

ADDENDUM #3
REQUEST FOR PROPOSALS
ENVIRONMENTALLY FRIENDLY JANITORIAL SERVICES
(includes alternate bids for carpet cleaning)
June 6, 2013

Clarification:

A Bid Bond is required to be submitted with proposals. **A company's proof of being bonded is not the same thing as a bid bond.** Bid bond must be 5% of total amount of bids for all buildings. If bid bond is not submitted or is not 5% of total bid amount, your bid **will not** be considered.

Janitorial Contractors are required to bid on the carpet cleaning.

In regards to the alternate carpet cleaning, each building may have different frequencies as to when carpet will be cleaned. When submitting your bid, it should be a total price for cleaning the carpets for that particular building for one year.

Catawba County will award the bids in the best interest of the county. If the carpet cleaning is not awarded to the janitorial contractors then all carpet will be awarded to **one** carpet cleaning contractor.

When submitting your bid for janitorial services please do not make the carpet inclusive. We need to know how much carpet cleaning is for that particular building for comparison reasons.

Attachment A Government Center

Clarification:

Building is cleaned 5 days a week and there are approximately 125 people that work in this building. Contractor will not be responsible for cleaning the exterior windows of the building.

Attachment B Justice Center

Clarification:

Building is cleaned 5 days a week except E-911 center and narcotics office. The E-911 center is cleaned 7 days a week and the narcotics office is cleaned only twice a week. Contractor **will not** be responsible for cleaning the exterior windows of the building.

Add:

Repay Office: one waiting area, 3 offices, and 1 work area.
Sex Crime Division: 2 offices in old magistrate's area.
Adult Probation: 10 offices, 3 are not required to be cleaned.

Correction:

Detention Facility has 2 locker rooms, not 1
There are 5 courtrooms and each courtroom except courtroom #5 has a deliberation room and 2 bathrooms
There are 4 janitorial closets, not 3. The 4th closet is in the Detention Facility

Attachment C Sherrills Ford Library

Clarification:

Building is cleaned 6 days a week.

Attachment D Southwest Library

Clarification:

Building is cleaned 6 days a week

Add:

1 outside trash can that needs to be emptied daily
Only clean the exterior of the glass case when needed.

Correction:

Quarterly all windows will be cleaned (interior only)

Attachment E St. Stephens Library

Clarification:

Building is cleaned 6 days a week

Attachment F Senior Nutrition

Clarification:

Building is cleaned 5 days a week
This building has no carpet in it. Contractors **do not** have to provide a bid for carpet cleaning.

Correction:

Senior Nutrition has 4 offices, 5 storage rooms, 2 bathrooms, 1 kitchen, 1 break/meeting room, 1 janitor closet

Add:

Daily sweep and mop floors
Weekly dust office equipment and wipe down freezers
Quarterly cleaning of baseboards
Other—Every three months clean air vent and/or change filter and 2-3 times a week sanitize the air purifier before leaving.

Remove:

Daily spot cleaning of carpets as necessary
Annually seal all brick entrances and stairways

Attachment G Newton Library

Clarification:

Building is cleaned 6 days a week. There is no dumpster on site. All trash and cardboard waste will have to be hauled over to the Government Center and disposed of in proper containers.

The carpet was cleaned last year. There are no special cleaning requirements for the carpet squares. Carpet squares were put down about 4 years ago.

Add:

Semi-annually clean all inside and **outside** windows. Due to the height of these windows, this cleaning can be outsourced. If outsourced the company needs to be listed and will be subject to a background check. There is a special tint on the windows at the lower level.

Under alternate bid specifications quarterly should read as such
1. Steam clean hallway and **foyer** carpets.

Attachment H Social Services

Clarification:

Building cleaned 5 days a week.

Attachment I Public Health

Clarification:

Approximately 135 employees in this building.
Building cleaned 5 days a week.
Approximately 50 sinks in the building
PH does not have a ladder for contractor to use to clean the windows or dust the large overhead cylinders in the hallway.

