

REQUEST FOR PROPOSALS
Environmentally Friendly Janitorial Services

Catawba County is seeking proposals for environmentally friendly janitorial services for the Government Center, Justice Center, Sherrills Ford Library, Southwest Library, St. Stephens Library, Newton Library, Senior Nutrition Center, Social Services, Family Services Center, Public Health, 1924 Courthouse, Agriculture Resource Center, and Lifeskills.

A **mandatory site inspection** will be held for Sherrills Ford Library, Agriculture Resource Center, 1924 Courthouse, Newton Library, Justice Center, Government Center, and Senior Nutrition Center at 9:00 a.m., May 21, 2013. We will start at the Senior Nutrition Center located at 507 Boundary St, Conover, NC 28613. A second **mandatory site inspection will be** held on May 22, 2013, at 9:00 a.m., we will start at the St. Stephens Branch Library located at 3225 Springs Rd NE, NC 28601 and visit Public Health, Lifeskills, Family Services Center, Social Services, and the Southwest Library.

Proposals are due no later than 2:00 p.m. Wednesday, May 29, 2013.

Each facility will be awarded separately except Social Services, Family Services Center, and Lifeskills will be awarded to one contractor. We reserve the right to not award multiple buildings to one contractor.

Catawba County reserves the right to reject any and all proposals and to waive any technicalities as may be permitted by law.

Beatrice Abernathy, Purchasing Specialist
828-465-8222
beatrice@catawbacountync.gov

PURPOSE

Catawba County is committed to its Green Cleaning Policy for Janitorial Services. Green cleaning is defined as cleaning to protect health without harming the environment. Catawba County's goal is to eliminate harmful cleaning toxins and minimize resource consumption through product specifications and janitorial procedures. Typically, Green cleaning products have positive environmental attributes (e.g., biodegradability, low toxicity, low volatile organic compound (VOC) content, reduced packaging, low life cycle energy use) and taking steps to reduce exposure can minimize harmful impacts to custodial workers and building occupants, improve indoor air quality, and reduce water and ambient air pollution while also ensuring the effectiveness of cleaning in removing biological and other contaminants from the building's interior.

SCOPE OF WORK

The contractor shall provide the management, supervision, manpower, equipment and supplies necessary to provide environmentally friendly janitorial services. Preference will be given to contractors that have satisfactory experience with similar size/type facility.

TERM OF CONTRACT

The term of this contract shall be from July 1, 2013 to June 30, 2014 with the option to renew up to four (4) additional terms in one-year increments (July 1st through June 30th) for a total possible life of five terms (5 years) at the sole discretion of the county.

It should be noted that multi-year contracts might be continued each fiscal year only after the Catawba County Board of Commissioners has granted funding appropriations. In the event the necessary funding is not appropriated, then the affected multi-year contract becomes null and void, effective July 1st of the fiscal year for which such approvals have been denied.

PRICING

The Contractor warrants that the pricing stated herein shall remain firm for a period of 12 months from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract.

SUBMISSION OF BIDS

Bids may be submitted by mail or delivered in person. The Purchasing Office must receive all bids at the following location no later than 2:00 p.m., May 29,

2013. Submit bids to Catawba County Purchasing Office, Government Center, 100A South West Blvd., P.O. Box 389, Newton, NC 28658.

Any bid received after the time and date prescribed shall not be considered for award and shall be returned to the Bidder.

Each proposal shall be accompanied by a bid bond signed by a surety company authorized to do business in North Carolina or by a cashier's check or certified check made payable to Catawba County. The amount of the bid deposit will be 5% of the total bid amount. Failure to submit bid bond is grounds for bid to be considered non responsive.

INSTRUCTIONS TO BIDDERS

1. In order for a proposal to be considered, it must be based on terms, conditions and specifications contained herein and must be a complete response to this RFP.
2. **Mandatory Site Inspections:** For the purpose of clarifying the terms and requirements of this Request for Proposal, a mandatory site inspection will be held for Sherrills Ford Library, Agriculture Resource Center, Newton Library, 1924 Courthouse, Justice Center, Government Center, and Senior Nutrition Center at 9:00 A.M., on May 21, 2013. We will start at the Senior Nutrition Center located at 507 Boundary St, Conover, NC. On May 22, 2013, at 9:00 a.m., we will start at the St. Stephens Branch Library located at 3225 Springs Rd NE, NC 28601, and visit Public Health, Lifeskills, Family Services Center, Social Services, and Southwest Library. The purpose of the site inspection is to allow all potential bidders an opportunity to see the facilities and present questions and obtain clarifications relative to this solicitation. **All potential bidders are strongly encouraged to read the entire solicitation in advance. This will be the only site visits conducted.** Any changes resulting from these site inspections will be issued in a written Addendum to the solicitation.
3. **Proposals will be received until 2:00 P.M., on May 29, 2013. Proposals must be mailed or hand delivered to: Catawba County Purchasing Division, Attn: Beatrice Abernathy, Purchasing Specialist, 100-A South West Blvd., Newton, NC 28658.**
4. All bidders should submit the Intent to Propose Form to insure receipt of any and all addenda issued.

5. All proposals should be submitted with the Reference Disclosure Form, the Bidder's Questionnaire and Bid Bond.

CONTRACT AWARD

The County's intent is to award to each location a single Contractor deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals. Price shall be considered, but shall not be the sole determining factor. The award of a contract will be made to the most responsive, responsible bidder(s), taking into consideration the best interests of the County, the quality performance of services to be provided, the conformity with specifications, the time of delivery and service response, along with reference checks and/or input from known customers (either past or present), and any other information the County may deem appropriate.

Bidder must demonstrate experience with similar buildings and similar square footage to be considered for bid award.

Catawba County reserves the right to reject any and all proposals and to waive any technicalities as may be permitted by law. Preference will be given to contractors with positive experience with similar size facilities.

ADDITIONS/DELETIONS

The County reserves the right to add similar items/service or delete items/service specified in subsequent contract as requirements change during the period of the contract. Catawba County and the contractor will mutually agree to prices for item/services to be added/deleted from contract. A contract amendment will be issued for each addition or deletion.

INSURANCE REQUIREMENTS

I. Contractor Insurance Requirements

Contractor shall maintain at all times during the term of this Agreement, at the contractor's sole expense:

A. Commercial General Liability Insurance

Contractor shall maintain Commercial General Liability insurance, including coverage for products and completed operations liability, contractual liability, liability from independent contractors, property damage liability, bodily injury liability, and personal injury liability with limits of not less than \$250,000 per occurrence, and \$250,000 annual aggregate. The limits may be satisfied by a combination of primary and excess insurance. The coverage shall be written on an occurrence basis.

B. Business Automobile Insurance

At all times while the Contractor's representatives are conducting on-site work, the Contractor shall maintain Business Auto insurance for any owned, hired, rented, or borrowed vehicle with a limit of not less than \$250,000 per occurrence combined single limit for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excess insurance.

