

Palm Beach State College

REQUEST FOR PROPOSALS

RFP #17/18-01

**RFP Title: District Building Cleaning
and Grounds Care Services**

Date: October 2, 2017

To: All Submitters

From: Procurement Director

You are invited to submit sealed proposals subject to the terms, conditions, and specifications contained herein and are hereby made part of this request.

- All proposals must be executed and submitted in a sealed envelope.
- Faxed proposals will not be accepted.
- The face of the envelope shall contain the "Request for Proposals #17/18-01"
 - the proposal name "District Building Cleaning and Grounds Care Services"
 - the company name
 - delivered to:

Purchasing

Palm Beach State College
4200 Congress Avenue, MS #27
Lake Worth, FL 33461

- All proposals must be received at the address above no later than 2:00 PM, October 30, 2017.
- Proposals will be opened publicly at that time.
- Proposals received after this date and time will be rejected.
- Proposals will not be evaluated at this time.
- The evaluation date and time is noted in the RFP document.

In order to insure uniformity, all proposals must be submitted using the enclosed forms or exact photo copies and signed by an authorized representative of the company submitting the proposal. Proposals submitted may be either for Building Cleaning Services or Grounds Care Services or both Building Cleaning and Grounds Care Services. Proposals not submitted in accordance with the terms, conditions, specifications, and other instructions contained herein may be subject to rejection.

Direct all inquiries regarding this Request for Proposals (RFP) to the Purchasing department, in writing, by e-mail: purchasing@palmbeachstate.edu

All inquiries, with responses, will be made available to all proposers on an equal basis without prejudice.

Table of Contents

SECTION A GENERAL CONDITIONS.....	1
SECTION B SCOPE OF SERVICES AND REQUIREMENTS	9
B1. PROJECT SUMMARY	9
B2. SCHEDULE	9
B3. CONTRACT TERM.....	9
B4. BACKGROUND INFORMATION	10
B5. PBSC LOCATION, PROPERTY, SITE CLEANING AND SITE PLAN INFORMATION.....	11
B6. PBSC HOURS OF OPERATION.....	12
B7. TIME OF CLEANING.....	12
B8. PBSC STANDARD (BASE) CLEANING SPECIFICATION	13
B9. CAMPUS-SPECIFIC REQUIREMENTS	13
B10. PORTERS SERVICES	14
B11. PROBLEM RESOLUTION	15
B12. QUALITY ASSURANCE	15
B13. ACCOUNT MANAGEMENT	15
B14. REPORTING	16
B15. SERVICE PROVIDER PERSONNEL.....	17
B16. TRAINING	17
B17. PAPER PRODUCTS / CONSUMABLES / TRASH LINERS	18
B18. CHEMICALS	19
B19. EQUIPMENT	19
B20. GREEN CLEANING	19
B21. SECURITY	19
B22. LANGUAGE REQUIREMENTS.....	20
B23. WORK RULES.....	20
B24. RECYCLING	20
B25. HOST CARPET CLEANING SYSTEM	21
B26. CONTRACTOR PARKING.....	21
B27. KEY POLICY.....	21
B28. INVOICES.....	21
B29. ENTRYWAY MATTING SYSTEM	21
B30. ADDING BUILDINGS TO THE CONTRACT.....	21
B31. EXTERIOR TRASH COLLECTION	22
SECTION C CLEANING SPECIFICATIONS	23
SECTION D SCOPE OF GROUNDS CARE WORK	38
D1. SCOPE OF GROUNDS CARE WORK.....	38
D2. EXCLUSIONS.....	38
D3. LOCATIONS	38
D4. LAWN CUTTING/TRIMMING.....	38
D5. SPRAYING.....	39
D6. POND TRIMMING AND MAINTENANCE.....	39

D7.	ANNUAL/PERENNIAL/SHRUB BEDS	39
D8.	PAVED SURFACES/SIDEWALKS	39
D9.	PRUNING AND TRIMMING	39
D10.	MULCH.....	39
D11.	REPLACEMENT PLANTINGS.....	40
D12.	UPLAND/WETLAND	40
D13.	Fertilization.....	40
D14.	BUSH HOGGING.....	40
D15.	TIMES OF SERVICE	40
D16.	SPECIAL PROJECTS	41
D17.	OTHER REQUIREMENTS.....	41
D18.	DAMAGE TO COLLEGE PLANT LIFE/IRRIGATION SYSTEM/PROPERTY	41
SECTION E INSTRUCTIONS AND INFORMATION.....		43
E1.	PROCESS FOR SUBMITTING PROPOSALS.....	43
E2.	RFP MEETING AND BID TOUR.....	43
E3.	PROPOSAL RESPONSE FORMAT.....	43
E4.	PRICING.....	44
E5.	PROPOSAL EVALUATION.....	44
APPENDIX A VENDOR INFORMATION FORM		46
APPENDIX B PROPOSAL RESPONSE FORMAT.....		47
APPENDIX C FORM FOR SUBMITTING WRITTEN QUESTIONS		50
APPENDIX D STATEMENT OF NO BID		51
APPENDIX E INDEX OF EXHIBITS (ALL EXHIBITS MUST BE DOWNLOADED)		52
Exhibit A:	Property Information	52
Exhibit B:	Site Cleaning Schedules.....	52
Exhibit C:	Janitorial Cleaning Schedule Index.....	52
Exhibit D:	Site plans for three campuses requiring grounds care services	52
Exhibit E:	Pricing Workbook.....	52
Exhibit F:	Green Cleaning Policies and Procedures.....	52
Exhibit G:	Enhanced Recycling Program	52
Exhibit H:	Entryway Matting System	52
Exhibit I:	Standard Cleaning Activities Definitions	52

SECTION A

GENERAL CONDITIONS

To insure acceptance of the application, follow these instructions:

SEALED PROPOSALS: All applications and forms must be executed and submitted in a sealed envelope. Do not include more than one proposal per envelope. Proposals not submitted on the attached form shall be rejected. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection. It is the sole responsibility of the proposer to deliver the proposal to the address contained herein on, or before, the closing hour and date indicated. The College is not responsible for delays with postal delivery nor the normal delay in delivery for internal mail procedures. Palm Beach State College will not be responsible for the inadvertent opening of a proposal not properly sealed, addressed or identified.

DEFINITIONS: [College] refers to Palm Beach State College. [Proposer] refers to the dealer, manufacturer, contractor, or business organization submitting a proposal to the College in response to this request for proposal. [Vendor] refers to the dealer, manufacturer, contractor, or business organization that will be awarded a contract pursuant to the terms, conditions and quotations of the proposal. [Proposer] and [Vendor] will be used interchangeably. [Proposer] and [Application] may be used interchangeably throughout this document. [Proposal] and [Application] may be used interchangeably throughout this document.

EXECUTION OF PROPOSAL: Proposals must contain a signature of an authorized representative in the space provided on the application. If a correction is necessary, draw a single line through the entered figure and enter the correct figure above it. Corrections must be initialed by the person signing the proposal. Any illegible entries, pencil proposals or corrections not initialed will not be tabulated.

PROPOSAL OPENING: Shall be public, at the address indicated on the Solicitation document, on the date and at the time specified on the proposal form. Proposals will not be evaluated nor will questions be fielded at the time of opening. The proposal opening is to determine the vendor pool only. It is the proposer's responsibility to assure that the proposal is delivered at the proper time and place of the opening. Proposals received after the date and time will be retained, unopened, for the record. Proposals by fax, email or telephone will not be accepted.

COMMENCEMENT OF WORK/SHIPMENT. No shipment of goods or commencement of work shall begin until such time as awardee receives a College Purchase Order. Goods or services received prior to issuance of Purchase Order may be rejected.

EVALUATION OF PROPOSALS: The evaluation committee intends to recommend to Palm Beach State College Board of Trustees to authorize College administration to award a contract with the proposer, or proposers that represents the best value to the College and/or best meets the Colleges needs as determined solely by the College.

TAXES: The College does not pay sales taxes on direct purchases of tangible personal property. Do not include these items on invoices. See exemption number on face of purchase order. Exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of state owned real property as defined in Chapter 192 F.S.

AWARDS: In the best interest of the College, the College reserves the right to make award(s) by individual item, group of items, all or none or a combination thereof; to reject any and all proposals or waive any minor irregularity

or technicality in proposals received. The College also reserves the right to make awards to one, or more, vendors based upon the recommendations of the evaluation committee.

MISTAKES: Proposers are expected to examine the technical specifications, delivery schedule, proposal prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at the proposer's risk.

COSTS: The College is not liable for any costs incurred by a proposer in responding to this Solicitation, including those for presentations, when applicable.

CLARIFICATION/CORRECTION OF APPLICATION ENTRY: The College reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes.

CONFLICT OF INTEREST: The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee or relative of the Palm Beach State College. Further, all proposers must disclose the name of any employee or family member thereof, who owns, directly or indirectly, an interest in the proposer's firm or any of its branches. The proposer shall not compensate, in any manner, directly or indirectly, any officer, agent, or employee of the College for any act or service that he/she may do, or perform for, or on behalf of any officer, agent or employee of the proposer. No officer, agent, or employee of the College shall have any interest, directly or indirectly, in any contract or purchase made, or authorized to be made by anyone for, or on behalf of the College. The proposer shall have no interest and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under this Solicitation.