Add:

Monthly the grates over the main reception area and entrance to the lab need to be dusted
Quarterly sweep out the mechanical room

Attachment J ARC

Building cleaned 5 days a week

Add:

Clean trash can lids in meeting rooms as needed
Cleaning of kitchen to include the wiping down of appliances, sweeping, mopping, and keeping countertops sanitized. The cleaning of the kitchen is not currently apart of the janitorial contract.
Perform other duties as requested & required by the county

Remove:

1. Wash all windows (interior and exterior). Contractor will only be responsible for the cleaning of windows of all doorways.
2. Maintain storage areas in an orderly fashion.
4. Set up meeting room chairs, tables, and podium
5. Install deodorizer units in public restrooms as applicable due to breakage or theft (County to reimburse material cost).
7. Set up Assembly Room Chairs, tables, and podium

Attachment K Family Services Center

Clarification:

Building cleaned 5 days a week

Correction:

There is only 1 janitorial closet in this building, not 2.

Attachment L 1924 Courthouse

Clarification:

This building is cleaned only once per week but over 2 days--Sunday and Monday. On Sunday you will have access to the basement and top level. On Monday you will have access to the middle (main) level. The cleaning on Mondays will have to be done between the hours of 9 a.m. and 12 p.m.

Add:

Contractor should never dust or attempt to clean any of the exhibits. Contractor should only dust the cases that the exhibits are in. Please do not clean the glass or plexiglass cases with any type of cleaner.

Quarterly the brass in the courtroom jury box needs to be polished.

Correction:

The 1924 Courthouse consist of 8 galleries, 4 offices, 1 store, 1 archive room, 1 kitchen, 1 supply closet, 1 janitorial closet, 1 conference room, 1 board room, 1 courtroom and 6 bathrooms

Monthly all floors sprayed/buffed **except** marble floors

Semi-annually clean and strip all flooring **except** marble floors

Marble floors should only be swept and mopped

Clean windows at all entrances. Contractor is not responsible for cleaning the interior or exterior windows of the building.

Remove:

Annual cleaning of all windows is not required. Contractor will not be responsible for cleaning the interior or exterior windows of the building

****REVISED****
ATTACHMENT B

**REQUIREMENTS FOR JANITORIAL SERVICE
JUSTICE CENTER/DETENTION CENTER
(188,760 heated square feet)]**

Detention Center: (Front)--2 Waiting areas, 1 Visitation Area, 1 kitchen, 2 bathrooms, 3 offices, 2 workstations, 1 conference room; (Back): 1 Break room, 2 locker rooms, 2 long hallways, 1 weight room and 2 bathrooms

Magistrate: 1 Waiting Area, 1 long office, 3 work areas, and 1 bathroom

Sheriff: 2 Waiting areas, 22 offices, 21 workstations, 3 bathrooms, 1 conference room, 1 meeting room, 2 small break rooms

1st Floor: Register of Deeds: 5 offices, 1 bathroom with 1 toilet, 1 break room, and 1 waiting area

Clerk of Court: 1 kitchenette, 1 break room, 5 offices, 1 waiting area, 44 workstations, 1 work area, 1 bathroom

Communications/911 Center: 2 offices, 7 workstations, 2 kitchenettes, 2 bathrooms, 1 conference room

General Area: 1 Large Public Break room, 2 public bathrooms, 1 lobby

Repay Office: 1 waiting area, 3 offices, 1 work room

Sex Crime Division: 2 offices in old magistrate's area

Adult Probation: 10 offices but 3 are not required to be cleaned

2nd Floor: 1 large waiting area, 2 public bathrooms, 1 jury assembly room, 3 bathrooms, 1 office, 1 grand jury room, 1 long hallway, 4 offices in Family Court, 19 office/workstations in District Attorney area, 5 courtrooms with each courtroom except courtroom #5 has a deliberation room and 2 bathrooms

There are 4 janitorial closets, 2 on the first floor, 1 on the second floor, and 1 in the Detention Facility.

**Narcotics office only needs to be cleaned 2 days a week. Narcotics office consist of a waiting area and 2 offices and are included in the Sheriff's count.

E-911 Center operates 24 hours a day, 7 days a week and will need to be cleaned every day.