C. Workers Compensation & Employers Liability Insurance

At all times while the Contractor's representatives are conducting on-site work, Contractor shall maintain statutory Workers Compensation insurance in accordance with the laws of North Carolina. Contractor shall also maintain Employers' Liability insurance with limits of not less than \$100,000 per accident and \$100,000 each employee for injury by disease.

E. General Requirements

1. Prior to beginning the work, Contractor shall provide written evidence of insurance as requested by the County to confirm that these insurance requirements are satisfied.

2. Catawba County shall be named as an additional insured under Contractor's automobile and general liability insurance. In the event of a loss arising out of, or related to the Contractor's services performed under this Agreement, Contractor's Liability insurance shall be primary (pay first) with respect to any other insurance which may be available to the County, regardless of how the "other insurance" provisions may read.
3. The workers compensation policy must contain a waiver of subrogation in favor of the County
4. Contractor shall be responsible for insuring all of his/her own personal property, improvements, and betterments.
5. All insurance policies put forth to satisfy the above requirements shall require the insurer to provide a minimum of sixty (60) days notice to the County of any material change in coverage, cancellation, or non-renewal.
6. All insurance put forth to satisfy the above requirements shall be placed with insurance companies licensed to provide insurance in the state of North Carolina. Any deductibles or self-insured retentions in the required insurance shall be subject to approval by the County.
7. Contractor shall provide certificates of insurance to the County as evidence of the required coverage. Contractor agrees to provide complete copies of policies if requested. Failure of Contractor to provide timely evidence of insurance, or to place coverage with insurance, or to place coverage with insurance companies acceptable to the County, shall be viewed as Contractor's delaying performance entitling the county to all appropriate remedies under the law including termination of the contract.

LEGAL REQUIREMENTS

The Contractor shall comply with all Federal, State, and Catawba County statutes, ordinances, regulations, or other legal requirements that apply to this Contract.

KEY DEPOSIT

The Contractor shall be responsible for any lost keys, card keys and any inherent damages (i.e., re-keying of whole facility). This cost shall be withheld from payment(s).

SECURITY REQUIREMENT

Contractor shall submit a listing of employees assigned to the project and shall provide at contractor's expense criminal/background checks as deemed necessary by the County. Any employee that is not a US citizen, proof of legal residency shall be provided.

The Contractor shall only allow entry onto County property of those people named on the County's approved list. Contractor shall immediately notify the County of any listed employee terminations.

Contractor must notify the County at least one week prior to assigning a new employee to the project and shall supply criminal/background check information.

Contractor or employees of the contractor shall not allow entrance of any unauthorized person to any County property. The County reserves the right to immediately terminate the contract for violation.

SAFETY AND HEALTH

All work shall comply with applicable Federal, State, County safety and health requirements as well as the County Safety Policy. Where there is a conflict between the applicable regulations, the most stringent will apply.

The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work, and shall hold the County harmless for any action on its part or that of its employees or subcontractors, that results in illness or death.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

Catawba County Government is fully committed to the Americans with Disabilities Act which guarantees non-discrimination and equal access for persons with disabilities in employment, public accommodations, transportation, and all County programs, activities and services. Catawba County Government contractors, subcontractors, contractors and/or suppliers

are subject to this ADA policy. All individuals having any County contractual agreement must make the same commitment.

Your acceptance of this contract acknowledges your commitment and compliance with ADA.

SUPERVISOR(S)

The Contractor shall provide the necessary **full time on-site supervisors**, not to be included in the productive hours for proper contract administration of the work performed on the contract. The Contractor shall be required to provide the name and position within the company of the supervisors to the County. The contractor shall provide a telephone answering service for the use of the supervisors for work-related messages.

MANDATORY QUALIFICATIONS FOR CONTRACTOR PERSONNEL

There must be a representative of the Contractor on-site during Contractor work hours that will be able to communicate in the English Language with County representative(s).

The personnel employed by the Contractor shall be capable employees, trained and qualified in custodial type work. All personnel shall receive close and continuing first-line supervision by the Contractor.

All employees shall be bondable and a minimum of sixteen years old.

UNIFORMS

All custodial personnel are required to wear a uniform and/or a photo identification card, which shall clearly identify personnel as employees of the Contractor. This requirement shall apply upon entering County property and at all times while on duty.

SUBCONTRACTING

The Contractor shall not subcontract the service to another individual or service, except for carpet cleaning.

CONSEQUENCE OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICE

County officials may inspect at any time for compliance with the terms of the Contract. The Contractor shall receive written notice(s) of deficiencies by copy of the inspection reports, or validated complaint letters.

1. Prior to charging liquidated damages/deductions;
2. Whenever nonperformance/unsatisfactory services are performed. The Contractor shall be conclusively presumed to have actual knowledge of work not performed and that notices shall not be a prerequisite for withholding payment for non-performed or unsatisfactory services.
3. When the Contractor's performance is unsatisfactory or deductions are to be charged, a report shall be initiated by Catawba County official(s). The Contractor shall reply, in legible writing, within 24 hours explaining:
 - a. The reasons for the unsatisfactory performance;
 - b. The corrective action(s) to be taken;
 - c. Procedures to be implemented to prevent a recurrence
4. During the first three (3) months of the Contract, the Contractor shall meet with the County Official(s) as necessary for the purpose of discussing performance. The meetings shall be documented. It is the responsibility of the Contractor to state in writing any disagreements with the minutes.
5. After the first three (3) months of the Contract, the Contractor shall meet with County Official(s) for the purpose of discussing performance at the request of the county or at the request of the County or at the request of the Contractor.

UNAUTHORIZED PERSONNEL

The Contractor's employees are not to be accompanied in their work areas on the premises by acquaintances, family members, assistants, or any other person unless said person is an authorized working Contractor employee.

UNAUTHORIZED USE OF COUNTY EQUIPMENT

The Contractor shall now allow his/her employees, at any time, to open desk drawers, cabinets, or to use office equipment, including the use of non-pay telephones for any purpose other than a local emergency call.

EMERGENCY TELEPHONE NUMBERS

The Contractor shall provide an emergency telephone number where he can be reached during normal operating hours and after normal operating hours.

SMOKING

Smoking is not allowed in County facilities or County property at any time.

SECURITY OF COUNTY FACILITIES

All exterior and interior office doors will be locked upon leaving the facility. If the fifth day cleaning will occur on a Saturday or Sunday the designated representative of Catawba County will be informed as to allow for assured security of the premises for the weekend. All interior lights except those needed for security purposes will be turned off. Only employees or designated representatives (made in writing to the authorized representative of Catawba County, prior to the performance of work at the facility, within two working days, and proof of all below listed coverage will be required at this time) of the contracted contractor are allowed on the premises during performance of duties. This is to assure that all personnel are covered under liability and workman's compensation insurance. Catawba County will not be held liable for non-adherence to this policy. It is the sole responsibility of the contractor providing the service itemized in the contract to adhere to the above mentioned policy to see that it is enforced. Any deviation will result in the immediate termination of the contractual service being rendered pending the 30 day notification clause per contract for said facility. The designated authority for the County will be the Catawba County Buildings and Grounds Superintendent or his representative which will be made available upon request at such time that will be deemed necessary.

