3.	Wash all first floor exterior window glass.														
4.	Scrub ceramic tile and grout in tile areas.														
QUARTERLY SERVICE				JA	FE	MA	AP	MAY	JU	JUL	AU	SEP	OC	NOV	DE
1.	Refinish all hard floors. May need to be stripped and re-waxed and/or burnished.														

JANITORIAL DETAIL CLEANING TASKLIST

FACILITY – GUARDIAN AD LITEM OFFICE		DATE:											
		JA	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2.	Clean carpets by extraction method. Carpets in heavier traffic areas may need to be done more often. Heavily soiled areas are to be spot cleaned in between regularly scheduled carpet cleanings.												
3.	Damp wipe venetian blinds using all purpose cleaner or detergent. Do not remove blinds from window.												
	SEMI-ANNUAL SERVICE	JA	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
1.	Clean light fixtures and covers (interior).												
2.	Clean all interior window glass. May be required to be done more often.												