****Successful contractor will need to have someone accessible from 8 a.m. to 5 p.m. Contractor will need to be onsite within 30-45 minutes of being contacted.**

REVISED ATTACHMENT B CONTINUED

Daily:

1. All carpets in hallways and offices vacuumed as needed.
2. All tile and terrazzo floors swept.
3. All trash, waste receptacles and recycle containers emptied and removed from building.
4. Water fountain cleaned and disinfected.
5. Restrooms cleaned and disinfected including sinks, toilets, floors, fixtures, mirrors and partitions.
6. Restock all toiletry supplies.
7. Clean all entrance doors and glass as needed.
8. Spot clean carpets as necessary.
9. Clean break room, sweep floors, wipe tables and appliances.
10. Sweep stairways and landings.
11. Sweep walkways, pick up any trash and cigarette butts around immediate area of building.
12. Contractor is responsible for providing all four courtrooms with cups, ice and water daily and discard old cups.
13. Clean men and women's bathrooms, entrance way and glass at public entrance to the old jail.
14. All floors are to be mopped.

Weekly:

1. Dust all offices, furniture, Venetian (horizontal/vertical) blinds, and flat surfaces.
2. Spot clean walls.
3. All door and window casings dusted and cleaned.
4. Empty all recycling bins
5. All hand rails on stairways wiped down and polished as needed.
6. Clean elevator floors, walls, buttons, and doors

Monthly:

1. All tile and terrazzo floors spray/buffed.
2. Spot clean furniture and upholstery.
3. Damp dust walls and ceilings. (Records Section Only)

Quarterly:

1. Clean and strip terrazzo and tile floors and wax.

Semi-annually:

1. Clean all interior and exterior windows.

Annually:

1. Seal all brick entrances and stairways.

REVISED ATTACHMENT B CONTINUED

Other:

1. Contractor shall have a number where they can be reached at all times.
2. Contractor shall check to make sure all offices and exterior exits are locked.
3. No work is required in the Jail Kitchen by the Janitorial Contractor.
4. There is not a storage area on the communication side of the building.
5. The overflow drains in the men and women staff bathrooms must have water put in daily.
6. Contractor provides ice water for the jurors and in the courtrooms. Fresh water needs to be provided every day regardless if court is held or not.
7. Current contractor uses 6 cases of toilet tissue a month, 7 cases of white multifold paper towels a month.
8. The Grand Jury Room is used for various purposes and the room is sometimes used until 8:00 at night.

Alternate Bid Specifications:

Quarterly:

1. Steam clean hallway carpets

Semi-annually:

1. Steam clean all office carpets

****REVISED****
ATTACHMENT D

**REQUIREMENTS FOR JANITORIAL SERVICE
SOUTHWEST BRANCH LIBRARY
(7,965 heated square feet)]**

Operating Hours:

Sunday: Closed
Monday and Tuesday: 12-8
Wednesday - Friday: 9-6
Saturday: 9-2

There is no dumpster available at the Southwest Branch Library. Therefore, trash generated at this facility will need to be hauled away by Contractor.

1 lobby, 1 office, 2 bathrooms with 6 toilets and 1 urinal, 1 janitor closet, one auditorium, 1 kitchen, 1 work area

Daily:

1. Protective carpets at all entrances vacuumed.
2. All carpeted areas, including Audio-Visual Section, employees lounge, kitchen and auditorium checked, vacuumed if needed.
3. Brick tile entries wet mopped.
4. All trash and waste receptacles emptied and removed from building.
5. Water fountains cleaned and disinfected.
6. Restrooms cleaned and disinfected including sinks, toilets, floors, fixtures, mirrors and privacy partitions.
7. Restock all toiletry supplies.
8. All glass entry doors and interior corridor doors cleaned daily (both interior and exterior facings).
9. Fingerprints, smudges, and/or graffiti removed from all interior doors, and restroom privacy partitions.
10. Sweep walks and pick up any trash around immediate area of the building.
11. Kitchen counter and sink cleaned and disinfected.
12. Empty trash receptacle that is outside.

Weekly:

1. All furniture, counters, desks and filing cabinets dusted and cleaned.
2. All carpet vacuumed.
3. All door and window casings dusted and cleaned.
4. Venetian blinds dusted.