PUBLIC RECORD LAW: Any material submitted in response to this Solicitation will become a public document pursuant to Section 119.07, F.S. This includes material which the responding proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, Contractor's refusal to comply with this provision shall constitute sufficient cause for termination of the contract resulting from this Solicitation.

LEGAL REQUIREMENTS: Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a Solicitation response hereto and the College by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any application shall not constitute a cognizable defense against the legal effect thereof.

LIABILITY: The vendor shall hold harmless the College, its officers, agents and employees from liability of any kind in the performance of the Solicitation and resulting contract.

ASSIGNMENT: Any Purchase Order issued pursuant to this Solicitation invitation and the moneys which may become due hereunder are not assignable except with the prior written approval of the College.

EMPLOYMENT OF ALIEN WORKERS: The College will comply with all aspects of Section 274A of the Immigration and Nationality Act. We will not knowingly engage with a company that does not adhere to these regulations and it is the obligation of the proposer to disclose any violation of such law to the College.

AVAILABILITY OF FUNDS: The obligations of the College under this award are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.

CONTRACT: Vendor agrees to be bound by the terms and conditions of this Solicitation and acknowledges that it must successfully negotiate a contract to be the awardee of this Solicitation. College reserves the right to negotiate a contract with an alternative respondent if a contract is not entered within 30 days of negotiations unless extended by the College.

PUBLIC MEETING NOTIFICATION: All meetings to judge and/or evaluate this solicitation or to make recommendations for award are held in strict compliance with Florida Statutes as they pertain to Florida in the Sunshine regulations. All meetings are fully open to all proposers as well as the public at-large.

ADDENDA: All addenda to this Solicitation will be posted to the Palm Beach State College Purchasing web page containing the original solicitation. <http://www.palmbeachstate.edu/purchasing/competitive-solicitations.aspx>.

PRE-DECISION DISCUSSIONS: Any discussion by the proposer with any employee or authorized representative of the College involving proposal information occurring prior to the posting of the recommended award will result in the rejection of that proposal.

STATE LICENSING REQUIREMENT: All entities defined under Chapters 607, 617 or 620, Florida Statutes, seeking to do business with the College shall be on file and in good standing with the State Of Florida's Department of State.

DISPUTES: In case of any doubt or difference of opinion as to the application or services, the decision of the College shall be final and binding on both parties.

PUBLIC ENTITY CRIME INFORMATION STATEMENT: All invitations to apply as defined by Section 287.012(11), Florida Statutes, requests for proposals as defined by Section 287.012(16), Florida Statutes, and any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes, which reads as follows: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list."

RETENTION OF RECORDS: Contractor agrees to retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertaining to any contract resulting from this Solicitation for a period of five (5) years. Copies of all records shall be made available to the College upon request. All invoices and documentation must be clear and legible for audit purposes. Documents must be retained by contractor within the State of Florida at an address to be provided, in writing, to the College within 30 days of the contract execution. Any records not available at the time of an audit will be deemed unavailable for audit purposes. The contractor will cooperate with the College to facilitate the duplication and transfer of any said records or documents during the required retention period. The contractor shall inform the College of the location of all records pertaining to the contract resulting from this Solicitation and shall notify the College by certified mail within ten (10) days if/when the records have been moved to a new location.

ANTI-DISCRIMINATION CLAUSE: The non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations provided by the Secretary of Labor are incorporated herein.

PROTECTION OF WORK, PROPERTY AND PERSONNEL. The awardee shall at all times guard against damage and/or

loss to the property of the College, and shall replace and/or repair any loss or damages unless such is caused by the College. The College may withhold payment or make such deductions, as it might deem necessary to insure reimbursement for loss and/or damages to the property through negligence of the awardee. The awardee shall take the necessary safety precautions to protect both personnel and property while the work is in progress simultaneously adhering to the project schedule.

DISCRIMINATORY VENDOR'S LIST: Any entity or affiliate who has been placed on the Discriminatory Vendors List as maintained by Florida Department of Management Services may not submit a proposal to provide goods or services to a public entity, may not be awarded a contract or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity and may not transact business with any public entity.

AMERICANS WITH DISABILITIES ACT: The contractor shall comply with the Americans with Disabilities Act. In the event of the contractor's non-compliance with the non-discrimination clauses of the Americans with Disabilities Act, or with any other such rules, regulations or orders, any contract resulting from this Solicitation may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further contracts

SUBCONTRACTORS: The proposer is fully responsible for all work performed under the Contract resulting from this Solicitation. The proposer may, upon receiving prior written consent from the College's Procurement Director, enter into written subcontract(s) for performance of certain of its functions under the Contract. No subcontract, which the proposer enters into with respect to performance of any of its functions under the Contract, shall in any way relieve the proposer of any responsibility for the performance of its duties, including any and all liabilities that may arise out of the subcontractor's work related to the project. All payments to subcontractors shall be made by the proposer. The College may reject any and all subcontracts.

REJECTION OF PROPOSALS: The College may reject any and all proposals not meeting mandatory responsiveness requirements, which include terms, conditions or requirements that must be met by the proposer to be responsive to this Solicitation. These responsiveness requirements are mandatory. Failure to meet these responsiveness requirements will cause rejection of the proposal. In addition, the College may reject any or all proposals containing material deviations. Any application rejected for failure to meet mandatory responsiveness requirements will not be reviewed. College reserves the right to reject all responsive proposals at any time if it is in the Colleges best interest determined at the sole discretion of the College

INSURANCE REQUIREMENTS: When performing a service, construction work or any type of installation is required on College property, the successful vendor is required to supply a Certificate of Insurance naming Palm Beach State College and its District Board of Trustees as additional insured evidencing coverage during the period the vendor is providing services per the following: 1. Workers compensation and employee's liability in accordance with the laws of the State of Florida. 2. General Liability, minimum of \$1,000,000 per Occurrence and \$2,000,000 Aggregate. 3. Property damage liability, minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate. 4. Umbrella liability with limits of not less than \$2,000,000 per occurrence and \$2,000,000 aggregate. 5. Contingent coverage for sub-contractors for liability at the site. The application must list any sub-contractor that will perform work under this application. The Certificate of Insurance must be provided to the College prior to the commencement of any work.

PROPOSAL INQUIRIES: The proposer may examine this Solicitation to determine if the College's requirements are clearly stated. If there are any requirements that restrict competition, the proposer may request, in writing, to the College that the specifications be changed. The proposer that requests changes to the College's specifications must identify and describe the proposer's difficulty in meeting the specifications, must provide detailed justification for a change, and must recommend changes to the specifications. Proposer's failure to request changes shall be considered to constitute proposer's acceptance of the specifications. The College shall determine what changes to

this Solicitation shall be acceptable to the College. If required, the College shall issue an addendum reflecting the acceptable changes to this Solicitation, which shall be available to all proposers in order that all proposers shall be given the opportunity of proposing to the same specifications

VERBAL INSTRUCTIONS: No negotiations, decisions, or actions shall be initiated or executed by the proposer as a result of any discussions with any College employee. Only those communications that are in writing from the College's Procurement Director identified in this Solicitation shall be considered a duly authorized expression on behalf of the College. Only communications from the proposer's representative that are in writing and signed will be recognized by the College as duly authorized expressions on behalf of the proposer.

TERMINATION AT WILL: The Contract resulting from this Solicitation may be terminated by either party upon no less than thirty (30) calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery

INCLUSION OF SUPPORTING DOCUMENTS: All those submitting sealed replies in response to this Request for Qualifications understand that the Solicitation document, the sealed reply, and all documents and/or materials represented in presentation to the committee shall be a complete record and shall be included in the final contract.

PROPOSED RULES FOR WITHDRAWAL: A submitted proposal may be withdrawn by submitting a written request for its withdrawal to the College, signed by the proposer/contractor, prior to the application opening date.

PROPOSAL PUBLIC RECORD. Respondent acknowledges that all information contained within their proposal is part of the public domain as defined by the State of Florida Sunshine and Public Record Laws.

GOVERNING LAW. This solicitation, and any award(s) resulting from same, shall be governed by and construed under the laws of the State of Florida and must have venue established in Palm Beach County, Florida or the United States Court of the Southern District of Florida.

SOLICITATION and ADDENDA. It is the sole responsibility of the respondent to assure it has received the entire solicitation package and any and all Addendum. No submissions made after the proposal opening, amending or supplementing the proposal shall be considered.

DEFAULT and LITIGATION COSTS. In the event of a default on this contract, the defaulting party shall pay all attorney's fees and court costs incurred by the non-defaulting party, at both the trial and appellate levels, in any action brought to enforce and collect damages arising from the default as allowable by law.

SITE VISITS/INSPECTIONS. The College reserves the right to conduct a site visit to any respondent's place(s) of business in order to ascertain the respondent's ability to perform.

