

AB2019-53 JANITORIAL SERVICES FOR 1440 PARKSIDE AVENUE, EWING NJ

CONTACT TERM: FEBRUARY 1,2020 THROUGH JANUARY 31,2022

RESOLUTION #2020-116

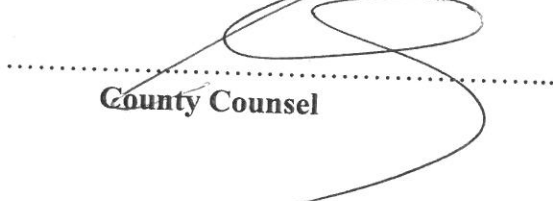
NAME OF BIDDER	ACB SERVICES, INC.
ADDRESS	37 SCHOOLHOUSE ROAD
CITY, STATE, ZIP	CREAM RIDGE , NJ 08514
CONTACT	JOSEPH MANFREDO
TELEPHONE	609-209-0954 / 609-638-0593
FAX	609-695-1022
E-MAIL	JOEMANFREDO@YAHOO.CO ,
GRAND TOTAL YEAR ONE AND TWO (BASIS OF AWARD)	\$ 62,644.14

AB2019-53 PROPOSAL PAGE WITH COST PER HOUR, NUMBER OF HOURS AND STAFFING REQUIREMENTS

LOCATION AND REQUIRED STAFFING	NUMBER OF STAFF REQUIRED	NUMBER OF HOURS WORKED ANNUALLY	INSERT HOURLY RATE PER WORKER	ANNUAL COST
			ACB SERVICES	
1440 PARKSIDE AVENUE , EXTENSION BUILDING & VETERANS OFFICE				
YEAR ONE:	3	2,223	\$ 13.49	\$ 29,988.27
TWO (2) CUSTODIAN WORKING THREE (3) HOURS PER EVENING BETWEEN THE HOURS OF 6:00 P.M. AND 9:00 P.M., MONDAY THROUGH FRIDAY				
ONE (1) SUPERVISOR WORKING THREE (3) HOURS PER EVENING BETWEEN THE HOURS OF 6:00 P.M. AND 9:00 P.M., MONDAY THROUGH FRIDAY				
YEAR TWO:	3	2,223	\$ 14.69	\$ 32,655.87
TWO (2) CUSTODIAN WORKING THREE (3) HOURS PER EVENING BETWEEN THE HOURS OF 6:00 P.M. AND 9:00 P.M., MONDAY THROUGH FRIDAY				
ONE (1) SUPERVISOR WORKING THREE (3) HOURS PER EVENING BETWEEN THE HOURS OF 6:00 P.M. AND 9:00 P.M., MONDAY THROUGH FRIDAY				
TOTAL YEAR ONE				\$ 29,988.27
TOTAL YEAR TWO				\$ 32,655.87
GRAND TOTAL YEARS ONE AND TWO (BASIS OF AWARD)				\$ 62,644.14
HOURLY RATE PER WORKER FOR ADDITIONAL WORK				\$ 19.50

Approved as to Form and Legality

Date


.....
County Counsel

February 13, 2020
.....

AWARD OF BID RECEIVED DECEMBER 20, 2019 TO ACB SERVICES INC. FOR JANITORIAL SERVICES FOR 1440 PARKSIDE AVENUE, EWING TOWNSHIP, MERCER COUNTY. PERIOD: FEBRUARY 1, 2020 THROUGH JANUARY 31, 2022. TOTAL AMOUNT NOT TO EXCEED: \$62,644.14 (AB2019-53)

WHEREAS, the Mercer County Purchasing Department has advertised for bids for Janitorial Services for 1440 Parkside Avenue, Ewing New Jersey, for a period of two (2) years, through bid terms and specifications, as provided by law; and,

WHEREAS, eight (8) separate sealed bids were received on December 20, 2019 in connection with the aforementioned services; and,

WHEREAS, the bidder hereinafter designated is the lowest qualified bidder; and,

WHEREAS, the bid of ACB Services, Inc., 37 Schoolhouse Road, Cream Ridge, NJ 08514, shall be awarded in the total amount of \$62,644.14 for a period of February 1, 2020 through January 31, 2022; and,

.....
Clerk to the Board

RECORD OF VOTE													
FREEHOLDER	Aye	Nay	N.V.	Abs.	Res.	Sec.	FREEHOLDER	Aye	Nay	N.V.	Abs.	Res.	Sec.
Cannon				X			Melker	X					
Cimino	X						Walter	X				✓	
Colavita				X			Koontz	X					
Frisby	X					✓							