REVISED ATTACHMENT D CONTINUED

Monthly:

1. All tile floors spray/buffed.
2. Spot clean furniture and upholstery monthly if necessary.

Quarterly:

1. All windows cleaned (interior only)

Annually:

1. All tile floors (stripped, cleaned, and waxed).

Alternate Bid Specifications:

Semi-Annually:

1. All carpet steam cleaned

****REVISED****
ATTACHMENT F

**REQUIREMENTS FOR JANITORIAL SERVICE
SENIOR NUTRITION
(3,040 heated square feet):**

4 offices, 5 storage rooms, 2 bathrooms, 1 kitchen, 1 break/meeting room,
1 janitor closet

This building has no carpet in it. Contractors **do not** have to provide a bid for carpet cleaning.

Daily:

1. All carpets in hallways and office vacuumed if needed.
2. All tile and terrazzo floors swept.
3. All trash and waste receptacles emptied and removed from buildings.
4. Water fountain cleaned and disinfected.
5. Restrooms cleaned and disinfected including sinks, toilets, floors, fixtures, mirrors and partitions.
6. Restock all toiletry supplies.
7. Clean all entrance doors and glass as needed.
8. Sweep and mop all floors
9. Clean break room area – sweep floor, wipe tables and appliances, provide hand and dishwashing soap.
10. Sweep stairways and landings.
11. Inspect and remove contents of recycling containers as needed, this includes all GDS containers except for aluminum recycling.
12. Sweep and pick up all trash on sidewalks adjacent to the building.

Weekly:

1. Dust all offices, furniture, Venetian blinds, and flat surfaces, schedule for dusting will be established.
2. Spot clean walls.
3. Vacuum and spot clean all entrance door mats.
4. Dust office equipment and wipe down freezers

Monthly:

1. Terrazzo floors spray/buffed.
2. Spot clean furniture and upholstery.

Quarterly:

1. Clean and strip terrazzo floors and wax.

REVISED ATTACHMENT F CONTINUED

Semi-annually:

1. Clean all inside windows.

Annually:

1. Damp mop/wipe all walls and ceilings.

Other:

1. Every 3 months clean air vent and/or change filter
2. Sanitize air purifier before leaving 2-3 times a week

Alternate Bid Specifications:

Quarterly:

1. Steam clean hallway carpets

Semi-annually:

1. Steam clean all office carpets

****REVISED****
ATTACHMENT G

**REQUIREMENTS FOR JANITORIAL SERVICE
NEWTON LIBRARY
(17,252 heated square feet):**

6 offices, 5 workstations, 1 kitchen, 1 auditorium, 1 board room, 1 conference room, 1 public services workroom, 2 stairwells, 1 break room, 5 restrooms, 1 garage/janitorial closet, 1 circulation desk, 1 computer lab, 1 Genealogy Dept, 1 Children's Area, 1 Adult Services area,

Operating Hours:

Sunday: Closed

Monday and Thursday: 9-8

Friday - Saturday: 9-6

There is no dumpster on site. All trash and cardboard waste will have to be hauled over to the Government Center and disposed of in proper containers.

The carpet was cleaned last year. There is no special cleaning requirements for the carpet squares. Carpet squares were put down about 4 years ago.

Daily:

1. All carpets in hallways and office vacuumed if needed.
2. All tile and terrazzo floors swept.
3. Water fountain cleaned and disinfected.
4. Restrooms cleaned and disinfected including sinks, toilets, floors, fixtures, mirrors and partitions.
5. Restock all toiletry supplies.
6. Clean all entrance doors and glass as needed.
7. Spot clean carpets as necessary.
8. Clean break room area—sweep floor, wipe tables and appliances, provide hand and dishwashing soap.
9. Sweep stairways and landings.
10. Inspect and remove contents of recycling containers as needed, this includes all GDS containers except for aluminum recycling.
11. Sweep and pick up all trash on sidewalks adjacent to the building.

Weekly:

1. Dust all offices, furniture, Venetian blinds, and flat surfaces, schedule for dusting will be established.
2. Spot clean walls.
3. Vacuum and spot clean all entrance door mats.
4. Clean elevator floors, walls, buttons, and doors

REVISED ATTACHMENT G CONTINUED

Monthly:

1. Terrazzo floors spray/buffed.
2. Spot clean furniture and upholstery.

Quarterly:

1. Clean and strip terrazzo floors and wax.
2. Clean and strip all stairways and wax.

Semi-annually:

1. Clean all inside and outside windows. Due to the height of these windows, this cleaning can be outsourced. If outsourced the company needs to be listed and will be subject to a background check. There is a special tint on the windows at the lower level.