REQUIREMENTS FOR JANITORIAL SERVICE

Contractor obtaining contract will furnish all cleaning supplies and necessary equipment to maintain cleanliness of facilities including hand soap for restrooms, recycled content paper towels, toilet tissue, and recycled content plastic waste can liners.

The County has established a goal to clean and maintain facilities with chemicals and equipment which are more in line with the Green Seal Environmental Standards. The County has obtained pricing for environmentally friendly cleaning products for the janitorial contractor to use (copy attached). It is not mandatory to purchase from this list, however, any other cleaning products must be pre-approved by the Purchasing Division. No cleaning compound without the Green Seal of approval on the label will be allowed without the written approval of the County.

Throughout the award period the Contractor, at the request of the County, shall submit copies of invoices for supplies and equipment used in the performance of the services of this award in order to verify compliance with this specification. **Material Safety Data Sheets should be provided for all chemicals used in the performance of services.**

Green Product Considerations:

- Product comes in concentrated form
- Packaged in recyclable/reusable container (minimal waste)
- Has a low volatile organic compound level (VOC)
- Fragrance & color free
- All products are to be in original containers, or clearly marked.
- No chlorine, acetone, ammonia, aerosol, corrosive, or other hazardous chemicals allowed.

Green Equipment:

- Vacuum cleaners-HEPA filtration & low noise rated
- Low noise rated carpet extractors and floor machines
- Microfiber mops, wipes, duster cloths etc.
- Dual mop bucket systems
- Dilution and portion control systems

Products and Use: Green cleaning products are designed to remove surface contaminants like soil particles and grease. Disinfecting cleaning products are meant to destroy microorganisms on surfaces. Commonly and publicly touched surfaces require disinfecting cleaning products. Other surfaces are to be cleaned with green cleaning products.

Green Products: Examples shall include, but are not limited to the following:

- Glass Cleaners-Must be Green Seal (GS-37) Certified or Ecologo (CCD-146) Certified and meet industry acceptable performance standards.
- Multi Purpose Cleaners- Must be Green Seal (GS-37) Certified, or Ecologo (CCD-146) Certified and meet industry acceptable performance standards.
- Bathroom Tissue-Must be Green Seal (GS-01) Certified, Green Seal (GS-09) Certified or EcoLogo (CCD-082) Certified, and contain a minimum of 25% post-consumer material weight.
- Paper Towels Multifold (Unbleached or non-chlorine beached)- Must be Green Seal (GS-01) Certified, Green Seal (GS-09) Certified or EcoLogo (CCD-086) Certified, and contain a minimum of 50% post-consumer material weight.
- Trash Bags and Can Liners-Must be EcoLogo CCD-126 Certified and contain a minimum 25% post consumer material by weight.
- Floor Products-
 - Cleaner—Green Sealed GS-37 Certified or Ecologo CCD-146 Certified and maximum allowable VOC content is 1%
 - Finish/Sealer—Green Seal GS-40 Certified or Ecologo CCD-147 Certified and maximum allowable VOC content is 7%
 - Buff/Burnish/Restorer—Green Seal GS-40 Certified or Ecologo CCD-147 Certified and maximum allowable VOC content is 7%
 - Stripper—Green Seal GS-40 Certified or Ecologo CCD-147 Certified and maximum allowable VOC content is 7%
- Carpet Products-
 - Carpet Shampoo/Wet Extraction Cleaner/Defoamer—Green Seal GS-37 Certified or Ecologo CCD-148 Certified and must contain defoamer and have low suds.
 - Host Chemical (Dry Carpet Cleaner)—Green Seal GS-37 Certified and Ecologo CCD-148 Certified and maximum allowable VOC content is 1%

ALL PRODUCTS MUST MEET INDUSTRY ACCEPTABLE PERFORMANCE PRACTICES

GENERAL SERVICE SPECIFICATIONS

It is the intent of the County that premises be maintained at a high standard of cleanliness. The Janitorial Service Specifications are intended to indicate the minimum level of service. All items not specifically included but found to be necessary to properly clean the building, to the requested standards shall be included. It is understood that complete and satisfactory service will be provided as required, and would extend beyond the specifications listed. The term "Clean" means the removal from the premises of trash, dirt, dust, lint, marks, stains, spots, odors, film, grease, etc. The term "As Needed" refers to the service schedule required beyond the schedule of Services listed. Janitorial service does not include the sterilization of medical devices, mechanical areas, storage areas and other unauthorized areas.

SERVICES TO BE PERFORMED:

Restrooms:

- Refill or replace supplies as follows:
 - Seat covers: Inspect visually and push in with your hand to see how many are left. If low, pull out, discard and replace with a new seat cover.
 - Toilet paper: Replace all rolls which are below half and put the partial roll on top of the newly inserted one. If dispenser has two rolls, make sure at least one roll is new. Any leftover smaller rolls may be put in the staff restroom on top of the full rolls there.
 - Hand soap: Fill dispensers, hand pumps and bottles at least once a week or more frequently if the containers go below half full.
 - Hand towels: Fill dispensers every night, without stuffing them in tight.
- Remove and trash feminine liners which have been used and replace with new liners. Open up liner for easier access by patrons.
- Remove trash. Pull trash liner from can and replace with new one. NEVER put your hand inside the can to pull out debris. Keep extra trash liners in bottom of each trash container.
- Clean mirrors.
- Clean all sinks, counters and surfaces. Use sponge scratch pad with disinfectant to get built up debris and scum around faucets and soap dispensers. Rinse with water to remove the left over cleaner.
- Clean toilets using a toilet brush (bowl mop) with disinfectant cleaner on the brush and clean the inside of the toilets. Make sure you get up under and around the rim and all the way to the bottom of the inside of the bowl. Make sure the exterior of fixture and behind is cleaned.
- Disinfect stall doors and partitions, handicap bars, door pulls/pushes, dispensers, baby stations and other commonly touched surfaces.
- Sweep and mop thoroughly to include behind toilets, under sinks, behind and around trash cans, doors, edges and corners.

Medical, Exam, Kitchens and Break Rooms:

- Refill or replace supplies as follows:
 - Hand soap: Fill dispensers, hand pumps and bottles at least once a week or more frequently if the containers go below half full.
 - Hand towels: Fill dispensers every night, without stuffing them in tight.
- Use sponge scratch pad with disinfectant to get built up debris and scum off of the sinks, faucets and counters. Rinse with water to remove the left over cleaner.
- Clean back splashes, microwaves, outside of cabinet doors, appliance surfaces, tables and chairs and trash cans. Wipe all surfaces to a streak free shine.
- Pull trash liner from cans and replace with new one. Keep extra trash liners in bottom of each trash container.
- Vacuum any carpet.
- Sweep and mop all floor areas. Get under tables, chairs, corners, behind cans and all areas really well.
- Organize items on counters and tables in kitchens and break rooms, but do not move them to other areas of the room unless directed to do so.
- For medical and exam room counters, do not organize items just clean under items and replace them
- For Public Health only, biohazard waste will need to be disposed of in proper containers.