X—Indicates Vote Abs.—Absent N.V.—Not Voting
Res.—Resolution Moved Sec.—Resolution Seconded

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WHEREAS, the Chief Financial Officer of Mercer County has certified in writing the availability of funds for the purposes set forth in this Resolution; said certification is on file with the Clerk to the Board and funds are contingent upon the inclusion in and adoption of the 2020, 2021, and 2022 Mercer County Budgets; now, therefore;

BE IT RESOLVED, that the County Executive and Clerk to the Board are hereby authorized to execute contracts on behalf of the County of Mercer when presented in a form approved by County Counsel; and,

BE IT FURTHER RESOLVED, that the Clerk to the Board shall forward a copy of this Resolution to the Mercer County Purchasing Department for further distribution.

.....
Clerk to the Board

SPECIFICATIONS FOR BID JANITORIAL SERVICES AT 1440 PARKSIDE AVENUE, EWING, NJ FOR A PERIOD OF TWO (2) YEARS

PURPOSE AND INTENT

The County of Mercer requests bids for janitorial services at 1440 Parkside Avenue, Ewing NJ. The expected services and products are described in this RFB. The intent of this RFB is to award a contract to that responsive and responsible bidder whose bid proposal, conforming to this RFB, is most advantageous to the County in accordance with the New Jersey Local Public Contract Laws. The contract shall be awarded for a period of two (2) years. Bidders shall have two years' experience providing similar services. **Contract will commence February 1, 2020;** all questions can be sent via email to imaldonado@mercercounty.org.

SITE VISIT

A site visit will take place December 11, 2019 at 10:30 A.M. If you would like to attend please contact Karl Thomas, General Supervisor of Buildings and Grounds at 609-256-3046 or via email to kthomas@mercercounty.org please reference the bid as the subject. Upon contract award, a mandatory contract kick-off meeting shall be held by the County designee with the awarded contractor.

CHANGE IN SCOPE OF WORK

In the event that there is a change in the Scope of Work, the County designee will notify the awarded contractor, in writing. The County designee will determine the staffing requirements and the monthly billing shall be adjusted to reflect the staffing and hours worked.

HOURLY RATES

The rates shall be all-inclusive rates per hour including equipment, supplies and labor. Bidders shall submit a blended rate for matron/custodian/supervisor. Bidders shall provide **an hourly rate per worker** for additional services.

THE MINIMUM SALARY FOR MATRONS AND CUSTODIANS MUST MEET THE REQUIRED NEW JERSEY

CONTRACT MANAGER:

1440 PARKSIDE AVENUE, EWING, NJ

Sharon Johnson, Building Attendant, 609-222-9834

A qualified supervisory representative shall meet quarterly with the County designee specified above, during County business hours of 7:00 A.M. and 3:00 P.M.

Custodians and Matrons/Porters will be required to wear a matching uniform with the company name and a company issued photo laminated ID card to be worn in **plain view** at all times.

Custodians and Day Matrons are required to sign in and out at a centralized location at each location. The contractor must perform a Criminal Background Check on each potential employee and provide reports to the respective contact at each location.

AREA TO BE CLEANED

EXTENSION SERVICES AND VETERAN'S OFFICE, 1440 PARKSIDE AVENUE, EWING, NJ
12,500 Square Feet - (includes all occupied areas only) 9 Bathrooms

ADDITIONAL AREA TO BE CLEANED

Please take note, an additional 6,400 square feet including 5 bathrooms is currently unoccupied and we expect tenants to occupy the space sometime during the term of this contract. Once the area is occupied it will have to be cleaned. The awarded contractor shall provide services for this additional area upon formal notice by the Supervisor of Buildings and Grounds. The hourly rate shall remain the same for this additional area and invoicing shall be kept separate once this area is added. The County designee will determine if additional staffing requirements will be needed. The scope of work for this additional area will remain the same as per pages 15-19.

ADDITIONAL LOCATION WORK REQUIREMENTS:

IN THE EVENT THAT THE COUNTY REQUIRES ADDITIONAL WORK, THE AWARDED CONTRACTOR SHALL PROVIDE ADDITIONAL SERVICES BASED UPON THE HOURLY RATE FOR ADDITIONAL WORK IN THE PROPOSAL PAGE.

UNSATISFACTORY PERFORMANCE

All work shall be supervised by the Contractor's personnel who will co-ordinate efforts with the County. The County shall monitor the services provided and if found to be unsatisfactory, work shall be performed at no additional cost to the County. Contractor **will not** be compensated until the work is completed. The uncompleted work **must** be performed by the Matron or Custodian the following day.