Annually:

1. Seal all brick entrances and stairways.
2. Damp mop/wipe all walls and ceilings.

Alternate Bid Specifications:

Quarterly:

1. Steam clean hallway and foyer carpets.

Semi-annually:

1. Steam clean all carpets

****REVISED****
ATTACHMENT I

**REQUIREMENTS FOR JANITORIAL SERVICE
PUBLIC HEALTH
(46,300 heated square feet):**

91 offices, 59 workstations, 1 break room, 19 bathrooms, 5 janitor closets, 7 waiting areas, 7 conference rooms, 10 work areas, 6 dental operatories, and \ approximately 50 sinks.

This building has approximately 135 employees.

Public Health does not have a ladder for contractor use to clean the windows or dust the large overhead cylinders in the hallway.

Successful contractor shall be in full compliance with blood borne pathogen training and practice requirements of OSHA. Contractor will need to provide proof of attendance, the agenda, and signature of such training/class. Successful contractors must have experience cleaning a medical facility.

Successful contractor and staff will be required to comply with and sign a confidentiality agreement.

Public Health currently provide contractor with all cleaning supplies. Contractor will ensure that all supplies/chemicals furnished will be efficiently and effectively used for the good of Public Health.

Contractor will only use EPA approved disinfectant/cleaners for all areas and surfaces, except for windows in which a green glass cleaner product can be used. Contractor will change mop water between clinics to ensure proper cleaning of all vinyl/linoleum floors. Provider will always wear protective gloves while working inside Public Health facility and handling its trash/waste.

A) Outside entrances

1. Areas leading to doors from parking lot (Public and Employee) cleaned as needed.
2. Empty trash receptacles daily
3. Clean glass of and around sliding doors daily.
4. Empty all cigarette urns.

B) Inside entrance area

1. Sweep and mop daily

REVISED ATTACHMENT I CONTINUED

2. Empty trash receptacles daily

C) Hall—Passage near public bathroom.

1. Sweep daily
2. Mop daily

D) Public Bathrooms

1. Sweep daily
2. Empty trash receptacles daily.
3. Check paper towel and soap dispenser daily.
4. Check tissue daily
5. Mop daily
6. Clean commodes daily
7. Clean sinks daily
8. Clean ALL door handles daily
9. Wipe down towel and soap dispensers and bathroom walls as needed.

E) Waiting Room Areas (For all Clinic/Lab/Administration)

1. Sweep daily and/or vacuum daily.
2. Mop daily
3. Empty trash receptacles daily
4. Dust counter tops daily
5. Clean ALL door handles daily

F) Hall passages leading to Waiting Room and Clinic Areas

1. Vacuum daily
2. Empty trash receptacles daily
3. Clean ALL door handles daily

G) Area of and behind Reception Desk (in all areas)

1. Sweep daily and/or vacuum daily
2. Mop daily
3. Empty trash receptacles daily
4. Clean counter top daily
5. Clean ALL door handles daily

H) Clinic Area – Exam Rooms/Lab Area/Office Space (All Clinics)

1. Sweep daily
2. Mop daily
3. Vacuum carpet area daily
4. Clean counter tops daily
5. Empty trash receptacles daily
6. Clean sinks daily

REVISED ATTACHMENT I CONTINUED

7. Check and clean paper towel and soap dispensers daily
8. Move furniture in exam rooms for a thorough cleaning of floor surfaces once a week.
9. Dust desk tops once a week in office spaces.
10. Clean ALL door handles daily.
11. LAB: move mats and mop under them as well as other floor surfaces

I) Clinic Area – Bathrooms (All Clinics)

1. Sweep daily
2. Empty trash receptacles daily
3. Mop daily
4. Clean commodes daily
5. Check paper towels and soap dispensers daily
6. Clean sinks daily
7. Check tissue daily
8. Wipe down towel and soap dispensers, and bathroom walls as needed.
9. Clean ALL door handles daily

J) Staff Lounge

1. Sweep daily
2. Mop twice a week or more frequently if needed.
3. Clean sinks daily
4. Empty trash receptacles daily
5. Dust daily if needed
6. Check paper towel and soap dispensers daily
7. Clean tabletops and countertops daily
8. Clean ALL door handles daily

K) Library and Conference Rooms

1. Dust twice a week
2. Empty trash receptacles daily
3. Thorough cleaning once a month (Clean and prepare Board Room for Board Meeting weekend prior to first Monday of each month).
4. Clean ALL door handles daily

L) Vacuum carpeted areas three times a week (Monday, Wednesday and Friday or Tuesday, Thursday and Saturday; unless otherwise noted).

