

This contract is for routine, daily, weekly and annual cleaning per a pre-determined schedule and utilizing Green cleaning and maintenance products whenever practical. In addition, specialty cleaning including light maintenance work such as changing lightbulbs and other maintenance cleaning on an "as needed" basis to be pre-arranged between the Contractor and the DoT Contract Manager or designee, for the facility. The estimated square footage of the facility is approximately 24,000 square feet consisting of approximately 3,700 square feet of raised floor tiles, 2,500 square feet of carpeted raised floor tiles, 7,500 square feet of carpet over concrete floors for office area, 2,000 square feet of vinyl flooring over concrete, and 13,300 square feet of polished concrete flooring.

The Contractor will be responsible for providing all labor, supervision, equipment, tools, materials and cleaning supplies (except those noted herein), to perform custodial services as described within this solicitation. The DoT will provide the following routine supplies; paper products, hand soap, light bulbs, mop heads and trash can liners. The DoT may request additional custodial or maintenance tasks outside of normal work hours; such tasks scheduled in advance by the DoT's contract manager and the contractor's contract manager.

The contractor shall provide good quality, commercial, environmentally green, non-toxic cleaning products and equipment.

The contractor's contract manager will, initially, meet weekly, at a pre-determined time, with the DoT's contract manager to review services provided and schedule all specialty services needed. Meetings may move to a monthly basis after a period of time, depending on the quality of service.

Though the contractor's employees are not city employees, they are to comply with City work rules (to be provided to successful by bidder by Contract Manager) while at the City facility to eliminate any potential conflicts. If any violation of these rules occurs, the City's Representative may report such violations to the contractor's contract manager for corrective action or request a meeting to discuss the violation with the contract manager and the contractor's employee.

The DoT Contract Manager will issue one set of keys for access to the applicable areas or supplies to the contractor. If the original set of keys is lost, the contractor shall be liable for the replacement cost of keys. The contractor shall sign the keys when issued. All keys are to be returned to the DoT's contract manager on the last day of service upon contract termination or expiration. **Under NO CIRCUMSTANCES IS THE CONTRACTOR OR HIS/HER EMPLOYEES TO MAKE DUPLICATES OF THE CITY'S KEYS.**

#### DAILY CLEANING SCHEDULE

Offices/Reception Areas and Conference Rooms, Rooms 100,101, 103, 104, 105, 106, 110, 111, 114, 117 and 119, empty all waste receptacles and dispose of waste in dumpster; replace liners as needed, dust-wipe, damp-wipe and/or polish, according to surface texture. Including, all chairs (including legs, seats and ledges), tables and other furniture, both horizontal and vertical surfaces. Vacuum all carpeted areas, spot clean with carpet cleaner to remove spills to avoid permanent staining. Sweep and mop all vinyl tile floors, damp-wipe all window ledges, spot clean all entrance lobby glass and chrome inside and out, clean and sanitize drinking fountain (1).

Twice daily rest rooms are to be cleaned/inspected, 1<sup>st</sup> shift (between 11 am and 2 pm) and 2<sup>nd</sup> shift (between 5 pm and 7 pm). Rooms 107, 109, and 121, empty all waste receptacles and dispose of waste in dumpster; replace liners as needed. Clean, sanitize and dry all washbasins, toilets and urinals, inside and out; use germicidal cleaner in disinfecting toilets and urinals, clean mirrors, dispensers, counters. Polish chrome fixtures, wipe finger and other marks from walls

and light switches, refill all soap and paper dispensers and wet mop floors completely; especially behind all toilets and under all partitions.

Cleaning of Computer Rooms; please note, due to the sensitive nature of the equipment in these rooms, ammonia and alcohol-containing products cannot be used in computer rooms, including rooms 114, 115, 116, 117, 118, 120, 124, 125, and 126. Carefully, dust-wipe, damp-wipe or polish (according to surface texture) all chairs (including legs, seats and ledges), tables and other furniture horizontal and vertical surfaces. Vacuum all carpeted areas, as required, using a high-efficiency particulate air-filtered vacuum sweepers that do not allow contamination larger than .3 microns to escape into the air during cleaning are needed for cleaning in the computer room. In order to stop radio frequency and elector mechanical interference only shielded vacuuming equipment to be used. Additionally, spot clean with carpet cleaner as needed - Dust mop Computer Room tiled floor using a non-treated dust mop or lightly damp-mop to spot-clean. (DO NOT shake dirt out from dust mops inside the Computer Room areas), empty all waste receptacles and dispose of waste in dumpster; replace liners if needed.