EQUIPMENT

The Contractor shall be required to furnish the County of Mercer with a list of equipment to be used in the execution of this contract and agrees to upgrade such equipment should it be necessary to do so by mutual consent with the County. Faulty equipment must be replaced within one day. Mercer shall not be liable or responsible in any way for the loss of equipment stored in any County Facility.

If property damage resulting from contractors negligence has to be repaired and/or replaced by the county; the expense for such work will be deducted from the monies due the contractor.

The Contractor shall at all times comply with the NEW JERSEY RIGHT TO KNOW ACT, including ensuring proper labeling of all containers of potentially hazardous materials, and furnishing Material Safety Data Sheets (MSDS) as required.

THE MINIMUM SALARY FOR MATRONS AND CUSTODIANS MUST MEET THE REQUIRED NEW JERSEY MINIMUM WAGE RATE

HOLIDAYS

The following are designated County holidays and excluded from the work schedule:

New Years Day
President's Day
Memorial Day
Labor Day
Election Day
Thanksgiving Day
Christmas Day

Martin Luther King Day
Good Friday
Independence Day
Columbus Day
Veteran's Day
Day after Thanksgiving

RECYCLING POLICY

Recyclables shall be single streamed and not commingled with other solid waste. Single Stream Recycling is a technology that allows participants to place all of their recyclables—such as fiber (newspaper, office paper and cardboard) and non-fiber or commingled (plastic and glass bottles, steel and aluminum cans)—into a single container for subsequent collection, processing and remarketing.

INDEPENDENT CONTRACTOR

The Contractor shall be an independent contractor in every respect and not an agent of the County. The Contractor shall be the sole employer of all personnel engaged in the performance of this contract and shall accept full responsibility for all lost or damaged property and injury to persons resulting from the execution of the as well as for any claims made by or on behalf of the Contractor's agents, servants and employees arising out of their employment or work pertaining to the performance of this Contract.

INDEMNIFICATION

The Contractor shall accept the full responsibility for and shall defend, indemnify and save harmless Mercer County, its officials, officers, employees, and agents from all claims for all loss or damage to property and injury to persons resulting from the negligent execution or performance of this Contract as well as for any claims made by or on behalf of Contractor's agents, servants, and/or employees arising out of their employment or work pertaining to the operation under this Contract; moreover Contractor shall at all times defend, indemnify and hold the County, its elected officials, officers, and/or employees harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines, or judgments, including costs, attorney and witness fees, and expenses incident thereto, arising out of or in connection with the execution or performance of this Contract. Contractor shall be an independent contractor at all times and in every respect and not the agent of the County. Nothing contained herein and no direction or notification from the County, the Project Manager, or his /her designee to the Contractor shall imply the creation of a partnership, joint venture or agency relationship between the parties herein.

SCOPE OF WORK

The contractor will have direct responsibility for the completion and quality of janitorial services within the buildings. The contractor may provide janitorial services directly with his own staff.

CONTRACTOR RESPONSIBILITY

The contractor is solely responsible for the provision of all management personnel, supervisors, labor, equipment, materials and supplies necessary to complete the required work. EXCLUSIONS: Landscape services such as grass mowing and trimming, mulching, weeding and tree trimming and snow removal are specifically excluded from this contract.

INVOICES

INVOICES SHALL BE PROCESSED MONTHLY. BIDDERS SHALL PROVIDE INVOICING BY LOCATION, WITH THE ANNUAL RATE DIVIDED BY TWELVE.

IN THE EVENT THAT SERVICES ARE INCREASED OR REDUCED, THE INVOICING SHALL BE PRORATED BY THE NUMBER OF HOURS WORKED FOR EACH FACILITY. THE BILL SHALL BE REDUCED OR INCREASED TO REFLECT ACTUAL HOURS WORKED.

THE COUNTY SHALL MAKE THE DETERMINATION IN REDUCTION IN WRITING, TO THE AWARDED CONTRACTOR.

GENERAL AND OFFICE SPACE

All offices, hallways, foyers, stairways, closets, meeting rooms, conference rooms, lounges, copy rooms, mechanical rooms, electrical rooms, storage rooms, including all finished space that has painted walls and tile, carpet or other finished floor. This includes foyers, entrances, exits, and stairwells. This includes all levels and all floors of all buildings.