M) Empty all trash receptacles daily

N) Empty outside trash receptacles daily

REVISED ATTACHMENT I CONTINUED

- O) Dispose of all empty boxes and containers appropriately.
- P) Extra jobs, not to exceed four (4) hours per week, as assigned by Health Director (for example: store incoming stock, rotate inventory, bring supplies to clinics, move furniture).
- Q) Keep drains open outside.
- R) Spot clean carpets as needed.
- S) General Cleaning Areas
Daily:
- 1) Vacuum or mop
 - 2) Empty trash receptacles
 - 3) Clean all entrance doors and glass.
 - 4) Clean restroom privacy partitions, remove smudges, And/or graffiti
 - 5) Spot clean carpets as necessary
 - 6) Clean ALL door handles
 - 7) Replace refills for soap, hand sanitizer, and air freshener
AS NEEDED
- Weekly:
- 1) Dust furniture, counters, desks, filing cabinets, and cubicle areas
 - 2) Spot clean walls
 - 3) Dust all door and window casings
 - 4) Dust venetian blinds
 - 5) Move exam tables/beds to clean under**
- Monthly:
- 1) Spot clean upholstered furniture
 - 2) Spray-buff all tile floors
 - 3) Sweep out Public Health's storage area
 - 4) Vacuum filters on all 4 water cooler units in lobby and front hallway
 - 5) Vacuum grills on back of ALL refrigerators
 - 6) Dust grates over main reception area and lab entrance
- Quarterly:
- 1) Sweep out mechanical room
- T) A thorough cleaning of all windows inside and out each Spring

REVISED ATTACHMENT I CONTINUED

- U) A thorough cleaning of refrigerators twice per year

- V) Special cleaning twice a year during the months of December and June. The special cleaning will include:
 - 1) Clean lab area vents and exhaust fans
 - 2) Sweep and mop floors
 - 3) Sealing and buffing floors
 - 4) Dusting and cleaning all counter tops
 - 5) Cleaning all base boards
 - 6) Thorough cleaning in bathrooms
 - a. Sinks
 - b. Commodes
 - c. Floors
 - d. Mirrors
 - e. Partitions between commodes and doors to stalls
 - f. Walls as needed
 - g. Hose down entire bathroom (including floors and walls)
 - 7) Emptying all trash receptacles and replacing bags if needed.
 - 8) Thorough cleaning of staff lounge including all appliances and all furnishings, counters, cabinets, etc.
 - 9) Thorough cleaning of doors to offices and clinic areas

- W) Every three weeks all confidential bins that are at least 2/3 full need to be put in supply room.

- X) Transport sealed biohazard waste boxes from the Laboratory biohazard room to the biohazard containment room for removal by the biohazard waste removal vendor.

Alternate Cleaning Bid Specifications:

Contractor does all cleaning **and contractor provides** all cleaning products and supplies required to maintain this facility as described below:

- 55 Cases of 605 2ply 4460 Toilet Paper (81 rolls per case)
- 167 Cases of White Multifold Towels (4000 per case) 16 packs of 250
- 40 Cases of 33x39 Black Liner RP333915RK (150 per case)
- 9 Cases of 24x32 Clear Liner HR-16R-C (1000 per case)
- 9 Cases of 38x60 Black Liner MR38604MK (150 per case)
- 4 Cases of 38x58 Black Liner A1-385820RK (100 per case)
- 4 Cases of Economy Bleach (6/ 1 gallon / per case)
- 3 Cases of Dawn Dishwash (6/ 50 oz / case)
- 1 Case of Ajax Powdered Cleanser (24/21 oz/case)
- 4 Cases of Fast & Easy Hard Surface Cleaner (4 gallons/per case)
- 25 Cases Dial Complete Foam Soap (6/1 liter packs/per case--fit dispensers)