INTERPRETATIONS: Any questions concerning conditions and specifications shall be directed in writing to Palm Beach State College Procurement Director by email according to the application schedule. Inquiries must reference the date of Solicitation opening and Solicitation number

EMERGENCY SERVICES DUE TO NATURAL DISASTERS/FORCES. For the purposes of this Application, "Natural Force" is defined as conflagration, flood, storm, earthquake, hurricane or other public calamity. Proposer, by virtue of submitting an application, agrees that, if receiving an award, THE COLLEGE shall be given top priority for use by the proposer's resources, and proposer shall make available to THE COLLEGE all of its resources such as vehicles, equipment tools, and both workforce and management personnel, in the event of a natural disaster such as a hurricane, tornado, windstorm, flood, or fire during the term of award or contract.

FORCE MAJEURE, NOTICE OF DELAY, AND NO DAMAGES FOR DELAY. The Contractor shall not be responsible for

delay resulting from its failure to perform if neither the fault nor the negligence of the Contractor or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Contractor's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to the Contractor. In case of any delay the Contractor believes is excusable, the Contractor shall notify the College in writing of the delay or potential delay and describe the cause of the delay either (1) within ten (10) days after the cause that creates or will create the delay first arose, if the Contractor could reasonably foresee that a delay could occur as a result, or (2) if delay is not reasonably foreseeable, within five (5) days after the date the Contractor first had reason to believe that a delay could result. THE FOREGOING SHALL CONSTITUTE THE CONTRACTOR'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY. Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages or additional charges, other than for an extension of time, shall be asserted against the College. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist the Contractor shall perform at no increased cost, unless the College agrees to, in writing, to any modification of the contract terms.

SUSPENSION OF WORK. The College may in its sole discretion suspend any or all activities under the Contract or purchase order, at any time, when in the best interests of the College to do so. The College shall provide the Contractor written notice outlining the particulars of suspension. Examples of the reason for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, the Contractor shall comply with the notice and shall not accept any purchase orders. Within ninety days, or any longer period agreed to by the Contractor, the College shall either (1) issue a notice authorizing resumption of work, at which time work can resume, or (2) terminate the contract, or (3) extend the period of suspension.

PROTESTING OF CONDITIONS/SPECIFICATIONS. Any person desiring to protest the conditions/specifications in this solicitation, or any Addenda subsequently released thereto, shall file a notice of protest, in writing, within 72 consecutive hours after the receipt of the solicitation or Addenda and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. The time provided for filing a notice of protest shall be based upon whenever a person receives this solicitation, or any Addenda released thereto. Receipt of a copy of this solicitation, or any Addenda released thereto, which is received in accordance with Chapter 119, Florida Statutes, or College Policy, as currently enacted or as amended from time to time, shall not be used as a basis for filing a notice of protest as described herein. Saturdays, Sundays, legal holidays or days during which the College administration is closed, shall be excluded in the computation of the 72 consecutive hours. If the tenth calendar day falls on a Saturday, Sunday, legal holiday or days during which the College administration is closed, the formal written protest must be received on or before 5:00 p.m. local time of the next calendar day that is not a Saturday, Sunday, legal holiday or days during which the College administration is closed. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based".

- a. Failure to file a notice of protest or to file a formal written protest within the time prescribed shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Notices of protest, formal written protests, and the required bonds, shall be filed at College, Purchasing Department MS 27, 4200 Congress Avenue, Lake Worth, FL 33461. Fax filing will not be acceptable for the filing of bonds.

PROTESTING OF AWARD RECOMMENDATIONS/TABULATIONS. Award Recommendations and Tabulations will be posted in the Purchasing Department on the date and time stipulated on the solicitation and will remain posted for 72 consecutive hours. Any change to the date and time established herein for posting of solicitation Award Recommendations shall be posted in the Purchasing Department and on the departmental web site. In the event

the date and time of the posting of Award Recommendation is changed, it is the responsibility of each respondent to ascertain the revised date of the posting of Award Recommendation. Any person desiring to protest the intended decision shall file a notice of protest, in writing, within 72 consecutive hours after the posting of the Award Recommendation (or receipt of written notice of intended decision) and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. A written notice of intended decision shall only apply when the Purchasing Department gives notice of an intended decision about this solicitation. A written notice of intended decision received in accordance with Chapter 119, Florida Statutes, or College Policy, as currently enacted or as amended from time to time, shall not be used as a basis for filing a notice of protest as described herein. Saturdays, Sundays, legal holidays and days during which the College administration is closed shall be excluded in the computation of the 72 consecutive hours. If the tenth calendar day falls on a Saturday, Sunday, legal holiday or days during which the College administration is closed, the formal written protest must be received on or before 5:00 p.m. local time of the next calendar day that is not a Saturday or Sunday, legal holiday or days during which the College administration is closed. No submissions made after the proposal opening amending or supplementing the proposal shall be considered. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based". Any person who files an action protesting an intended decision shall post with the College, at the time of filing the formal written protect, a bond, payable to College, in an amount equal to one percent (1%) of the College's estimate of the total volume of the contract. The College shall provide the estimated contract amount to the contractor within 72 hours, excluding Saturdays, Sundays and other days during which the College administration is closed, of receipt of notice of intent to protest. The estimated contract amount shall be established on the award recommendation as the "contract award amount". The estimated contract amount is not subject to protest pursuant to Section 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protestant in an Administrative Hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the College may accept a cashier's check, official bank check or money order in the amount of the bond. If, after completion of the Administrative Hearing process and any appellate court proceedings, the College prevails, and then the College shall recover all costs and charges which shall be included in the Final Order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. If the protestant prevails, then the protestant shall recover from the College all costs and charges which shall be included in the Final Order or judgment, excluding attorney's fees.

- a. Failure to file a notice of protest or to file a formal written protest within the time prescribed shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Notices of protest, formal written protests, and the required bonds, shall be filed at College, at Purchasing Department MS 27, 4200 Congress Avenue, Lake Worth, FL 33461. Fax filing will not be acceptable for the filing of bonds.

PREFERENCE TO FLORIDA BUSINESS: In accordance with Florida Statute 287.084, if this solicitation is for personal property, then a preference of at least five percent (5%) (see below) must be provided to businesses that have a principle place of business in the State of Florida. Vendors whose principal place of business is outside the State of Florida must submit a written opinion of an attorney as required in 287.084(2). The written opinion is only required if this solicitation is for personal property. The statute is reprinted here for your convenience:

287.084 Preference to Florida businesses.—

(1)(a) When an agency, university, college, school district, or other political subdivision of the state is required to make purchases of personal property through competitive solicitation and the lowest responsible and responsive bid, proposal, or reply is by a vendor whose principal place of business is in a state or political subdivision thereof which grants a preference for the purchase of such personal property to a person whose principal place of business

is in such state, then the agency, university, college, school district, or other political subdivision of this state shall award a preference to the lowest responsible and responsive vendor having a principal place of business within this state, which preference is equal to the preference granted by the state or political subdivision thereof in which the lowest responsible and responsive vendor has its principal place of business. In a competitive solicitation in which the lowest bid is submitted by a vendor whose principal place of business is located outside the state and that state does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive vendor having a principal place of business in this state shall be 5 percent.

(b) Paragraph (a) does not apply to transportation projects for which federal aid funds are available.

(c) As used in this section, the term “other political subdivision of this state” does not include counties or municipalities.

(2) A vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.

(3)(a) A vendor whose principal place of business is in this state may not be precluded from being an authorized reseller of information technology commodities of a state contractor as long as the vendor demonstrates that it employs an internationally recognized quality management system, such as ISO 9001 or its equivalent, and provides a warranty on the information technology commodities which is, at a minimum, of equal scope and length as that of the contract.

(b) This subsection applies to any renewal of any state contract executed on or after July 1, 2012.

History.—s. 1, ch. 77-460; s. 117, ch. 79-400; s. 215, ch. 95-148; s. 3, ch. 95-420; ss. 16, 53, ch. 99-228; s. 6, ch. 2000-340; s. 23, ch. 2002-207; s. 14, ch. 2012-32.

1Note.—Section 25, ch. 2012-32, provides that:

“(1) The executive director of the Department of Revenue is authorized, and all conditions are deemed met, to adopt emergency rules under ss. 120.536(1) and 120.54(4), Florida Statutes, for the purpose of implementing this act.

“(2) Notwithstanding any provision of law, such emergency rules shall remain in effect for 6 months after the date adopted and may be renewed during the pendency of procedures to adopt permanent rules addressing the subject of the emergency rules.”

SECTION B

SCOPE OF SERVICES AND REQUIREMENTS

B1. PROJECT SUMMARY

Palm Beach State College (PBSC) is requesting proposals for Building Cleaning and Grounds Care Services on a number of its locations. The contract for Building Cleaning and Grounds Care may be issued a separate agreements or as a single agreement.

The objective of this procurement is to identify experienced Service Providers who can provide world-class service at the most competitive prices and the highest consistent quality to PBSC.

This is intended to become contract capable of being renewed for multiple years.