KITCHEN AND COUNTER

All lunch rooms, kitchens, counter areas and meeting areas where food is served shall be cleaned on a daily basis.

REST ROOMS

All rest rooms shall be cleaned on a daily basis.

COUNTY WORKING HOURS

Normal daytime working hours are between 7:00 AM and 5:00 PM.

CONTRACTOR WORKING HOURS

The County will control signing in and out. Signing in or out for someone other than themselves, or with an incorrect time will be reported to the Contractor Supervisor and the County. All work shall be performed between the hours of 6:00 PM AND 9:00 PM. MONDAY THROUGH FRIDAY, NO WEEKENDS AS SPECIFIED.

THE CONTRACTOR'S PERSONNEL AND RESPONSIBILITIES

During the course of the contract, the County reserves the right to add Janitorial Services similar in scope. Any such additions will be in accordance with all terms, condition, specifications, unit cost per square foot and hourly rates per year contained in the contractor's bid proposal. The contractor must accept any and all additional individual locations.

FORMAL COMPLAINTS

When a contractor fails to perform or comply with a contract, and/or fails to comply with the complaints procedure, the County Director may terminate the contract upon 10 days notice to the contractor with an opportunity to respond.

For purposes of this contract, repeated use of the complaint procedure will be defined as three (3) findings against the contractor by the County within any one (1) year.

LEAD TIME

The Contract Manager will provide a formal written correspondence within five (5) working days as the minimum lead time for adding locations. Upon thirty (30) days notice, the Contract Manager may terminate specific locations and/or sites for reasons including but not limited to vacating of premises in part or whole, renovations or like conditions. The Contract Manager will advise the contractor of any change in the status of location involved in the contract as they occur through a formal written correspondence.

ADDITIONAL WORK

The contractor may also be required to provide additional janitorial services beyond those specified. Such services must be billed at the cost per square foot for additional locations. Response times to emergency calls must be within one (1) hour. The cost per square foot must be all inclusive of all labor, materials, equipment and supplies.

CHANGE IN SCOPE OF WORK

In the event that there is a change in the Scope of Work, the County designee will notify the awarded contractor, in writing. The County designee will determine the staffing requirements and the monthly billing shall be adjusted to reflect the staffing and hours worked.

STAFFING REQUIREMENTS:

1440 PARKSIDE AVENUE, EWING, NJ:

TWO (2) CUSTODIANS WORKING THREE (3) HOURS PER EVENING BETWEEN THE HOURS OF 6:00 P.M. AND 9:00 P.M., MONDAY THROUGH FRIDAY

ONE (1) SUPERVISOR WORKING THREE (3) HOURS PER EVENING BETWEEN THE HOURS OF 6:00 P.M. AND 9:00 P.M., MONDAY THROUGH FRIDAY

SECURITY CLEARANCE

As a condition of employment and for purposes of determining a person's qualifications for employment, the contractor shall undertake a criminal history record background check for all cleaning personnel assigned to work at the County Buildings.

The contractor shall submit to the New Jersey State Police Bureau of Identification (SBI) an "application" fingerprint card, a request for criminal history record information form (SBI-212B), and the appropriate fee for all cleaning personnel it may assign to work at this Hamilton Complexes. The contractor shall not permit any newly hired, re-hired or transferred cleaning personnel to work in a facility until the SIB has furnished the results of the criminal history record background check to the vendor.

The contractor will be required to retain the results of an individual's criminal history background check as long as that person is assigned to this contract. The results of the criminal history background check will be made available to the Contract Manager by the contractor upon request.

The contractor must ensure that all of his personnel and the personnel of any subcontractor observe all regulations in effect including security sign-in/sign-out procedures. Under no circumstances will the contractor or its personnel represent themselves as employees of the County. The above mentioned sign-in procedure and sign-in sheet will be the official record of employees for all purposes of this contract. This shall be used by the Contract Manager for contractor employee and work verification purposes.

The contractor must develop and maintain an ongoing and current written list of all contractors' personnel used on the contract. This list must be updated and supplied in writing to the Contract Manager at least twenty- four (24) hours before a new employee reports for work. This list must include a current active list of the "pool" of

back-up employees required under the various staffing requirements of this RFP. It must include the employee's full name, and date of birth. When new personnel are assigned, this information must be given to the Contract Manager immediately and clearly identified as an update to the initial list. The contractor shall undertake and receive the results of the criminal history record background check for all cleaning personnel prior to submitting the updated list to the Contract Manager for approval and therefore, before assigning the employee to work.