REVISED ATTACHMENT I CONTINUED

- 4 Cases of Purell Hand Sanitizer (1000ml/8 per case)
- 9 Cases of 38x58 Clear Liner HR-60XH-C 60 Gall on X-Heavy (200 per case)
- 1 Case of 33x39 Biohazard Bag (RED) (150 per case)

Alternate Carpet Bid Specifications:

Semi-annually:

- 1. Steam clean hallway carpets

Annually:

- 1. Steam clean all office carpets

Alternate Floor Bid Specifications:

Every eight weeks:

- 1. Buff and Wax tile in new Dental Clinic

****REVISED****

ATTACHMENT J

**REQUIREMENTS FOR JANITORIAL SERVICE
AGRICULTURE RESOURCE CENTER
(28,162 heated square feet):**

There are 3 floors in this building with each floor having a men's and women's bathroom along with the following:

District Juvenile Justice Department: 7 offices, 1 bathroom, waiting area is chairs down the hallway

Emergency Medical Services: 3 offices (2 offices are trash empty only and will leave trashcans outside door if they need to be emptied)

Cooperative Extension: 9 offices, conference room with a kitchen, and reception area

3rd Floor: 12 offices, 1 meeting room, 1 break room, 1 storage room

General Area: 2 meeting rooms, 1 kitchen

Daily:

1. Clean windows and doors at all exterior entrances.
2. Clean all interior plate glass windows throughout buildings.
3. Vacuum and spot clean all hallway carpet.
4. Dust, sanitize and organize all waiting, kitchen and meeting areas
5. Sweep all tile, vinyl & terrazzo floors
6. Clean & disinfect all restrooms (including sinks, toilets, floors, fixtures, mirrors, partitions, and walls).
7. Restock all toiletry supplies (tissue, soap and towels).
8. Empty all trash & waste receptacles and remove from building.
9. Empty all individual recycle paper bins into proper containers.
10. Empty all outside trash receptacles and smoke receptacles
11. Keep all entrance areas and parking lots clean and free of litter.
12. Clean kitchen to include the wiping down of appliances, sweeping, mopping, and keeping countertops sanitized. The cleaning of the kitchen is not included in the current contract.

REVISED ATTACHMENT J CONTINUED

Weekly:

1. Thoroughly dust all office furniture, blinds & window ledges. Vacuum and spot clean all office carpets.

ATTACHMENT J (continued)

2. Mop and disinfect all tile, vinyl & terrazzo floors

Monthly:

1. Defrost/clean refrigerators 3rd Friday of each month.

Semi-annually:

1. Strip and wax all tile floors, including stairwells.

As needed or requested:

1. Clean trash can lids in meeting room
2. Remove any labeled waste (i.e. boxes, cardboard, and plastics) from work areas.
3. Remove any labeled waste (ie. boxes, cardboard, plastics) from work areas.
4. Perform other duties as requested & required by County.

Alternate Bid Specifications:

Semi-annually:

1. Clean carpet—Contractor will provide a minimum two-day notice to County Facility Manager prior to cleaning carpets to allow for ample staff notification and preparation.

****REVISED****
ATTACHMENT K

**REQUIREMENTS FOR JANITORIAL SERVICE
FAMILY SERVICES CENTER
(22,587 heated square feet):**

63 offices, 1 reception area, 2 waiting areas, 3 conference rooms, 1 workroom, 1 kitchen, 10 bathrooms (13 toilets, 2 urinals), 1 janitor closet

Successful contractor will also be responsible for after hours security to include the escorting of staff to their vehicles after hours. Contractor will be responsible for setup for all meeting and conference rooms.

Daily:

1. Clean windows and doors at all exterior entrances.
2. Clean all interior plate glass windows throughout buildings.
3. Clean and sanitize touch surfaces on doors and reception ledges.
4. Vacuum and spot clean all carpet.
5. Dust, sanitize and organize all waiting, kitchen and training areas, plus family visiting, play therapy, conference and board rooms.
6. Sweep, mop & disinfect all tile, vinyl & terrazzo floors.
7. Clean & disinfect all restrooms (including sinks, toilets, floors, fixtures, mirrors, partitions, and walls).
8. Restock all toiletry supplies (tissue, soap and towels).
9. Empty all trash & waste receptacles and remove from building.
10. Empty all individual recycle paper bins to proper containers.
11. Remove shredded paper and bins to proper location for recycle pickup.
12. Empty all outside trash receptacles.
13. Keep all entrance areas and parking lots clean and free of litter.