In the lounge area, (Room 102), empty all waste receptacles, dispose of waste in dumpster; replace liners if needed. Clean, sanitize and dry sink, fixtures and counter tops, damp-wipe tables and chairs, damp-wipe all dispensers, using an all-purpose cleaner, wipe spots from walls especially behind waste receptacle and sink. Wipe spots from refrigerator and microwave, refill all paper towel dispensers, vacuum carpet; spot clean with carpet cleaner as needed.

#### WEEKLY CLEANING SCHEDULE

Dust-wipe air supplies and exhausts vents using non-treated dust cloths before daily carpet sweeping.

Dust-wipes all baseboards and switches plate/receptacle covers, remove any cobwebs found hanging from ceiling, around baseboards, etc., vacuum carpeted wall in vestibule to remove dust and cobwebs.

Polish all wood furniture using appropriate polish.

Offices in rooms 103, 104, 105, 106, 110, 111, 114, 117 and 119, remove all non-hazardous recyclable materials to designated storage/pickup area.

Restrooms-Rooms 107, 109, 121, dust-wipe air supplies and exhausts vents using non-treated dust cloths, before mopping , clean and sanitize all restroom waste receptacles, damp-wipe partitions using disinfect cleaner, and hand wash all ceramic-tile walls.

Computer Room (no ammonia) Rooms 115, 116, 118, 120, 124, 125, and 126, damp mop raised tile floor using a mild neutral cleaner , and spot clean internal glass on both sides in the Control Room.

Lounge Area. Room 102, clean and sanitize waste receptacles, dust-wipe air supply, and exhaust vents using non-treated dust cloths, before sweeping carpets.

Storage Areas Rooms, 108, 112, 135, 136, dust-wipe air supply and exhaust vents using non-treated dust cloths, sweep and mop all floors, and clean and sanitize washbasins.

Receiving (Garage), Utility Service. Rooms 113, 134, mop (as required), clean and sanitize drinking fountain, wipe and clean all door handles, spot clean all door surfaces, and move recyclables to designated pickup area.

Receiving (Garage), Utility Service, and Storage Areas, Rooms 108, 112, 113, 134, 135, and 136, sweep (as needed)

Outside Areas empty waste receptacles and all cigarette receptacles, smooth sand and replace sand as needed.

All other Related Areas that are used by staff, offices or host computers, to include rooms 127, 128, 129, 130, 132, and 133, sweep (as needed).

Check for light bulbs to be replaced (as needed).

#### OPTIONAL SERVICES "AS NEEDED"

The DoT's contract manager and the contractor's contract manager will schedule all additional tasks at least 1 week prior to performing the required service. The DoT may request some weekend or after business hours services. Perform any of the following related tasks as requested. All "as needed" services will require price quotes and written confirmation from both the DoT's Contract Manager and Contractor's contract manager that sufficient funding is available prior to any work being formally scheduled or started.

Clean Computer Room Sub-floor. Includes Rooms 114, 115, 116, 117, 118, 119, 120, 124, 125, 126 and Computer Room and Print Room at the Hammond Center, remove no more than five (5) tiles at any one time, remove all debris, and vacuum all surface and sub-floor areas in the Computer Room.

Clean Computer Room Carpet tile Floors. Rooms 115, 116, 117, 119, 120, 125 and carpeted sections of Hammond Center Print Room. Thoroughly clean, all perforated tiles (tiled and carpeted)

Vacuum, rotary scrub and hot water steam all carpet-tile areas. Removal of some of the carpet tiles may be required in order to clean and hot water extract.

Clean both sides of all Computer Room glass wall (using glass cleaner with no ammonia), Rooms 120, 115, 124.

Clean inside and outside of all front-office glass wall windows 3.2.5.6. Clean all exterior windows, Rooms 103, 104, 105, and 111.

Hot water extracts all non-Computer Room carpeted areas, Rooms 101, 102, 106, 100, and 110.

Strip and refinish all vinyl tiled non-Computer Room floors, apply one coat of floor sealer and two coats of floor finish to all floor surfaces and after floor has dried for six to eight hours, high-speed buff to a high gloss, non-skid finish, Rooms 118, 121, 126, and 136. Or High-speed buff all vinyl (non-computer room) tile floors only.

Strip and seal Receiving (Garage), Utility Service and Storage Areas

Clean and wipe the plastic trim edges of all cable openings.

The DoT contract manager or designee and Contractor will schedule all additional tasks at least 1 week prior to performing the required service.