Offices, cubicles, conference rooms, hallways and general areas:

- Empty trash cans and return can back to its original spot (replace liners which are soiled, wet, torn or do not look in perfect condition). Keep extra trash liners in bottom of each trash container.
- Spot clean walls behind cans, light switch plates, door pushes and pulls, as needed.
- Dust tops of accessible surfaces.
- Disinfect all commonly touched surfaces.
- Entering into employee cubicles or offices.
 - Employees will signal when only trash removal is required by setting their trash can outside of their office or cubicle door. If this is done by the occupant, (whether you have a key/card access or not) do not enter the office space to provide cleaning services.
 - If the trash can is not set outside the door or cubicle and you have key/card access, enter to provide the following:
 - Pull out chairs, inspect under desks for debris, and remove. If vacuuming is needed, do so. Organize the chair up to the desk, leaving the chair out enough to keep the arm rests from going under the desk. Clean smudges and fingerprints from door, door

frames, light switches, walls etc. and dust general surfaces such as ledges, moldings, furniture bases, arms and the top of cubicles. Employee is responsible for cleaning their own desk, file cabinet, bookcase and computer surfaces.

- Vacuum carpet, especially traffic lanes, lobbies and entrance mats.
- Dust and/or wet mop hard floor surfaces and stairs with appropriate products.
- Organize lobby, conference or break room chairs.
- Clean up any spills.
- Remove gum, grease or scuffs from surfaces as needed.
- Do not disturb any papers or personal property on desks, tables or cabinets.

Trash Removal:

- Janitorial Contractor is responsible for the removal of all consumer trash.
- Trash bags must never be set on carpet, dragged across carpets or carried across carpeted areas, unless you are certain there are no leaks of any kind. The preferred method would be to take the wheeled trash barrow to the area where the trash is to be taken out and pull the bag at that point. Set any trash bags on tiled areas in anticipation of leakage. Any leaks must be immediately cleaned up and stains reported to supervisor. Make sure the wheels on any trash container are clean and free from debris.
- Do not put loose trash in the dumpster. All bags must be tied and deposited inside the dumpster. Trash left on the ground is unacceptable. If dumpster is full, put your tied bag of trash in your janitor storage area and immediately call on site representative to report and ask for instructions.
- Dumpsters with locks must always remain locked at all times.

The following is a list of addresses for the county buildings and the amount we are currently paying for janitorial services.

Sherrills Ford Library - \$470.00 per month

8456 Sherrills Ford Road, Sherrills Ford, NC 28673

Agriculture Resource Center - \$1,134.00 per month

1175 S. Brady Avenue, Newton, NC 28658

Newton Library - \$1,134.00 per month

115 West C Street, Newton, NC 28658

1924 Courthouse - \$500.00 per month

40 N College Avenue, Newton, NC 28658

Justice Center - \$5,100.00 per month

100-B South West Blvd., Newton, NC 28658

Government Center - \$3,400.00 per month

100-A South West Blvd., Newton, NC 28658

Senior Nutrition - \$275.00 per month

507 S. Boundary Street, Conover, NC 28613

St. Stephens Library - \$570.00 per month

3225 Spring Road NE, Hickory, NC 28601

Public Health - \$4,300 per month*This amount does not include cleaning supplies, paper towels, toilet paper, hand soap, and trash liners.**

3070 11th Ave Dr SE, Hickory, NC 28602

Family Services Center - \$1,800.00 per month

3050 11th Ave Dr SE, Hickory, NC 28602

Social Services - \$4783.33 per month

3030 11th Ave Dr SE, Hickory, NC 28602

Southwest Library - \$550.00 per month

2994 Hwy 127 South, Hickory, NC 28602

Lifeskills - \$275 per month

3050 11th Ave Dr SE, Hickory, NC 28602

ATTACHMENT A

**SPECIFIC REQUIREMENTS FOR JANITORIAL SERVICE
GOVERNMENT CENTER
(52,494 heated square feet)**

1st Floor: 64 Offices, 3 Waiting Areas, 3 Conference Rooms, 1 Copy Room, 4 Work Areas, 3 Storage Areas, 4 Bathrooms with 9 toilets and 1 urinal.

2nd Floor: 45 Offices, 5 Waiting Areas, 1 Storage Area, 2 Conference Rooms, 1 Meeting Room, 1 Kitchen, 1 Break Area, 1 Break Room, 3 Work Rooms, 1 Copy Room, 2 Bathrooms with 7 toilets and 1 urinal.

Ground Floor: 36 Offices, 3 Work Areas, 3 Break Areas, 1 Training Room, 1 Mailroom, 1 Copy Room with Sink, 1 Screening Room, 1 Exam Room, 1 Conference Room, 2 Bathrooms with 3 toilets and 1 urinal.

This building has 2 janitorial closets, 1 on ground floor and 1 on the 2nd floor.

Contractor will be responsible for providing and placing toilet seat covers in dispensers.

Daily

1. All carpets in hallways and offices vacuumed as needed.
2. All tile and terrazzo floors swept.
3. All trash and waste receptacles emptied and removed from building.
4. All desk recycle containers emptied and discarded in proper GDS containers outside.
5. Water fountain cleaned and disinfected.
6. Restrooms cleaned and disinfected including sinks, toilets, floors, fixtures, mirrors and partitions.
7. Restock all toiletry supplies.
8. Clean all entrance doors and glass as needed.
9. Spot clean carpets as necessary.
10. Clean kitchen and break room--sweep floors, wipe tables and appliances, provide hand and dishwashing soap, clean and disinfect sink and countertops

ATTACHMENT A (continued)

11. Sweep stairways and landings.
12. Sweep walkways, pick up any trash and cigarette butts around immediate area of building.
13. Switch out recycling containers that are located in the middle of each hallway as needed, this includes all GDS containers.
14. 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

Monthly:

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

Quarterly:

1. Clean and strap terrazzo floors and re-wax
2. Clean and strip all stairways and re-wax

Semi-annually:

1. Clean all inside windows

Annually:

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

Alternate Bid Specifications:

Quarterly:

1. Steam clean hallway carpets

Semi-annually:

1. Steam clean all office carpets

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, 1 locker room, 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

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 and 2 bathrooms

There are 3 janitorial closets, 2 on the first floor and 1 on the second floor.

**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.

ATTACHMENT B (continued)

****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.**

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.
7. Clean elevator floors, walls, buttons, and doors

Monthly:

1. All tile and terrazzo floors spray/buffed.
2. Spot clean furniture and upholstery.

ATTACHMENT B (continued)

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.