Any contractor's employee reporting to work without a uniform and company identification badge will not be permitted to remain in the building. Any such employee will not be considered to be in attendance for purposes of meeting the mandatory minimum total cleaning hours. The contractor is responsible for replacement of the employee as soon as possible or within one (1) hour from the required "pool" of employees with pre-approved security clearances. The contractor is fully responsible for the conduct of their employees on County premises.

CLEANING RELATED REQUIREMENTS

All areas are to be considered office type space. The contractor must furnish all of the necessary supervisory, labor and criminal history background checks for all cleaning personnel. The contractor must furnish the necessary equipment, materials and supplies required to provide janitorial services as described in the request for bid. The County shall furnish hand-soap, paper towels, toilet tissue, and trash can liners. The Contractor shall furnish and provide for all other cleaning supplies and equipment necessary for the proper execution of this contract such as but not limited to waxes, strippers, cleaners, buffers, vacuum cleaners, mops and buckets. All cleaning products shall have qualities that will protect the environment, "environmentally friendly".

MANDATORY REQUIREMENT FOR CLEANING PRODUCTS

The County requires bidders to provide environmentally preferable cleaning products. The acceptable standards established for the performance of these products are based on:

- A. The Green Seal Standard for Industrial and Institutional Cleaners (GS-37)
- B. The Environmental Choice Program Certification Criteria Document (CCD-146)
- C. The US Environmental Protection Agency's Design for the Environment (DfE).
- D. The Green Seal Standard for Floor –Care Products- Finishes and Strippers (GS-40)
- E. The Environmental Choice Program Certification Criteria Document (CCD-147)

A. Green Seal GS-37 Industrial and Institutional Cleaners

Green Seal is an independent, non-profit organization that strives to achieve a healthier and cleaner environment by identifying and promoting products and services that cause less toxic pollution and waste, conserve resources and habitats, and minimize global warming and ozone depletion. The Green Seal (GS-37) standards establish environmental requirements for industrial and institutional general-purpose, bathroom, and glass cleaners. For purposes of this standard, general-purpose, bathroom, and glass cleaners are defined as those cleaners intended for routine cleaning of offices, institutions, warehouses, and industrial facilities. Product users should follow the manufacturers' instructions on compatibility. Each criterion states whether it applies to the undiluted product or to the product as used. Green Seal has no financial interest in the products that it certifies or recommends or in any manufacturer or company. Green Seal's evaluations are based on state-of-the-art science and information using internationally recognized methods and procedures. For more information, visit their website at (<http://www.greenseal.org>).

B. The Environmental Choice Program (ECP)

Established in 1988, the ECP was the second national ecolabelling initiative undertaken. There are now more than three dozen such programs worldwide. The Global Ecolabelling Network (GEN) is an international association of ecolabelling programs, including the Environmental Choice Program. For more information, visit their website at (<http://www.environmentalchoice.com>)

C. The US Environmental Protection Agency's (EPA)

Design for the Environment (DfE) Formulator Program offers partnership and recognition to companies that act as environmental stewards by improving the environmental profile of their products. Innovative and improved cleaning formulations contain

ingredients with lower inherent toxicity, less bioaccumulation potential, less toxic byproducts and more rapid biodegradability. DfE partnership entails an ongoing relationship with EPA, formalized in a voluntary memorandum of understanding. EPA and partner companies work toward mutually agreed upon goals to improve the environmental performance of cleaning products and systems. For more information, visit their website at (<http://www.epa.gov//dfe/pubs/formulat/brochure/>)

D. Green Seal GS-40 Floor Care Products – Finishes and Strippers

This standard establishes environmental requirements for industrial and institutional floor-care products. The floor care products addressed by this standard include floor finish and floor finish stripper. For purpose of this standard, floor finish (also called floor polish) is defined as any product designed to polish, protect, or enhance floor surfaces by leaving a protective

wax, polymer or resin coating that is designed to be periodically removed (stripped) and reapplied. Floor finish stripper (or floor remover- referred to here as “stripper”) is defined as a product designed to remove floor finish through breakdown of the finish polymers, or by dissolving or emulsifying the finish, polish, or wax. This standard does not address general- purpose cleaners that can be used to clean floors, floor sealers, spray buffing products, or products designed to remove floor wax solely through abrasion. Product users should follow the manufacturers’ instruction on compatibility. Each application must be designed to work together in an environmentally preferable system of overall floor care. Therefore, both the finish and its compatible stripper must meet all these criteria unless otherwise indicated. Each criterion states whether it applies to the undiluted product or the product as used. All criteria pertain to both finishes and strippers unless otherwise indicated. <http://www.greenseal.org>