B2. SCHEDULE

This request for proposals will be governed by the following schedule:

Advertise RFP	September 24, 27 and October 1, 2017
Release of RFP	Monday, October 2, 2017
Pre-Register for the Bid Tour by emailing attendee names to: purchasing@palmbeachstate.edu (limit 2 per company)	Friday, October 6, 2017
RFP Meeting and Bid Tour meet at 8:30 a.m. at the Lake Worth Campus Natural Science (NS) building, Room NS129	Friday, October 13, 2017
Deadline for Written Questions	Wednesday, October 18, 2017
Answers to Questions posted on Palm Beach State College Purchasing Website http://www.palmbeachstate.edu/purchasing/competitive-solicitations.aspx	Tuesday, October 24, 2017
Proposals Due (2:00 p.m. EST) Purchasing Office PS 100 Bldg, 4200 Congress Avenue, MS# 27, Lake Worth, FL 33461	Monday, October 30, 2017
Evaluation of proposals	Tuesday, October 31, 2017 to Thursday, November 9, 2017
Finalist Notified of Intention to Contract	Friday, November 10, 2017
Contract recommendation presented to Board of Trustees	Tuesday, November 14, 2017
Contract commencement	Monday, January 1, 2018

B3. CONTRACT TERM

Pricing for this RFP shall be based on a term of twenty four (24) months, with the option of three additional one-year terms at the end of the 24-month period. Therefore, the contract shall be fixed-price for two (2) years with three optional one-year terms. The Service Provider's proposed pricing shall remain fixed for two years and take into account any upcoming changes to the minimum wage and other wage/benefit increases. Therefore, the Service Provider's proposed pricing shall include blended rates that account for any increases over the two year term. The projected two-year District Building Cleaning & Grounds Care Services agreement will commence on January 1, 2018 and will end on December 31, 2019. The optional years will be priced according to the proposed percentage increase.

B4. BACKGROUND INFORMATION

The purpose of this bid is to establish a either a combined or separate grounds care and building cleaning multiple year agreement(s) with a qualified service firm(s) to provide labor, equipment, supervision, paper products, green cleaning chemicals and trash bags to accomplish a totally green environmental cleaning services program for 67 buildings located on the Lake Worth, Historical (West Palm Beach), Boca Raton, Belle Glade, Loxahatchee Groves and Palm Beach Gardens Campuses of Palm Beach State College, Florida.

PBSC will provide, with its own workforce, night-time cleaning as well as day and evening porter cleaning services for other campus buildings not included in this contract and as indicated herein. PBSC will additionally provide for, with its own workforce, for all of the day porter cleaning services at its Lake Worth and Palm Beach Gardens campuses. The Service Provider shall provide one day porter at the Boca Raton Campus, one evening porter at the Boca Raton Campus, and one porter to work a split shift (half days/half evenings) at both the Belle Glade Campus and the Loxahatchee Groves Campus, per section B10 of this RFP. Current in-house Janitors include:

Current In-house PBSC Janitorial Workers

	Boca Raton	Palm Beach Gardens	Lake Worth	Belle Glade	Loxahatchee Groves
Day Porters	0	1	4	0	0
Evening Porters	0	1	2	0	0
Night Cleaners	3	2	0	0	0

PBSC Cleaned Buildings

Boca Raton: 103CM; 104BT; 105BK;106FS; 250MD3; 251MD2; 263STOR; 276MD1; ELECT SHED

Palm Beach Gardens: 103CM1; 110GH; 117FN; 118CM2; 126STC; 127STA; 128STB; 129MD; 130GAR; 253STR; 254ST

Lake Worth: 101SCB; 124CM; 135FC; 203CN; 301SCD; 303SB; 335DW; 539CEP; 544PSE; 610CSB; 701PUMP

Belle Glade: 102CM; 251STB; 252STC; 253STA; 254STD

Loxahatchee Groves: None

Vendor Supplied Porters

	Boca Raton	Palm Beach Gardens	Lake Worth	Belle Glade	Loxahatchee Groves
Day Porters	1	0	0	.5*	.5*
Evening Porters	1	0	0	.5*	.5*

- Single porter position will be scheduled on a single shift, staggering over day and evening class periods

At the sole discretion of PBSC, additional buildings (new or existing) or additional porters on any of its existing or future campuses may be added to the scope of this agreement. If this decision is made, the amount of the contract will be increased according to the pricing proposed by the bidder in its Pricing Workbook. The vendor will be given at least 14 calendar days advance notice before the area requirements or day porter requirements of this agreement are increased. Additional ground care services may also be added to this agreement.

B5. PBSC LOCATION, PROPERTY, SITE CLEANING AND SITE PLAN INFORMATION

PBSC has six locations. Location addresses are as follows:

Lake Worth Campus

4200 Congress Ave., Lake Worth, FL
47 Buildings; Total Cleanable Square Feet: 694,738
26.92 acres of campus grounds to maintain by contractor

Boca Raton Campus

801 Palm Beach State College Drive (formerly 3000 St. Lucie Ave.,) Boca Raton, FL
4 Buildings; Total Cleanable Square Feet: 114,060
7.78 acres of campus grounds to maintain by contractor

Palm Beach Gardens Campus

3160 PGA Blvd., Palm Beach Gardens, FL
9 Buildings; Total Cleanable Square Feet: 241,358
0 acres of campus grounds to maintain by contractor

Belle Glade Campus

1977 College Dr. (SR 715), Belle Glade, FL
5 Buildings; Total Cleanable Square Feet: 72,910
0 acres of campus grounds to maintain by contractor

Loxahatchee Groves Campus

15845 Southern Blvd., Loxahatchee, FL
1 Building; Total Cleanable Square Feet: 39,746
3.74 acres of campus grounds to maintain by contractor
2.96 acres of grounds to be bush-hogged by contractor

Historical Building

812 Fern St., West Palm Beach, FL
1 Building; Total Cleanable square Feet: 7,516
0 acres of campus grounds to maintain by contractor

Exhibit A: Property Information shows the official building list, highlighting buildings to be cleaned by the vendor in yellow and those to be cleaned by PBSC in grey. Property folders include detailed building drawings for each floor of each building that is included as part of the scope of this cleaning contract.

Exhibit B: Site Cleaning Schedules. Site summary sheet for each site as well as detailed cleaning schedules for each building included as part of vendor's building cleaning work. Areas to not be cleaned (highlighted in grey) and those cleaned by the College (highlighted in blue), while are others shown (highlighted in yellow) are to be cleaned by the vendor.

Exhibit C: Janitorial Cleaning Schedule Index

Exhibit D: Site Plans for three campuses requiring Grounds Care Services by the vendor. Areas to be included in vendor's contract are highlighted in green, while those areas to have grounds care provided by the College are highlighted in yellow. The Belle Glade Campus, Palm Beach Gardens Campus and Historical Building sites have no grounds care services included as part of this bid.

B6. PBSC HOURS OF OPERATION

PBSC is open at 7:00AM on Monday through Friday with daily classes continuing until approximately 10:00PM. The hours from 8:00AM until 1:00PM and from 5:00PM until 9:30PM are the busiest. During the 1:00PM to 5:00PM timeframes, the student population is reduced in many areas. There are minimum numbers of classes held on Fridays.

On Saturdays, there will be classes scheduled for some of the buildings covered by this agreement. Saturday class schedules vary by academic term based on enrollment levels. PBSC will share Saturday class schedules during the length of the agreement with the Service Provider. The Service Provider will provide on the BR, LG, BG Campuses, for the cleaning after classes on Saturdays, by adjusting the schedule or adding to the schedule for Vendor supplied porter services. A wage hourly rate pricing line is included in the Pricing Workbook under Porter Labor. This pricing line is not included in the total proposed pricing; it is proposed by the Service Provider for PBSC information only. Saturday cleaning after classes on the LW, Hist. and PBG Campus will be the responsibility of the College.

At the current time, during the summer terms, the College follows a Monday through Thursday schedule and will be closed all day on Fridays except for facilities, public safety programs and security personnel. This schedule is subject to annual approval by the College's District Board of Trustees.

There are no classes on Sundays.

No cleaning will be required for buildings covered under this contract for days that the College is closed, including Friday specified dates in the summer, or for Sundays.

B7. TIME OF CLEANING

This contract requires green environmental cleaning service for each day of college operation during the week. The primary cleaning will be accomplished between **10:00PM and 6:30AM**, Monday through Friday on days of PBSC operation; Account Management, Building Supervisors, Lead Workers, and Janitors shall be priced in the Pricing Workbook, Exhibit E based on these primary cleaning hours.

As specified, PBSC and the Service Provider will each provide specific porter services, from its workforce, as porter(s) to deal with needed day-time and evening cleaning as defined in paragraph B4. The Service Provider shall provide additional day porters, per B10 of this RFP. All day porter(s) will generally work from Monday through Friday, from 9:30 AM to 6:30PM. PBSC provides all day and evening in-house day porters during the week on both the Lake Worth and Palm Beach Gardens campuses.

The contractor can work on days when PBSC is closed to accomplish non-routine work such as floor stripping, carpet cleaning, high dusting, interior window washing, and mini-blind cleaning. Work on days PBSC is closed must be scheduled with the Campus based Facilities Manager at least three (3) working days in advance.