Weekly:

1. Thoroughly dust all office furniture, blinds & window ledges.
2. Sweep & maintain all storage areas.
3. Clean all microwaves.

Monthly:

1. Defrost and clean all refrigerators 3rd Friday of each month.
2. Wax all interior stairwells.

Semi-annually:

1. Strip and wax all tile floors, including stairwells.

REVISED ATTACHMENT K CONTINUED

As needed or requested:

Wash all windows (interior and exterior).

Maintain storage areas in an orderly fashion.

3. Place all newly delivered office or maintenance supplies in the appropriate storage area.
4. Oil door hinges.
5. Install deodorizer units in public restrooms as applicable due to breakage or theft (County to reimburse material cost).
6. Remove any labeled waste (ie. boxes, cardboard, plastics) from work areas.
7. Set up Assembly Room chairs, tables, and podium.
8. Be available, if requested, for at least one hour (at or around 12:00 p.m.) each day to clean reception & other areas.
9. Be available for emergency situations that occur during regular business hours 8:00 a.m. until 5:00 p.m. Monday through Friday.
10. Break down and setup conference room Tuesay and Thursday for exercise classes.
11. Escort staff when needed for security after hours.
12. Remove bugs from light covers
13. Assist staff with special requests (extra disinfection for sickness, removal of large items, etc.)
14. Clean/shampoo lobby chairs as requested
15. Move furniture and file cabinets upon request
16. Provide toilet seat covers and baby changing pads (will be reimbursed)
17. Stock all sanitizers.
18. Remove trash from the loading dock
19. Unstop toilets
20. Dust all HVAC vents
21. Remove marks from walls and baseboards
22. Treat areas for lice and bedbug infestation
23. Roll GDS commercial recycle bins out on weekly basis
24. Rotate confidential shred bins on floor nightly as needed.

Alternate Bid Specifications:

Semi-annually:

1. Clean carpet—Contractor will provide a minimum two-day notice

****REVISED****
ATTACHMENT L

REQUIREMENTS FOR JANITORIAL SERVICE
1924 COURTHOUSE
(26,880 heated square feet):

8 galleries, 4 offices, 1 store, 1 archive room, 1 kitchen, 1 supply closet, 1 janitorial closet, 1 conference room, 1 board room, 1 courtroom and 6 Bathrooms

Operating Hours:

Sunday and Monday: Closed

Tuesday - Saturday: 9-4

This building is cleaned only once per week but over 2 days—Sunday and Monday. Sunday contractor will have access to the basement and top floor. On Monday contractor will have access to the middle (main) level. The cleaning on Mondays have to be done between the hours of 9 a.m. and 12 p.m.

Successful contractor should never dust or attempt to clean any of the exhibits. Contractor should only dust the cases. Cases should not be cleaned with any type of cleaner.

Daily:

1. All carpets in hallways and office vacuumed if needed.
2. All floors and entrance door mats are to be swept.
3. All trash and waste receptacles emptied and removed from buildings.
4. Water fountains cleaned and disinfected.
5. All bathrooms cleaned and disinfected including sinks, toilets, floors, fixtures, mirrors and partitions.
6. Restock all toiletry supplies.
7. Clean all entrance doors and glass as needed.
8. Spot clean carpets as necessary.
9. Sweep stairways and landings.
10. Sweep and pick up all trash on sidewalks adjacent to the building.

Weekly:

1. Dust all offices, furniture, Venetian blinds, and flat surfaces, schedule for dusting will be established.
2. Spot clean walls.
3. Vacuum and spot clean all entrance door mats.

Monthly:

REVISED ATTACHMENT L CONTINUED

1. All floors spray/buffed except marble floors.
2. Spot clean furniture and upholstery.

Quarterly:

1. The brass bars in the courtroom jury boxes should be polished.

Semi-annually:

1. Clean and strip all flooring except marble floors.

Annually:

1. Seal all brick entrances and stairways.
2. Damp mop/wipe all walls and ceilings.

Alternate Bid Specifications:

Semi-annually:

1. Steam clean all carpets

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