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

ATTACHMENT C

**REQUIREMENTS FOR JANITORIAL SERVICE
SHERRILLS FORD LIBRARY
(3,036 heated square feet)**

3 Bathrooms with 3 toilets (total), 1 office/break room, 1 janitor closet, 1 supply closet, 1 foyer/waiting area

Operating Hours:

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

Daily:

1. Protective carpets at all entrances vacuumed.
2. All carpeted areas vacuumed if needed.
3. Brick tile entries wet mopped.
4. All trash and waste receptacles emptied and removed from building.
5. All recycling containers are to be emptied and put in recycling bin.
6. Water fountains cleaned and disinfected.
7. Restrooms cleaned and disinfected including sinks, toilets, floors, fixtures, mirrors and privacy partitions.
8. Restock all toiletry supplies.
9. All glass entry doors and interior corridor doors cleaned daily (both interior and exterior facings).
10. Fingerprints, smudges, and/or graffiti removed from all interior doors, restroom privacy partitions
11. Sweep walks and pick up any trash around immediate area of the building.
12. Kitchen counter and sink cleaned and disinfected.

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.

ATTACHMENT C (continued)

4. Venetian blinds dusted.

Monthly:

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

Quarterly:

1. All windows cleaned (interior and exterior)

Annually:

1. All tile floors (stripped, cleaned, and waxed).
2. Seal all brick entrances and stairways.

Alternate Bid Specifications:

Semi-Annually:

1. Steam clean all carpet

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.

Weekly:

1. All furniture, counters, desks and filing cabinets dusted and cleaned.

ATTACHMENT D (continued)

2. All carpet vacuumed.
3. All door and window casings dusted and cleaned.
4. Venetian blinds dusted.

Monthly:

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

Quarterly:

1. All windows cleaned (interior and exterior)

Annually:

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

Alternate Bid Specifications:

Semi-Annually:

1. All carpet steam cleaned

ATTACHMENT E

**REQUIREMENTS FOR JANITORIAL SERVICE
ST. STEPHENS LIBRARY
(9,681 heated square feet)**

2 Offices, 2 Workstations, 3 bathrooms (4 toilets and 1 urinal), 1 break room with kitchen, 1 meeting room with kitchen, 1 computer lab, and 1 janitor closet

Operating Hours:

Sunday: Closed

Monday and Tuesday: 12-8

Wednesday - Saturday: 9-6

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, restroom privacy partitions, this includes the interior of the elevator.
10. Sweep walks and pick up any trash around immediate area of the building.
11. Empty all cigarette urns.
12. Kitchen counters and sink cleaned and disinfected.

Weekly:

1. All furniture, counters, desks and filing cabinets dusted and cleaned.
2. All carpet vacuumed.

ATTACHMENT E (continued)

3. All door and window casings dusted and cleaned.
4. Venetian blinds dusted.

Monthly:

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

Quarterly:

1. All windows cleaned (interior and exterior)

Annually:

1. All tile floors (stripped, cleaned, and waxed).
2. Seal all brick entrances and stairways.

Alternate Bid Specifications:

Semi-Annually:

1. All carpet steam cleaned

ATTACHMENT F

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

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

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. Spot clean carpets as necessary.
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.

Monthly:

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

Quarterly:

1. Clean and strip terrazzo floors and wax.

ATTACHMENT F (continued)

Semi-annually:

1. Clean all inside windows.

Annually:

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

Alternate Bid Specifications:

Quarterly:

1. Steam clean hallway carpets

Semi-annually:

1. Steam clean all office carpets

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

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

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 windows.

Annually:

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

Alternate Bid Specifications:

Quarterly:

1. Steam clean hallway carpets

Semi-annually:

1. Steam clean all carpets

ATTACHMENT H

**REQUIREMENTS FOR JANITORIAL SERVICE
SOCIAL SERVICES
(83,982 heated square feet):**

Building A: 109 offices, 1 meeting room, 2 waiting areas, 1 lobby, 8 bathrooms (20 toilets and 4 urinals), and 1 computer lab

Building B: 71 offices, 2 waiting areas, 1 meeting room, 10 bathrooms (16 toilets and 2 urinals)

Building C: 95 offices, 2 lobbies, 1 assembly room, 1 conference room, 6 bathrooms

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 into 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, includes removing cigarette butts from mulch and gum from sidewalk.

ATTACHMENT H (continued)

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.

As needed or requested:

1. Wash all windows (interior and exterior).
2. 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.

ATTACHMENT H (continued)

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 to County Facility Manager prior to cleaning carpets to allow for ample staff notification and preparation.

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

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
2. Empty trash receptacles daily

ATTACHMENT I (continued)

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

ATTACHMENT I (continued)

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
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

ATTACHMENT I (continued)

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

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

ATTACHMENT I (continued)

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

T) A thorough cleaning of all windows inside and out each Spring

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.

ATTACHMENT I (continued)

- 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)
- 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

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.

Weekly:

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

ATTACHMENT J (continued)

3. 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. Wash all windows (interior and exterior).
2. Maintain storage areas in an orderly fashion.
3. Remove any labeled waste (i.e. boxes, cardboard, and plastics) from work areas.
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).
6. Remove any labeled waste (ie. boxes, cardboard, plastics) from work areas.
7. Set up Assembly Room chairs, tables, and podium.
8. 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.

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), 2 janitor closets

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.

As needed or requested:

1. Wash all windows (interior and exterior).
2. 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

ATTACHMENT L

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

5 Bathrooms with 6 toilets (total), 1 office/break room, 1 janitor closet, 1 supply closet, 1 foyer/waiting area

Operating Hours:

Sunday and Monday: Closed

Tuesday - Saturday: 9-4

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:

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

ATTACHMENT L (continued)

Semi-annually:

1. Clean and strip all marble flooring.
2. Clean all inside windows.

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

ATTACHMENT M

**REQUIREMENTS FOR JANITORIAL SERVICE
LIFESKILLS
(22,587 heated square feet):**

2 classrooms, 2 restrooms and adjoining hall

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.

Successful contractor will supply all equipment & cleaning supplies necessary to perform the services described above, maintaining ample supplies in bathrooms to meet the daily needs of staff.

Perform other duties as requested & required by County.

Daily:

1. Empty trash receptacles.
2. Spot clean carpet.
3. Disinfect and clean bathrooms.
4. Vacuum and mop floors, as applicable.
5. Organize (straighten up) visitation rooms.

As Needed or Requested:

1. Remove any labeled waste (ie. boxes, cardboard, plastics) from area..
2. Be available for emergency situations that occur during regular business hours 2:00 p.m. until 5:00 p.m. Monday through Friday
3. Treat for lice and bedbugs.

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.