At the current time, PBSC has a 4-day work week during the summer months. The compressed work week schedule is as follows:

- 2018-applicable from the week of May 14-August 6
- 2019 - applicable from the week of May 13 - August 5

PBSC is closed for approximately nine (9) days at Christmas and five (5) days for Spring Break, as well as other holidays throughout the year (visit the College's website to see a list of [college closings](#)). In total, PBSC is closed

for approximately 35 week days per year (includes the 13 closed Fridays during the summer terms). These closed days are subject to change.

B8. PBSC STANDARD (BASE) CLEANING SPECIFICATION

This Standard (Base) Cleaning Specifications (**Section C**) has been designed to standardize and optimize the cleaning programs across PBSC buildings and campuses. Used in conjunction with the additional requirements contained in this RFP, this specification includes industry best-practices to ensure a healthy and safe environment for the people who visit or work in PBSC’s buildings.

The specification is based on five full-service days (porter service) and nights (full cleaning), Monday through Friday. Each task has an associated frequency listed with it. Below is an explanation of the frequencies found in the specification:

Frequency Chart

<u>EXAMPLES OF FREQUENCY REQUIRED</u>	<u>ANNUAL FREQUENCY</u>
Five day service (daily)	225 - represents 260 minus the 35 days per year of closings
(Section B7) Four times per week	176 - represents 225 (the daily frequency) minus 49 (the
weekly frequency) Weekly service	49 - represents 52 minus the 3 full weeks of closings
(Winter/Spring Breaks) Monthly service	12
Quarterly service	4
Semi-Annual service	2
Yearly service	1

B9. CAMPUS-SPECIFIC REQUIREMENTS

Belle Glade:

- The Dolly Hand Cultural Arts center includes a theater that has approximately 180 shows per year. Most of these shows occur between Monday and Friday and the clean-up duties associated with these shows are to be included in the proposed fixed-price for this campus. The Service Provider shall be paid extra via an hourly rate for clean -up duties associated with shows that occur on weekends or holidays based upon mutual agreement with the Service Provider and the College.
- This campus includes many outdoor walkways and staircases that must be pressure washed by Service Provider personnel twice per year (only applies to stairs and outdoor concrete walks and patio areas within 50 feet of buildings included in the contract). Hot-water pressure cleaning or other appropriate means that will remove gum from walkways and exterior stairs is required.

Palm Beach Gardens:

- Building 115 (Center for Early Learning) has high standards, especially in the child care and infant care areas (see Section C Schedules 21 and 22)
- The Eissey Campus Theatre has approximately 180 shows per year. This Theatre has 750 seats (550 downstairs and 200 upstairs) and the seating area is concrete. Most of these shows occur between Monday and Friday and the clean-up duties associated with these shows are to be included in the proposed fixed-price for this campus. Clean-up duties associated with shows that occur on weekends or holidays are covered by a separate contract and are not part of this proposal.
- The cafeteria and Dunkin Donut area have a separate contract for cleaning. The cleaning of the kitchen

prep, storage and serving line areas are performed by the food service vendor and are not part of this contract. The same is true of all other main kitchen areas, except in Building 201 on the Lake Worth campus.

- Some of the conference rooms, large lecture halls and classrooms are not used every day
- The floors in the fitness center areas need to be cleaned nightly. The weight machine area floor is rubber and shall only be damp mopped. The aerobics room floor is sealed wood and needs to be cleaned appropriately. The balance of the flooring is carpet or hard surface tile. PBSC will clean the actual exercise equipment
- This campus includes many outdoor walkways and staircases that must be pressure washed by Service Provider personnel twice per year (only applies to stairs and outdoor concrete walks and patio areas within 50 feet of buildings included in the contract). Hot-water pressure cleaning or other appropriate means that will remove gum from walkways and exterior stairs is required
- Food prep and serving line areas are cleaned by the food services vendor and the dining areas are policed during open hours by this same vendor. Night time cleaning of all dining areas is part of the services to be included in this contract.

Lake Worth:

- The supervisor at this campus shall be at a minimum a non-cleaning Building Supervisor.
- This campus includes some unique area types, including an auto shop, beauty salon and medical/dental labs
- This campus includes many outdoor walkways and staircases that must be pressure washed by Service Provider personnel twice per year (only applies to stairs and outdoor concrete walks and patio areas within 50 feet of buildings included in the contract). Hot-water pressure cleaning or other appropriate means that will remove gum from walkways and exterior stairs is required
- Some of the conference rooms, large lecture halls and classrooms are not used every day
- Food prep and serving line areas are cleaned by the food services vendor and the dining areas are policed during open hours by this same vendor. Night time cleaning of all dining areas is part of the services to be included in this contract.

Boca Raton:

- This campus includes many outdoor walkways and staircases that must be pressure washed by Service Provider personnel twice per year (only applies to stairs and outdoor concrete walks and patio areas within 50 feet of buildings included in the contract). Hot-water pressure cleaning or other appropriate means that will remove gum from walkways and exterior stairs is required
- Some of the conference rooms, large lecture halls and classrooms are not used every day
- Food prep and serving line areas are cleaned by the food services vendor and the dining areas are policed during open hours by this same vendor. Night time cleaning of all dining areas is part of the services to be included in this contract.

B10. PORTERS SERVICES

The Service Provider shall provide PBSC with a pre-determined number of full-time janitorial day & evening porters as follows:

- Lake Worth: None

- Belle Glade: 1 day/evening porter – Total of 40 hours per week
- Loxahatchee Groves: 1 day/evening porter – Total of 40 hours per week
- Palm Beach Gardens: None
- Boca Raton: 1 day porter (7:30am-4pm), 1 evening porter (1:30pm-10pm)– Total of 80 hours per week

The day and evening porters are required to perform the policing tasks and frequencies as specified in the Standard Cleaning Specification (Section B8), such as policing and restocking supplies as needed in the restrooms, insure that restroom floors are kept dry and present a neat appearance, policing corridors, elevators, entrances, stairwells and areas outside of buildings to keep them free of liter and debris. Additionally, the porters shall wipe down site benches and tables, empty any site or common area trash or recycle container that may be full, place wet floor signs on interior floors during inclement weather, spot mop hard surfaces when spills occur, and spot clean all entrance door glass.

The personnel within this category shall speak English, must be equipped with and be capable of responding via cellphone to request to perform special services at the direction of PBSC, including the prompt response and clean-up necessitated by bio-hazard incidences. These services will be required during the regular business hours or as PBSC may wish to assign them. This requirement shall be considered part of the total proposal of cost to each of the campuses. PBSC may elect to increase the amount of contracted day porters during this term of agreement. If this decision is made, the amount of the contract will be increased according to the additional day porter pricing proposed by the bidder in its Pricing Workbook. The Service Provider’s porters for Belle Glade and Loxahatchee Groves Campuses will generally work from Monday through Friday, from 9:30 AM to 6:30PM (one hour lunch). The end of the porters’ shift will be utilized for restroom policing. The day porters that are part of the Service Provider’s staff will be required to use supplies and equipment that belong to the Service Provider. PBSC’s day and evening porters will use only equipment and supplies that belong to PBSC.

B11. PROBLEM RESOLUTION

Service Provider shall remedy any unsatisfactorily performed or missed service(s) that have occurred. Where performance of a task(s) has been deemed by PBSC’s management team to have been performed unsatisfactorily, or missed, Service Provider shall perform such task(s) to a satisfactory completion within twenty-four (24) hours of notice, at no additional charge to PBSC.

B12. QUALITY ASSURANCE

During the term of this agreement, Service Provider is required to conduct weekly quality inspections using quality review system that the proposer includes in Appendix B 9. The Service Provider’s on-site supervisor shall conduct a monthly inspection and evaluation of the facility in conjunction with the designated PBSC staff member to ensure compliance with the work required by this contract. Additional audits may be conducted by representatives of PBSC. During the term of this agreement, the Service Provider is required to maintain acceptable quality levels as determined by PBSC. Should the Service Provider fail to meet PBSC’s quality expectations, a Quality Improvement Plan shall be submitted by Service Provider within one week of a reported quality failure. Repeated failure to attain an acceptable quality performance level may be cause for termination.