E. The Environmental Choice Program Certification Criteria (CCD-147) Hard Floor Care Products.

The Environmental Choice Program is designed to support a continuing effort to improve and maintain environmental quality by reducing energy and materials consumption by minimizing the impacts, pollution generated by the production, use and disposal of goods and services available to Canadians. Hard floor care products that fall under these criteria include floor finishes, floor strippers, and neutralizing solutions, floor finish restorers and sealers. The product group includes solutions for use on ceramic, terrazzo, vinyl composite tile, concrete linoleum, rubber, and marble surfaces. It does not include products designed for unfinished wood floors, or products designed to cure concrete surfaces. These criteria do not apply to floor cleaners <http://www.environmentalchoice.com>

RECYCLING

Contractor must empty recycling container(s) in the proper recycling hamper(s) or storage bin(s). Containers are located outside of the building.

SPECIFICATIONS FOR JANITORIAL SERVICES 1440 PARKSIDE AVENUE, EWING, NJ
CONTACT PERSON: MR.KARL THOMAS, 609 256 3046

SCOPE OF WORK

The area of this complex is approximately 12,500 square feet with 9 bathrooms which is occupied by the Mercer County Extension Services Office and the Mercer County Veteran's Office. The County shall furnish hand-soap, paper towels, toilet tissue, and trash can liners. The Contractor shall furnish and provide for all other cleaning supplies and equipment necessary for the proper execution of this contract such as but not limited to waxes, strippers, cleaners, buffers, vacuum cleaners, mops and buckets.

1. Trash Removal

- A) All office and public trash cans shall be emptied **daily** and returned to their proper location with new bags every night.
- B) All rest room trashcans including paper towel receptacles shall be emptied **daily** and returned to their proper location.
- C) All cans and receptacles shall have plastic liners, which shall be replaced when soiled on a nightly basis.

2. Vacuuming

- A) All offices and entrance ways shall be vacuumed **daily**.
- B) All desk areas including kneeholes and under pedestals where accessible shall be vacuumed **daily**.
- C) Chairs and trash cans shall be moved when vacuuming.
- D) Entrance mats shall be vacuumed **daily**.
- E) Rubber bands, paper clips and floor scraps shall be picked up and discarded.
- F) Staples shall be removed from the carpets **daily**.
- G) Vacuum cleaners shall be kept in good working condition at all times and emptied **daily**. The use of vacuuming cleaners with hepa filters will eliminate the need for much dusting and should be considered for this job.

3. Floors

- A) Corridors, lobby areas, steps and landings shall be mopped **daily**.
- B) All fire exits, lobby steps and landings shall be swept and wet mopped **daily**.
- C) Spray buff corridors and all elevator, tile and terrazzo floors **daily** removing all scuff marks from the floors.
- D) All floors **must** be stripped and waxed twice a year, as scheduled by the contract manager.

4. Miscellaneous

- A) All horizontal surfaces including cabinets, tables, file shelves, coat racks, etc. shall be dusted **daily** without moving papers.
- B) **High surfaces shall be dusted weekly.**
- C) Water fountains shall be wiped clean and sanitized **daily**.
- D) Windows sills, railings and framework and ledges shall be cleaned **weekly**.

- E) Elevator interiors shall be spot cleaned and polished **daily**. Door tracks shall be completely cleaned **daily**.
- F) Upholstered furniture shall be brushed clean **weekly**.
- G) All glass doors shall be cleaned **daily**. Interior and exterior doors shall be cleaned **daily**.
- H) Partition glass shall be completely cleaned **daily**.
- I) Shampoo all carpets **monthly** or as directed.
- J) Any noticeable stains on desks or counters will be cleaned with a disinfectant spray.

5. Rest Rooms

- A) All soap and towels shall be refilled **daily**.
- B) Each toilet stall shall have a minimum of one complete roll of toilet tissue.
- C) All lavatories and fixtures shall be cleaned **daily** with disinfectant cleaner.
- D) All mirrors shall be cleaned **daily**.
- E) Toilets and urinals shall be scrubbed **daily** with a brush using a disinfectant cleaner and shall be left completely clean. Exteriors shall be wiped clean **daily** with a disinfectant cleaner.
- F) Water stains shall be removed **daily** using a mild cleanser.
- G) All rest room floors shall be wet mopped **daily**. No standing water shall remain after mopping. All rest rooms shall have a clean smell after cleaning and disinfecting.