EXHIBIT A

Environmentally Preferable Janitorial Cleaning Products							
CATAWBA COUNTY							
Janitorial Contractors							
Tar Heel Paper							
Item No.	Product Description	Product Name Product Number	Dil. or Conc.	Unit Vol.	Package Quantity	Package Cost	Can Product be purchased by the each
Group 1: General Purpose and Restroom Cleaners							
1	General Purpose Cleaner	1 All Purpose Cln	c	gal	4 gal/cs	\$88.29	no
2	Restroom Cleaner	25 Restroom Cln	c	gal	4 gal/cs	\$86.80	no
3	Glass Cleaner	27 Glass Cln	c	gal	4 gal/cs	\$72.34	no
4	Heavy Duty Cleaner	313 Degreaser	c	qrt	2 qrt/cs	\$32.05	no
5	Liquid Hand Soap (Not Antimicrobial)	Gojo 516503		1.25 ltr	3/1.25ltr/cs	\$41.65	no
6	Foam Soap (Antimicrobial)	Left Blank Intentionally					no
7	Hand Sanitizer--Liquid	Left Blank Intentionally					no
8	Hand Sanitizer--Foam	Left Blank Intentionally					no
9	Furniture Polish	ABC RA 586		20 oz	12/ 20oz/cs	\$42.82	no
10	Abrasive Cleaner	654632SA		32 oz	12/32oz/cs	\$29.26	no
11	Disinfectant/Sanitizer with Necessary Contact Time of Less Than 1 minute	2 Neutral Cln	c	gal	4 gal/cs	\$43.54	no
12	Disinfectant/Sanitizer	2 Neutral Disinfect	c	gal	4 gal/cs	\$43.54	no
13	Bleach	JA3801		gal	6 gal/cs	\$10.88	no
Group 2: Carpet Care (If bidding this group, must bid each product in group, or a complete carpet care solution)							
14	Carpet-Shampoo	Ecologo		gal	4 gal/cs	\$78.43	no
15	Carpet-Wet Extraction Cleaner	Ecologo		gal	4 gal/cs	\$79.49	no

Catawba County Environmentally Friendly Janitorial Services RFP

May 14, 2013

Item No.	Product Description	Product Name Product Number	Dil. or Conc.	Unit Vol.	Package Quantity	Package Cost	Can Product be purchased by the each
16	Carpet-Defoamer	Ecologo		gal	4 gal/cs	\$79.49	no
17	Host Chemical (Dry Carpet Cleaner)		d	16 oz	ea	\$5.43	yes
Group 3: Hard Floor Care (If bidding this group, must bid each product in group, or a complete care solution)							
18	Hard Floor Care-Neutral Cleaner	40 Neutral Cln		gal	4 gal/cs	\$79.82	no
19	Hard Floor Care- Finish/Sealer	47 Floor Sealer		pail	5 gal/pail	\$146.09	no
20	Hard Floor Care-Finish	42 Floor Finish		gal	4 gal/cs	\$96.21	no
21	Hard Floor Care- Buff/Burnish/Restorer	ABIA 5512		32 oz	12/32oz/cs	\$32.72	no
22	Hard Floor Care-Stripper	41 Floor Remover		gal	4 gal/cs	\$87.52	no
Group 4: Detention Facility Cleaners							
23	Disinfectant/Sanitizer Detergent	Left Blank Intentionally					
24	Biologically-Bases Odor Neutralizer	Left Blank Intentionally					
25	Ambient Odor Neutralizer	Left Blank Intentionally					
26	Laundry Detergent- Liquid	Left Blank Intentionally					
27	Laundry Detergent- Powder	Left Blank Intentionally					
28	Fabric Softener	Left Blank Intentionally					
29	Body Cleaner and Shampoo	Left Blank Intentionally					
Group 5: Disposable Janitorial Paper Products							
30	Toilet Paper- Standard Roll	VN 5022		rl	96rl/cs	\$31.22	no
31	Toilet Paper-Large Roll	Left Blank Intentionally					
32	Facial Tissue	Left Blank Intentionally					
33	Paper Towels-Multifold	VN 548W		cs	4000/cs	\$17.25	no
34	Paper Towels-Kitchen	Left Blank Intentionally					
35	Toilet Seat Covers	Hospeco 5000		ea	5000/cs	\$45.32	no

Catawba County Environmentally Friendly Janitorial Services RFP

May 14, 2013

Item No.	Product Description	Product Name Product Number	Dil. or Conc.	Unit Vol.	Package Quantity	Package Cost	Can Product be purchased by the each
Group 6: Can Liners							
36	Trash Can Liners 24x32 High Density	TH 60008		ea	1000/cs	\$16.03	no
37	Trash Can Liners 33x39 High Density	TPHR 334016N		ea	250/cs	\$17.79	no
38	Trash Can Liners 38x58 Low Density	TPLBR 3858XB		ea	100/cs	\$15.51	no
39	Trash Can Liners 40x46 Low Density	TPPGR 4046XB		ea	100/cs	\$13.82	no
Group 7: Janitorial Equipment							
40	Vacuum Cleaner	CL03058A		each	1 ea	\$130.00	yes
41	Microfiber Cloths	UNSMIR 13		each	12/pk	\$11.29	no
42	Soap Dispensers-Liquid						
43	Soap Dispensers-Foam						
44	Hand Sanitizer Dispensers--Foam						
45	20" Black Stripping Pad	MT 20014		each	5 pds/cs	\$15.53	no
46	20" Red Spray Buff Pad	MT 20053		pad	5 pds/cs	\$15.53	no
47	20" White Polish Pad	MT 14420		pad	5 pds/cs	\$15.53	no
48	Bowl Brush 21"	RU 6310 WHI		pad	each	\$2.03	yes
49	Vehicle Brush 10"	BWK 8410		each	each	\$12.04	yes
50	Deck Scrub Brush 10"	BWK 3110		each	each	\$4.75	yes
51	Angle Broom	RCP 63856GRA		each	each	\$16.12	yes
52	Whisk Broom	CL 12117		each	12/pk	\$3.00	yes
53	Push Broom 18"	CL 10313 24"		each	each	\$12.28	yes
54	Push Broom 24"	CL 10313		each	each	\$13.04	yes
55	Dust Mop 18x5	CL 97415		each	each	\$6.43	yes
56	Dust Mop 36x5	TH 60019		each	each	\$3.75	yes
57	Handle-Wooden Threaded 60"	CL 12832		each	each	\$3.84	yes
58	Mop Handle 60" fiberglass w/plastic head	CL 12641		each	each	\$3.85	yes
59	Handle-Tapered 5' Wood	CL 12806		each	each	\$2.80	yes