B13. ACCOUNT MANAGEMENT

PBSC reserves the right to ask for team member changes at any time. Prior to proposal award, PBSC reserves the right to ask the Service Provider for its proposed Supervisory Staff (names, résumés, references, etc). Service Provider shall put in place an Account Management Team that will have the responsibility to manage the PBSC account at all buildings within the scope of this RFP. This Account Management Team shall consist of the

following individuals (but, may not be limited to) who will be responsible for the assignments designated below:

Account Manager

- Is available 24 hours, 7 days a week (as appropriate)
- Is a full-time (40 hours per week minimum) employee that is preferably exclusive to the PBSC contract; proposal shall specify the Account Manager's number of accounts.
- Does not perform cleaning services
- Responds to emergencies within two hours
- Has ultimate overall responsibility for all activities within the PBSC account
- Functions as the primary contact with the PBSC Facilities Manager and other key personnel as identified
- Institutes escalation procedures necessary to meet the service and quality requirements outside the standard terms of the contract
- Visit PBSC buildings as appropriate
- Coordinates PBSC's requirements within the Service Provider's organization consistent with PBSC's needs
- Updates the PBSC Facilities Manager on potential changes in products, services and enhancements to the current program
- Provides PBSC Facilities Manager information on resources, educational opportunities and industry trends
- Assists PBSC Facilities Manager on other program requirements as directed

Building Supervisor(s) – On Site

- Coordinates and acknowledges all activities
- Acts as a key interface with Facilities Services designee(s)
- Coordinates and tracks all activities ensuring compliance to agreed upon schedules and requirements
- Coordinates all corrective activity
- Performs Quality Audits
- May be called in during the day to address emergencies or incomplete work from the night shift
- Responds to calls within 10 minutes
- Each campus must have its own on-site supervisor . The Lake Worth Campus' supervisor must be non-working (cleaning)

Lead Worker – On Site

- Serves as the leader of a janitorial team
- Acts as a key interface with the janitorial Project Manager, on-site Supervisors and Account Manager
- Helps Supervisor to coordinate and track all activities ensuring compliance to agreed upon schedules and requirements

B14. REPORTING

The Service Provider must provide various management reports to PBSC. The reports specified below represent the minimum reporting requirements. All reports shall be submitted to the PBSC Campus-based Facilities Manager.

Daily

- Communicate all events and issues to designated PBSC personnel, including: attendance, injuries, damages (i.e.: missing items/furniture, broken furniture, torn carpets, stair treads, etc.), security, building intruders, etc. Issue on-line work orders for any problems noted during cleaning (lights out,

etc.)The employees of the Service Provider shall be responsible to immediately notify the campus based security office of any inappropriate or illegal activities that they witness while on Campus.

Weekly

- Project Schedule (“Cycle Report”); 12/4/3/2/1 (frequencies per year) cycle task schedule for Quality Audit purposes to be updated weekly showing completed tasks. Project schedule reports not received will indicate that work was not completed.
- Service Provider shall provide a report summarizing the status of open special projects / cleaning duties and restorative cleaning tasks.

Quarterly

- Service Provider shall supply PBSC with: 1) the status of PBSC’s major cleaning activities and projects, 2) cost saving and process enhancement opportunities, 3) industry trends and outlook, and 4) verification of the requirements for the purchase of paper products and trash bags.

Green Cleaning

- Service Provider shall supply PBSC with all required reports related to green cleaning and LEED requirements

B15. SERVICE PROVIDER PERSONNEL

The names, addresses, date of birth and social security numbers of all contract employees shall be provided to the Contract Administrator prior to the start of work and immediately if changes in staffing occur.

Service Provider employees must wear identifiable uniforms (must be approved by PBSC) and name tags (must include the Service Provider’s name, the employee’s full name and the employee’s picture). Service Provider employees must also wear proper Personal Protective Equipment (PPE) at all times where applicable. Service Provider shall supply all uniforms and PPE. Service Provider personnel shall sign in and out every day. The sign in/out sheet shall be made available to PBSC upon request. During the term of this agreement, PBSC may require the Service Provider’s personnel to use picture ID’s with mag strips (issued and paid for by PBSC) and may be required to clock in and out with PBSC’s own computerized time clock system.

Personnel will be expected to deal with PBSC employees in a friendly and courteous manner. Personnel will not engage in inappropriate conduct such as borrowing money from PBSC employees, taking food out of refrigerators, using available PBSC computers or telephones for personal calls, arguing over controversial subjects, conducting outside business at PBSC locations, using PBSC equipment or supplies for personal reasons or to satisfy other than the requirements of this contract, or taking PBSC materials, equipment or supplies, including those belonging to employees, for any reason. Employees will not accept gifts or gratuities from anyone for any reason. PBSC has the right to remove any personnel from our location at our judgment.

In addition, at times special circumstances may arise in which PBSC would require a janitor’s responsibilities to change for a short period of time. This could result in the janitor performing a function not normally within their job description. Service Provider must ensure that employees are flexible to be able to handle special circumstances as they arise.

B16. TRAINING

Service Provider shall ensure that staff has received appropriate training for all services described herein or deemed necessary for the proper performance of their contract duties. Training programs are to be proposed in Appendix B 9. Evidence of training must be provided upon request of PBSC. The training shall include, but is not be limited to:

- Blood-borne pathogen training
- Asbestos awareness training
- Appropriate chemical “hazard” communication training
- Workplace safety training
- Orientation to the building(s) being serviced
- Green Cleaning training

Service Provider shall provide all training at no additional cost to PBSC. Service Provider shall provide evidence of initial training, as well as refresher training. As part of green cleaning best practices, the Service Provider shall provide at least 8 hours per year of training for each janitor and porter. The HOST representative will provide additional training to all janitor on the proper use and application of carpet cleaning. This training does not count toward the 8 hour requirement. Training, safety and cleaning notices must be furnished in English and Spanish at a minimum.

B17 PAPER PRODUCTS / CONSUMABLES / TRASH LINERS

Most gang restrooms have electric hand dryers, with paper towel dispensers typically found only in breakrooms, individual restrooms and most ADA stalls. Service Provider shall be responsible for providing all paper products, consumables and trash liners for each location, to be included in the overall price. These shall include, but not necessarily be limited to:

- C-fold towels
- Roll Towels
- Toilet tissue
- Foam Hand soap
- Sanisac liners
- Trash liners

PBSC porters will supply replacement can liners, hand soap, paper towels, and toilet paper, if refills are required during shifts in which they are working. This however does not relieve the service provider from insuring that all dispensers are filled each night as part of the nightly cleaning activities.

Per USGBC requirements, disposable Janitorial paper products and trash bags must meet the minimum requirements of one or more of the following programs for the applicable product category:

- Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners
- Green Seal GS-01 for tissue paper
- Green Seal GS-09 for paper towels and napkins
- Environmental Choice CCD-082 for toilet tissue
- Environmental Choice CCD-086 for hand towels
- Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers

Service Provider shall provide PBSC with Quarterly reports proving that the Service Provider is meeting the above requirements for the purchase of paper products and trash bags that met the requirements of the College’s Green Cleaning Policy.

In the attached **Exhibit E: Pricing Workbook**, the Service Provider will find an area to price the consumables, trash liners, and paper products. All paper products must be sized to fit the dispensers at each respective location. PBSC must approve paper product selection prior to the start of the contract. Consumables and paper products should be medium quality.

B18. CHEMICALS

Service Provider shall be responsible for providing all cleaning chemicals, to be included in the overall price.

Service Provider will comply with all OSHA requirements and maintain the appropriate Material Safety Data Sheets (MSDS) wherever it stores chemicals at each PBSC building. The Service Provider will also provide the Facilities Manager composite manual on all MSDS. The MSDS should be kept current. Upon request, the Service Provider shall submit a written list of all supplies with attached MSDS intended for use in the buildings. All chemicals and supplies brought on-site by Service Provider must be properly labeled and stored according to OSHA regulations. All general cleaning products such as general -purpose cleaners, bathroom cleaners, glass cleaners and carpet cleaners must meet the Green Seal GS-37 standard. If the GS-37 standard is not applicable (such as with floor finishes and strippers), then the products must meet California-code regulations regarding maximum VOC levels. Also, PBSC prefers that the Service Provider will adhere to the GS-42 Standard for Cleaning Services. See **Section B20** for more information on Green Cleaning.

B19. EQUIPMENT

Service Provider shall be responsible for providing and maintaining all equipment and related items that are used in cleaning PBSC's campuses. Equipment is to be well maintained and checked periodically for safety hazards. All equipment is to be stored out-of- sight in the appropriate designated area(s) when Service Provider's personnel have completed their task. At the onset of the new contract, Service Provider will provide PBSC with a list of equipment to be used at the project broken down by campus location. PBSC reserves the right to require specific equipment to be utilized to preserve building finishes. Service Provider will be responsible for any and all repairs resulting from normal use, misuse or negligence. Service Provider shall begin contract with all new or like-new equipment. See **Section B20** for more details on Green Cleaning equipment. Gas power equipment may not be stored inside any building.

B20. GREEN CLEANING

To demonstrate its commitment to sustainable greening of its facilities, PBSC has implemented a comprehensive green cleaning program. PBSC requires that the Service Provider performs green cleaning in accordance with the PBSC program listed in **Exhibit F: Green Cleaning Policies and Procedures**, a comprehensive green cleaning program that is consistent with USGBC's LEED system.

B21. SECURITY

Service Provider shall perform its standard employment screening at no cost to PBSC (including criminal background investigation). Service Provider shall perform a criminal background investigation on any Service Provider personnel who performs services for PBSC within two weeks before beginning an assignment at PBSC, and shall certify to PBSC that no such personnel has any criminal background that would render such personnel not bondable as an employee according to customary bond underwriting criteria. Once criminal background checks are completed they must be submitted to the LW Security Office to the attention of the Security Lieutenant. PBSC reserves the right to review these records.