LEVEL OF CLEANLINESS FOR ALL TASKS

The contractor must provide cleaning as thoroughly and frequently as specified. NO INDIVIDUAL WORK STATIONS SHALL BE CLEANED OR ACCESSED. The contractor must supply the mandatory hours specified. Failure to meet the level of cleanliness standards shall lead to formal complaints and possible cancellation of the contract.

The level of cleanliness must meet the minimum acceptable standards as indicated below:

- 1) Clean, Dust or Damp Wipe: Free of dust, dirt, wax build up, smudges, marks, spots, stains, or film. Thoroughly cleaned and dusted from the complete surface from corner to corner and including corners, edges, sides, top, bottom of the surfaces, molding, crevices, ledges and any hardware attached. Free from spots, smudges, stains, watermarks and rings. No dust streaks. Damp wiping must be dried to provide a uniform appearance.
- 2) Wipe Dry: Drying with a suitable cloth, free of smudges, scuffs, marks, streaks and film, buffed for a uniform polished appearance.
- 3) Sweeping and Damp Mopping: All floors shall be cleaned and free of dirt from corner to corner, edges and ledges, under the desks, chairs, trash bins, mats, signs, tables and behind doors. No dirt shall be left behind or next to radiators, on landings, on stair treads or on carpet and flooring adjacent to the area being swept and/or mopped.
- 4) There shall be no trash or foreign matter under floor mats, desks, tables, chairs or receptacles. Gum, scuffs and other matter is to be removed by spot cleaning.
- 5) Sweeping and Scrubbing: The floors and stairs shall be properly prepared, thoroughly swept, from corner to corner, edges and ledges, under the desks, chairs, trash bins, mats, signs, tables and behind doors. Clean and free of dirt and debris, no water streaks, no mop marks, no gum, tar or other substances on the floor surface. Scrubbing shall be performed by machine. Edges, corners, and stair treads must be clean and free of dirt, debris and build up, hand scrubbing may be required. Stair treads must be free of any wax, treads cannot be slippery. Properly rinsed and dry mopped to present an overall appearance of cleanliness. Special attention shall be given to floors in restrooms near urinals and commodes for elimination of odors and stains. Appearance shall be uniformly clean. All other non-carpeted floors without specific instructions, shall be stripped, use wet dry vac to remove stripping, rinsed twice, sealed and apply four coats of high quality non-slip floor finish. The floors shall be buffed to a uniform luster. Clean residue from walls, kick plates, edges and baseboards.
- 6) Vacuum: Thoroughly clean dust and dirt from complete carpet or fabric partitions, from corner to corner, edges and ledges, under the desks, chairs, trash bins, mats, signs, tables and behind doors.
- 7) Metal Polishing: Metal polishing may be performed by damp-wiping and drying with a suitable cloth, free of smudges, scuffs, marks, streaks and film, buffed for a uniform polished appearance. However, if a uniform polished appearance is not produced, the appropriate metal polish must be used for the type of metal surface based on the manufacturer's recommendations and industry standards.

- 8) Sinks, Urinals and Toilets: Inside of stalls, bowls and urinals, outside, top, bottom (underside) and sides of fixtures including all hardware shall be clean and free of dirt, mold, mildew, streaks, stains or any build up of matter. Free of odor.
- 9) Spot Cleaning: All walls, floors, carpet, furniture, fabric and metal partitions are to be free of marks, stains, spots, spills, smudges, gum, tar and other foreign matter. Cleaned area must blend into surrounding area.
- 10) Floor Buffing: Floor shall be thoroughly clean and free of all dirt, debris, spills, spots, stains, scuff marks, gum, tar, and other foreign matter. Floor should be buffed to a uniform shine.
- 11) Floor Finish: Floor shall be thoroughly clean and free of all dirt, debris, spills, spots, stains, old finish and old finish build up, gum tar and other foreign matter. No build up in corners or along edges and baseboards. All edges and baseboards must be clean of any dirt or finish residue. No streaks, no film or powder residue on floor surface. Floor should have a uniform shine.
- 12) Computer and other electronic/electric office equipment: Must be dusted with a feather duster only. The contractor must NOT clean PC's, computer equipment with cloth, paper towels or liquid sprays, oils, water etc. of any kind.

REGULARLY SCHEDULED DAILY TASKS

DAILY TASKS DEFINED – EVERY DAY

- 1) Empty all trash receptacles and ash urns. Replace trash liners. Damp wipe receptacles. Wash trash receptacles and ash urns as needed to ensure no odor and clean appearance.
- 2) Pick up all litter.