Catawba County Environmentally Friendly Janitorial Services RFP

May 14, 2013

Item No.	Product Description	Product Name Product Number	Dil. or Conc.	Unit Vol.	Package Quantity	Package Cost	Can Product be purchased by the each
60	Hndl -Metal Tip 5' Wood	CL 12832		each	each	\$3.84	yes
61	Mop Handle Quick Change 5' Vinyl Coated Metal Plastic	CL 12641		each	each	\$3.85	yes
62	Mop Handle 54" Plastic Quick Change	CL 12641		each	each	\$3.85	yes
63	Dust Pan	CT 712		each	each	\$2.79	yes
64	Floor Sign-Caution Wet	CT 119YW		each	each	\$8.43	yes
65	Deck Mop #12 Rayon	CTA 606012		each	6/pk	\$4.98	yes
66	Deck Mop #16 Rayon	CTA 606016		each	6/pk	\$5.35	yes
67	Cotton Mop 32 oz mega 4ply	CTA 405132		each	12/pk	\$6.29	yes
68	Cotton Mop 12 oz mega e-z Stik 4ply						yes
69	Rayon Mop 24 oz 4ply	CTA 414124		each	12/pk	\$5.81	yes
70	Rayon Mop 32 oz 4ply	CTA 414132		each	12/pk	\$7.60	yes
71	Loop Mop Medium Green	CTA 00912		each	12/pk	\$9.53	yes
72	Mop Bucket w/Wringer	CT 226312Y		each	each	\$44.14	yes
73	Plastic Bottles 32 oz	CT 932GG		each	each	\$0.47	yes
74	Trigger Sprayer	CT 902RW9		each	each	\$0.42	yes
75	Qrt Bottle w/Chemical Resistant Sprayer	CT 922HLPTMT		each	each	\$1.15	yes
Group 8: Miscellaneous							
76	Dish Detergent 38 oz	PGC 45114		32 oz	8/cs	\$38.78	yes
77	Multi Temperature Dish Detergent	ABC 6077055A		gal	5 gal/pail	\$42.88	yes
78	Car Wash 5 gal	ABC 6027055A		gal	5 gal/pail	\$34.03	yes
79	Car Wash	LGARM 25464		gal	4 gal/cs	\$20.47	yes
80	Brown Men's Gloves Knit Wrist	MC 7100		dz	12/dz	\$5.95	yes
81	Disposable Latex Medical Grade XL Powderfree Gloves	SZGRPRXL		bx	100/bx	\$5.02	yes

Catawba County Environmentally Friendly Janitorial Services RFP

May 14, 2013

Item No.	Product Description	Product Name Product Number	Dil. or Conc.	Unit Vol.	Package Quantity	Package Cost	Can Product be purchased by the each
82	Disposable Nitrile Powderfree Medium Grade Gloves	SZGNPRMDIM		bx	100/bx 10bx/cs	\$57.19	yes
83	Magic Eraser	PGC 82027		pk	4/pk;6pk/cs	\$27.77	yes
84	Foam Rubber Squeege 22"						yes
85	Bowl Blocks 4 oz cherry	USKRSB 04BX		12 pk	12/cs	\$10.52	yes
86	Dualcide Insecticide	AMRA 44220		20 oz	12/20 oz/cs	\$65.80	yes
87	Lock & Dial Dispenser						
88	Oven & Grill Cleaner	BWK 350A		each	12/cs	\$41.50	yes
89	60w Light Bulbs						
90	Labels for bottles						

BIDDER'S QUESTIONNAIRE

THE UNDERSIGNED GUARANTEES THE TRUTH AND ACCURACY OF ALL
STATEMENTS AND ANSWERS THEREIN CONTAINED.

1. How long has your organization been in business?
2. List below (or on an attached sheet, if necessary) all pertinent information and data that would indicate the ability of your organization and management personnel to satisfactorily perform on the contract?
3. Have you personally inspected the proposed work site(s) and have you a complete plan for performance of the work?
4. Will you subcontract carpet cleaning if awarded? If so, give details.
5. Have you ever failed to complete work awarded to you? If so, where and why?
6. State the true, exact, correct and complete name of the partnership, corporation or trade name under which you do business and the address or place of business.
 - * If corporation, state the name of the President and Secretary.
 - * If a partnership, state the name of all the partners.
 - * If a trade name, state the name(s) of individual(s) who do business under the trade name.
7. Name, address and telephone number of contact for emergency service.

8. Have you ever had another business name in this trade? If so when and the business name.

9. Are you presently providing Custodial Service for another Catawba County agency? If so, please list with contact person and telephone number.

REFERENCE DISCLOSURE FORM

Contractor shall provide information regarding experience in the janitorial cleaning function by listing THREE (3) MOST RECENT CLIENTS, ONLY TWO OF WHICH MAY BE CATAWBA COUNTY GOVERNMENT LISTINGS.

Consideration shall only be given to contractors with experience in the janitorial function at facilities of comparative size and nature of that specified. At least TWO (2) REFERENCES must be within Catawba County or within 50 miles, so that the County can confirm by a physical inspection the services provided.

1. COMPANY NAME:
PERSON TO CONTACT:
TELEPHONE NUMBER:
AREA CLEANED: _____ SIZE
TYPE: _____ JOB DATES:
BEGINNING _____ END

2. COMPANY NAME:
PERSON TO CONTACT:
TELEPHONE NUMBER:
AREA CLEANED: _____ SIZE
TYPE: _____ JOB DATES:
BEGINNING _____ END

3. COMPANY NAME:
PERSON TO CONTACT:
TELEPHONE NUMBER:
AREA CLEANED: _____ SIZE
TYPE: _____ JOB DATES:
BEGINNING _____ END

**PROPOSAL TO PROVIDE JANITORIAL SERVICES AT THE
CATAWBA COUNTY
GOVERNMENT CENTER**

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PERSON SUBMITTING PROPOSAL: _____

SIGNATURE: _____

DATE PROPOSAL SUBMITTED: _____

TOTAL MONTHLY CHARGES FOR JANITORIAL SERVICES PER SPECIFICATIONS (NOT TO INCLUDE CARPET CLEANING).

\$ _____

SEMI-ANNUAL CARPET CLEANING COST—ALTERNATE BID

\$ _____

**PROPOSAL TO PROVIDE JANITORIAL SERVICES AT THE
CATAWBA COUNTY
JUSTICE CENTER**

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PERSON SUBMITTING PROPOSAL: _____

SIGNATURE: _____

DATE PROPOSAL SUBMITTED: _____

TOTAL MONTHLY CHARGES FOR JANITORIAL SERVICES PER SPECIFICATIONS (NOT TO INCLUDE CARPET CLEANING).

\$ _____

SEMI-ANNUAL CARPET CLEANING COST—ALTERNATE BID

\$ _____

**PROPOSAL TO PROVIDE JANITORIAL SERVICES AT THE
CATAWBA COUNTY
SHERRILLS FORD BRANCH LIBRARY**

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PERSON SUBMITTING PROPOSAL: _____

SIGNATURE: _____

DATE PROPOSAL SUBMITTED: _____

TOTAL MONTHLY CHARGES FOR JANITORIAL SERVICES PER
SPECIFICATIONS (NOT TO INCLUDE CARPET CLEANING).