Service Provider will be responsible for turning off all lights and securing all prescribed interior doors and exterior entrances upon completion of work assignments.

When notified by PBSC of an act of theft or dishonesty by Service Provider personnel, and such act is not reasonably in dispute, Service Provider shall immediately reimburse PBSC for the amount of PBSC's resulting loss without waiting for any potential reimbursement or recovery from Service Provider's fidelity carrier. Service

Provider will remove any Service Provider personnel from assignment at PBSC that are deemed by PBSC to be unsatisfactory for any reason.

Service Provider represents and warrants that all Service Provider employees designated to perform services at PBSC locations are either citizens or legally eligible to work in the United States. Service Provider also represents and warrants that it has and will comply with all applicable immigration laws and regulations relative to those employees.

Any keys that are lost by the Service Provider's personnel will likely require the rekeying of associated areas. The cost for rekeying associated with keys lost by the Service Provider will be deducted from the next monthly payment to the Service Provider.

B22. LANGUAGE REQUIREMENTS

All Supervisors and porters must be able to speak fluent English. All Supervisors must also be able to read and write in English.

B23. WORK RULES

Employees of Service Provider shall not disturb papers or personal effects on desks, open drawers or cabinets, use telephone, computers, radio or television sets, or tamper with other personal or college property. Additionally, the Service Provider shall require employees to adhere to the following work rules:

- Turn off lights upon completion of cleaning operations
- Do not read, move or remove any materials left on desks, file cabinets, etc.
- Do not remove anything from the building which is personal or PBSC property
- Do not smoke in the buildings or anywhere except designated smoking areas
- Do not use telephones or computers for personal use
- Do not open drawers, doors, etc. of office furniture
- Do not consume alcoholic beverages or other drugs on the job or report to work under the influence of alcohol or drugs
- Do not operate or tamper with any office machines or equipment
- Wear proper attire
- Security check doors and windows
- Do not enter any off-limit areas

B24. RECYCLING

Trash and recyclables are to be collected around campus and carted to a central area. Recycled waste accounts for approximately 75% of total waste. The service provider must take part in PBSC's enhanced recycling program (see **Exhibit G: Enhanced Recycling Program**). This program includes recycled paper, corrugated cardboard, glass, aluminum, steel and plastic containers. It is very important to keep recyclable materials separate from regular trash. PBSC will physically maintain and pay monthly and assessment charges for dumpsters and recycling containers.

B25. HOST CARPET CLEANING SYSTEM

PBSC uses the HOST Carpet Cleaning System exclusively for the cleaning of all areas that are carpeted. The cost of purchasing and maintaining the HOST equipment required for cleaning of carpet (including HOST power vacuums) is the responsibility of the Contractor. Adequate equipment needs to be available to perform the required work at each location. Wet extraction and steam cleaning are not to be used as a routine method of cleaning carpet and may only be used in special cleaning situations upon pre-approval of the Campus-based Facility Manager.

B26. CONTRACTOR PARKING

Contract employees can park in any space not designated as reserved or disabled (unless the employee has a disabled tag). Employees' vehicles must be marked with a decal identifying the Contractor.

B27. KEY POLICY

The Service Provider shall be provided all keys necessary to fulfill all duties described in this Request for Proposal. Service Provider shall be responsible for security and tracking of all keys, which the Contract Administrator may audit at any time. All keys shall be issued on a welded ring. If key(s) are lost by the contractor or its personnel, the loss must be reported at, or prior to shift end. The cost of re-keying each and every lock opened by the lost key(s) shall be borne by the Service Provider, as well as the cost of the new key(s). The Service Provider shall never lend key(s) to anyone without the consent of the Contract Administrator. There is a key audit performed monthly at each campus prior to the monthly billing date.

B28. INVOICES

The Service Provider will be allowed one invoice per month. Invoices will be forwarded to the Contract Administrator on or about the 25th of each month and will be for no more than one-twelfth of the proposed total annual contract amount. The invoice will reflect adjustments for incomplete work and planned non-routine work that was not accomplished.

A separate invoice will include any additional work authorized by the Contract Administrator or the Campus-based Facilities Managers (in writing) and accomplished during the invoice month.

The Service Provider can expect payment within 15 days of receipt of invoice if the invoice is correct and properly documented.

B29. ENTRYWAY MATTING SYSTEM

Entryway matting shall be managed and maintained in accordance with PBSC's formal guidelines as shown in **Exhibit H: Entryway Matting System**.

B30. ADDING BUILDINGS TO THE CONTRACT

At the sole discretion of PBSC, additional buildings (new or existing) or day or evening porters on any of its existing or future campuses may be added to the scope of this agreement. If this decision is made, the amount of the contract will be increased according to the pricing proposed by the bidder in its Pricing Workbook. Additionally, when new or existing buildings are added to the contract, the Service Provider shall be required to submit a formal proposal that specifies the proposed staffing levels. The proposed staffing levels MUST be consistent with the staffing levels proposed for this original base contract (in terms of square feet per FTE). The vendor will be given at least 14 calendar days advance notice before the area requirements or day porter requirements of this agreement are increased.

B31. EXTERIOR TRASH COLLECTION

The Service Provider is responsible to empty the exterior trash containers that are within 50 feet of the buildings. This service is to be performed each night. The Service Provider shall also perform this service during the day if the trash containers are full and they are responsible for the porter services of the location.

SECTION C

CLEANING SPECIFICATIONS

Classroom / Labs / Lecture – Schedule 1

Task Description	Annual Frequency
Erase chalk & white boards and tray and wash resulting in a surface free of dust, soil, streaks, fingerprints and buildup. White boards need to be cleaned with cleaner, rather than water.	225
Clean erasers using approved equipment. Erasers placed back in service will be free of chalk dust.	225
Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from exterior of trash and recycle containers.	225
Straighten furniture as directed to present a uniform and organized appearance.	225
Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.	225
Using a backpack, spot vacuum carpets to include matting to remove obvious soil, dust and debris.	176
Spot mop floors to remove obvious soil, streaks and spots.	176
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance. Reset classroom furniture.	49
Empty pencil sharpeners and return.	49
Fully vacuum all carpeted areas from wall to wall to include matting to remove dust and debris.	49
Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints.	49
Clean floor drain surfaces, remove debris and pour water to flush and fill drain, providing a seal from gasses.	49
Damp mop floors to remove dust, soil and debris.	49
Dust areas above shoulder level and below knee level to remove dust and cobwebs.	12
Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.	12
Apply restorer and burnish tile floors with electric-powered burnisher to remove scuffs and to provide a uniform high gloss appearance.	12
Vacuum under furniture, along edges and in corners using a canister or backpack vacuum to remove dust and debris.	12
Wash trash and recycle containers to remove soil and buildup.	12
Pile lift carpets to improve traffic pattern appearance.	12
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.	4
Project clean walk-off mats to remove soil. Only a dry, soil-free mat should be returned to service.	4
Project clean carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	2
Machine scrub hard surface floors to remove all soil and buildup.	2
Project clean fabric and non-fabric furniture to remove soil buildup and fingerprints.	1
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	1
Wash non-fabric furniture to remove soil buildup and fingerprints.	1

Laboratory / Prep / Instruments / Dental Lab -Schedule 2

<u>Task Description</u>	<u>Annual Frequency</u>
Erase chalk & white board and wash resulting in a surface free of dust, soil, streaks, fingerprints and buildup. White boards need to be cleaned with cleaner, not water.	225
Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.	225
Clean erasers using approved equipment. Erasers placed back in service will be free of chalk dust.	225
Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from exterior of trash and recycle containers.	225
Spot mop floors to remove obvious soil, streaks and spots.	176
Using a backpack, spot vacuum carpets to include matting to remove obvious soil, dust and debris.	176
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.	49
Fully vacuum all carpeted areas from wall to wall to include matting remove dust and debris.	49
Damp mop floors to remove dust, soil and debris.	49
Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints.	49
Clean floor drain surfaces, remove debris and pour water to flush and fill drain, providing a seal from gasses.	49
Dust areas above shoulder level and below knee level to remove dust and cobwebs.	12
Vacuum under furniture, along edges and in corners using a canister or backpack vacuum to remove dust and debris.	12
Wash trash containers to remove soil and buildup.	12
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Project clean walk-off mats to remove soil. Only a dry, soil-free mat should be returned to service.	4
Pile lift carpets to improve traffic pattern appearance.	4
Machine scrub hard surface floors to remove all soil and buildup.	2
Project clean carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	2
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	1
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1
Wash fabric and non-fabric furniture to remove soil buildup and fingerprints.	1