REST ROOMS: DAILY

- 1) Scour and scrub the entire seat, toilet and urinal with fresh solution of germicidal cleaner. Wash all metal surfaces including handles with fresh solution of germicidal cleaner and wipe dry.
- 2) Scour and scrub the entire sink and shower with fresh solution of germicidal cleaner. Wash all sink fixtures with fresh solution of germicidal cleaner and wipe dry.
- 3) Wash the disposal receptacles within the toilet stalls with a fresh solution of germicidal cleaner and wipe dry. Replace used liners.
- 4) Sweep and wash all floors with fresh solution of germicidal cleaner. Remove all marks by spot scrubbing.
- 5) Wash and polish mirrors. Dust all mirrors ledges.
- 6) Fill, damp wipe with a fresh solution of germicidal cleaner and wipe dry all dispensers for paper, soap and personal products. Unclog all soap dispensers of interior soap build up.
- 7) Damp-wipe all toilet partitions with a fresh solution of germicidal cleaner and wipe dry. Remove all marks by spot scrubbing.
- 8) Spot clean all walls. Clean all spots and marks.
- 9) Remove all trash. Damp-wipe or, if needed wash receptacles with a fresh solution of germicidal cleaner and wipe dry. Replace all used liners with County provided liners. Ensure no odor and clean appearance.
- 10) Dust any furniture and damp wipe all windowsills, horizontal surfaces and ledges.

KITCHEN, COUNTER AREAS AND MEETING ROOMS SERVING FOOD: DAILY

- 1) Scour and scrub sink with disinfectant cleanser. Scrub counter tops with disinfectant cleaner.
- 2) Sweep and then damp mop all vinyl and tile floors with disinfectant cleaner. Spot scrub any stains or marks. Vacuum and spot clean all carpets and mats.
- 3) Damp wipe and spot clean the walls, cabinets, exterior of refrigerators and appliances.

OFFICE: DAILY

- 1) Dust all wood, vinyl and plastic furniture, lamps and accessories. All open spaces on desks and conference tables are to be thoroughly cleaned using a cloth to wipe clean all dust. Marks and rings shall be cleaned with a water dampened cloth. (no chemically treated cloths allowed).
- 2) Damp wipe all horizontal surfaces, ledges and windowsills. Clean and disinfect all telephones and doorknobs.
- 3) Dust all wall surfaces and diffusers as needed. Spot clean all smudges, spots and marks using manufacturers recommendations.
- 4) Dust with feather duster all office equipment. No cloth dusting allowed on equipment.
- 5) Thoroughly vacuum all carpets with good commercial upright vacuums with beater bars and brushes using high efficiency filter bags. Backpack vacuums may be used for floor mats, baseboards, edges, chairs, fabric furniture and under desks. Return all chairs, wastebaskets, etc. to the original location. Spot clean any stains on all of the above which may require some shampooing for carpet.
- 6) Dust and damp mop all non-carpeted floors. Spot scrub marks and stains (no chemically treated mops allowed). Spray and buff floors using Daily Buffing Schedule.
- 7) Sweep and damp-mop non-carpeted stairways and landings and vacuum carpeted stairways and landings. Dust all railings, ledges and doors.
- 8) Dust and clean all glass, mirror, metal surfaces and railings.
- 9) Remove all trash from trash receptacles. Damp wipe all wastebaskets and receptacles and then replace liners with county supplied liners. Wash trash receptacles as needed to ensure no odor and a clean appearance. Trash is to be moved to the Loading Dock and compacted at the end of each cleaning shift.
- 10) Recycle materials (bottles, cans, cardboard, plastics and mixed paper) are to be placed in separate hampers. Recycling receptacles are to be washed as needed to ensure no odor and a clean appearance. Hampers must be placed in the designated area at the end of each cleaning shift.
- 11) Damp wipe elevator door, walls and ceilings. Spot clean all marks. Vacuum and clean out the floor tracks.
- 12) Dust, damp-wipe and spot-clean all interior and exterior surfaces of public telephone booths. Damp-mop floors. Sanitize all telephones. Clean all glass of all film and streaks.
- 13) Wipe and sanitize all surfaces of drinking fountains. Clean/clear nozzle. Wipe dry and shine.
- 14) Damp-wipe, spot-clean and sanitize all dining tables and chairs.
- 15) Clean and remove all dirt and streaks by spray wiping interior glass surfaces including doors and mirrors.
- 16) Main lobbies and hallways shall be spray buffed for all non-carpeted areas.