\$ _____

SEMI-ANNUAL CARPET CLEANING COST —ALTERNATE BID

\$ _____

**PROPOSAL TO PROVIDE JANITORIAL SERVICES AT THE
CATAWBA COUNTY
SOUTHWEST BRANCH LIBRARY**

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PERSON SUBMITTING PROPOSAL: _____

SIGNATURE: _____

DATE PROPOSAL SUBMITTED: _____

TOTAL MONTHLY CHARGES FOR JANITORIAL SERVICES PER SPECIFICATIONS (NOT TO INCLUDE CARPET CLEANING).

\$ _____

SEMI-ANNUAL CARPET CLEANING COST—ALTERNATE BID

\$ _____

**PROPOSAL TO PROVIDE JANITORIAL SERVICES AT THE
CATAWBA COUNTY
ST. STEPHENS BRANCH LIBRARY**

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PERSON SUBMITTING PROPOSAL: _____

SIGNATURE: _____

DATE PROPOSAL SUBMITTED: _____

TOTAL MONTHLY CHARGES FOR JANITORIAL SERVICES PER SPECIFICATIONS (NOT TO INCLUDE CARPET CLEANING).

\$ _____

SEMI -ANNUAL CARPET CLEANING COST—ALTERNATE BID

\$ _____

**PROPOSAL TO PROVIDE JANITORIAL SERVICES AT THE
CATAWBA COUNTY
SENIOR NUTRITION**

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PERSON SUBMITTING PROPOSAL: _____

SIGNATURE: _____

DATE PROPOSAL SUBMITTED: _____

TOTAL MONTHLY CHARGES FOR JANITORIAL SERVICES PER SPECIFICATIONS (NOT TO INCLUDE CARPET CLEANING).

\$ _____

SEMI-ANNUAL CARPET CLEANING COST—ALTERNATE BID

\$ _____

**PROPOSAL TO PROVIDE JANITORIAL SERVICES AT THE
CATAWBA COUNTY
NEWTON LIBRARY**

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PERSON SUBMITTING PROPOSAL: _____

SIGNATURE: _____

DATE PROPOSAL SUBMITTED: _____

TOTAL MONTHLY CHARGES FOR JANITORIAL SERVICES PER SPECIFICATIONS (NOT TO INCLUDE CARPET CLEANING).

\$ _____

SEMI-ANNUAL CARPET CLEANING COST—ALTERNATE BID

\$ _____

**PROPOSAL TO PROVIDE JANITORIAL SERVICES AT THE
CATAWBA COUNTY
DEPARTMENT OF SOCIAL SERVICES**

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PERSON SUBMITTING PROPOSAL: _____

SIGNATURE: _____

DATE PROPOSAL SUBMITTED: _____

TOTAL MONTHLY CHARGES FOR JANITORIAL SERVICES PER SPECIFICATIONS (NOT TO INCLUDE CARPET CLEANING).

\$ _____

SEMI-ANNUAL CARPET CLEANING COST —ALTERNATE BID

\$ _____

**PROPOSAL TO PROVIDE JANITORIAL SERVICES AT THE
CATAWBA COUNTY
PUBLIC HEALTH**

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PERSON SUBMITTING PROPOSAL: _____

SIGNATURE: _____

DATE PROPOSAL SUBMITTED: _____

TOTAL MONTHLY CHARGES FOR JANITORIAL SERVICES PER SPECIFICATIONS (NOT TO INCLUDE CARPET CLEANING).

\$ _____

JANITORIAL SERVICES WITH CONTRACTOR CLEANING AND PROVIDING PRODUCTS AND SUPPLIES—ALTERNATE BID

\$ _____

SEMI-ANNUAL CARPET CLEANING COST—ALTERNATE BID

\$ _____

EVERY EIGHT WEEKS -BUFFING & WAXING OF DENTAL CLINIC COST—ALTERNATE BID

\$ _____

**PROPOSAL TO PROVIDE JANITORIAL SERVICES AT THE
CATAWBA COUNTY
AGRICULTURE RESOURCE CENTER**

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PERSON SUBMITTING PROPOSAL: _____

SIGNATURE: _____

DATE PROPOSAL SUBMITTED: _____

TOTAL MONTHLY CHARGES FOR JANITORIAL SERVICES PER
SPECIFICATIONS (NOT TO INCLUDE CARPET CLEANING).

\$ _____

SEMI-ANNUAL CARPET CLEANING COST—ALTERNATE BID

\$ _____

**PROPOSAL TO PROVIDE JANITORIAL SERVICES AT THE
CATAWBA COUNTY
FAMILY SERVICES CENTER**

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PERSON SUBMITTING PROPOSAL: _____

SIGNATURE: _____

DATE PROPOSAL SUBMITTED: _____

TOTAL MONTHLY CHARGES FOR JANITORIAL SERVICES PER SPECIFICATIONS (NOT TO INCLUDE CARPET CLEANING).

\$ _____

SEMI-ANNUAL CARPET CLEANING COST—ALTERNATE BID

\$ _____

**PROPOSAL TO PROVIDE JANITORIAL SERVICES AT THE
CATAWBA COUNTY
1924 COURTHOUSE**

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PERSON SUBMITTING PROPOSAL: _____

SIGNATURE: _____

DATE PROPOSAL SUBMITTED: _____

TOTAL MONTHLY CHARGES FOR JANITORIAL SERVICES PER SPECIFICATIONS (NOT TO INCLUDE CARPET CLEANING).

\$ _____

SEMI-ANNUAL CARPET CLEANING COST—ALTERNATE BID

\$ _____

**PROPOSAL TO PROVIDE JANITORIAL SERVICES AT THE
CATAWBA COUNTY
LIFESKILLS**

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PERSON SUBMITTING PROPOSAL: _____

SIGNATURE: _____

DATE PROPOSAL SUBMITTED: _____

TOTAL MONTHLY CHARGES FOR JANITORIAL SERVICES PER SPECIFICATIONS (NOT TO INCLUDE CARPET CLEANING).

\$ _____

SEMI-ANNUAL CARPET CLEANING COST—ALTERNATE BID

\$ _____

INTENT TO PROPOSE

Please fax this form to ensure receipt of any addenda issued.

Please fax the following information to Beatrice Abernathy, Purchasing Specialist one week before the proposal due date at 828-465-8477. Form can also be scanned and forwarded as a PDF to beatrice@catawbacountync.gov

Name: _____ Title _____

Organization: _____

Address: _____

E-Mail Address: _____

Phone Number: _____

Fax: _____

Authorized
Signature: _____ Date: _____

Please check all that apply:

___ We **do** intend to submit a proposal for Catawba County Janitorial Services

___ We **do not** intend to submit a proposal for Catawba County

___ I did not receive a notice from Catawba County, please add me to Catawba County's database.

___ Please delete me from Catawba County's database.

Name: _____ Title _____