Offices /Mail / Workroom – Schedule 3

<u>Task Description</u>	<u>Annual Frequency</u>
Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from exterior of trash containers.	225
Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.	225
Using a backpack, spot vacuum carpets to remove obvious soil, dust and debris.	176
Spot mop floors to remove obvious soil, streaks and spots.	176
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot-free uniform appearance.	49
Fully vacuum all carpeted areas from wall to wall to remove dust and debris.	49
Spot clean telephones and sanitize receivers to provide a sanitary unit free of dust and soil.	49
Damp mop floors to remove dust, soil and debris.	49
Dust areas above shoulder level and below knee level to remove dust and cobwebs.	49
Dust furniture and spot clean all horizontal surfaces (which are free of personal or work	49

related items) and all vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints.	
Wash trash and recycle containers to remove soil and buildup.	12
Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.	12
Pile lift carpets to improve traffic pattern appearance.	4
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.	4
Vacuum fabric furniture to remove dust and debris.	4
Machine scrub hard surface floors to remove all soil and buildup.	2
Project carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	1
Shampoo fabric furniture to remove soil and spots.	1
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	1

Entrances / Lobbies / Waiting / Vestibules – Schedule 4

<u>Task Description</u>	<u>Annual Frequency</u>
Clean door glass and other adjacent glass areas. Glass and sills should be free of soil, streaks and fingerprints. Start and end of shift.	225
Fully vacuum all carpeted areas from wall to wall including walk-off mats and edges to remove dust and debris.	225
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot-free uniform appearance.	225
Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from exterior of trash and recycle containers.	225
Damp mop floors to remove dust, soil, and debris.	225
Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil and streaks.	225
Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.	225
Dust areas above shoulder level and below knee level to remove dust and cobwebs.	52
Apply restorer and burnish tile floors to remove scuffs and to provide a uniform high gloss appearance.	49
Pile lift carpets to improve traffic pattern appearance.	12
Wash trash and recycle containers to remove soil and buildup.	12
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Project clean walk-off mats to remove soil. Only a dry, soil-free mat should be returned to service. Recessed interior matting shall be project cleaned with the Host Dry Extraction Carpet Cleaning System in lieu of pressure cleaning.	4
Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.	4
Vacuum fabric furniture to remove dust and debris.	4
Machine scrub hard surface floors to remove all soil and buildup.	2
Project clean carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	2
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	2
Shampoo fabric furniture to remove soil and spots.	1
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1

Public Areas & Corridors – Schedule 5

Note: most corridors have porcelain tile flooring

<u>Task Description</u>	<u>Annual Frequency</u>
Vacuum corridor carpets using wide area vacuum to remove dust and debris.	225
Clean and polish drinking fountains providing a sanitized unit free of streaks, buildup and soil.	225
Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from exterior of trash and recycle containers.	225
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot-free uniform appearance.	225
Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.	225
Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.	225
Spot mop floors to remove obvious soil, streaks and spots.	176
Dust corridor furniture, spot clean all horizontal and vertical surfaces including interior and door glass. All included items should be free of dust, soil, streaks, cobwebs and fingerprints.	49
Apply restorer and burnish tile floors to remove scuffs and to provide a uniform high gloss appearance.	49
Dust areas above shoulder level and below knee level to remove dust and cobwebs.	49
Auto scrub or damp mop hard floor surfaces leaving floor surfaces free of dust and soil.	49
Wash trash and recycle containers to remove soil and buildup.	12
Pile lift carpets to improve traffic pattern appearance.	12
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.	4
Vacuum fabric furniture to remove dust and debris.	4
Project clean walk-off mats to remove soil. Only a dry, soil-free mat should be returned to service. Recessed interior matting shall be project cleaned with the Host Dry Extraction Carpet Cleaning System in lieu of pressure cleaning.	4
Project clean carpeted areas using approved equipment and supplies removing surface and embedded soil to provide a uniform clean appearance.	2
Shampoo fabric furniture to remove soil and spots.	1
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	1
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1

Restrooms – Schedule 6

<u>Task Description</u>	<u>Annual Frequency</u>
Apply germicidal cleaner to all fixtures, refill dispensers (this cannot be left for the day porters to accomplish, empty trash and replace liners, spot clean mirrors and partitions, wipe fixtures clean, sweep and mop floors with germicidal cleaner providing a sanitized area free of dust, soil, and streaks. Complete the cleaning charts when restrooms are cleaned.	225
Clean and disinfect shower walls, fixtures, and other surfaces to provide a sanitized surface free of soil, dust and streaks.	225
With a germicidal cleaner, completely damp wipe restroom partitions including high/low areas leaving a sanitized surface free of soil, dust and streaks.	49
Clean floor drain surfaces, remove debris and pour water to flush and fill drain, providing a seal from gasses.	49
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	12
Wash restroom walls with germicidal cleaner resulting in a surface free of soil, dust, and streaks.	12
Machine scrub restroom floors with germicidal cleaner to sanitize and to remove soil and buildup.	12
Wash trash containers to remove soil and buildup.	12
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	1
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1

Interior Stairwells – Schedule 7

<u>Task Description</u>	<u>Annual Frequency</u>
Spot mop stairways to remove soil, streaks and spots.	225
Spot vacuum stairs using a backpack vacuum to remove obvious debris.	225
Spot clean carpeted stairs using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.	225
Sweep and damp mop stairways, dust vertical and horizontal surfaces and spot clean. All surfaces should be free of dust, soil, streaks, cobwebs and fingerprints.	49
Vacuum stairways, dust vertical and horizontal surfaces and spot clean. All included items should be free of dust, soil, streaks and cobwebs.	49
Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.	12
Sweep and damp mop concrete interior fire stairways. All surfaces should be free of dust, soil, streaks, cobwebs and fingerprints.	12
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Project clean carpeted stairs removing surface soils to provide a uniform clean appearance.	2
Scrub and recoat hard surface stairways to remove soil and buildup.	2
Strip and refinish stairways to remove soil and buildup and to restore a uniform high-gloss appearance.	1

Storage / File – Schedule 8

<u>Task Description</u>	<u>Annual Frequency</u>
Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from exterior of trash containers.	225
Fully vacuum all carpeted areas from wall to wall to remove dust and debris.	12

Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.	12
Damp mop floors to remove dust, soil and debris.	12
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot- free uniform appearance.	12
Wash trash containers to remove soil and buildup.	4
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Pile lift carpets to improve traffic pattern appearance.	1
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	1
Project clean carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	1

Locker Room / Shower – Schedule 9

<u>Task Description</u>	<u>Annual Frequency</u>
Dust mop or sweep hard-surface floors to remove dust and debris.	225
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot-free uniform appearance.	225
Spot clean mirrors to remove fingerprints, soil and spots.	225
Clean and disinfect shower walls, fixtures, and other surfaces to provide a sanitized surface free of soil, dust and streaks.	225
Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil and streaks.	225
Empty general trash, replace liners when soiled or torn. Clean obvious soil from exterior of trash and recycle containers.	225
Using an approved disinfectant, damp mop floors to provide a sanitary surface free of dust, soil and debris.	225
Clean and polish drinking fountains providing a sanitized unit free of streaks, buildup and soil.	225
Using a backpack, spot vacuum carpets to remove obvious soil, dust and debris.	176
Dust and spot clean exterior of unlocked and empty lockers removing dust and soil. Spray interiors with disinfectant removing offending odors.	49
Machine scrub shower rooms and associated areas with germicidal cleaner to remove soil and buildup.	49
Fully vacuum all carpeted areas from wall to wall to remove dust and debris.	49
Clean floor drain surfaces, remove debris and pour water to flush and fill drain, providing a seal from gasses.	49
Wash trash and recycle containers to remove soil and buildup.	12
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	12
Pile lift carpets to improve traffic pattern appearance.	12
Burnish finished floor using electric burnisher, removing scuffs and resulting in a uniform high-gloss appearance.	10
Wash locker exteriors to remove soil, dust, streaks and fingerprints.	4
Project clean carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	2
Wash locker interiors using germicidal cleaner removing dust, soil, and offending odors.	1
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	1
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1
Wash non-fabric furniture to remove soil buildup and fingerprints.	1

Janitor Closets – Schedule 10

<u>Task Description</u>	<u>Annual Frequency</u>
Clean janitors' room sinks and floors to remove debris and soil. Organize shelves and inspect equipment.	225
Clean floor drain surfaces, remove debris and pour water to flush and fill drain, providing a seal from gasses.	49
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Dust light fixtures to remove exterior dust and cobwebs.	1
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1
Wash trash containers to remove soil and buildup.	1

Elevator – Schedule 11

Note: Most elevators have porcelain or vinyl tile flooring

<u>Task Description</u>	<u>Annual Frequency</u>
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot-free uniform appearance.	225
Clean elevator walls, doors, carpets, ceiling and stainless steel resulting in a cab free of debris, dust, soil and streaks.	225
Clean elevator walls, doors, hard floors, ceiling and stainless steel resulting in a cab free of debris, dust, soil and streaks.	225
Vacuum elevator track to remove dust and debris.	49
Apply restorer and burnish tile floors to remove scuffs and to provide a uniform high gloss appearance.	49
Project clean carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	4
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Machine scrub hard surface floors to remove all soil and buildup.	2
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	2
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1
Damp wipe light fixture exteriors to remove dust, soils, cobwebs and buildup.	1

Conference Room – Schedule 12

<u>Task Description</u>	<u>Annual Frequency</u>
Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.	225
Vacuum carpeted traffic lanes and spot vacuum personal work spaces to remove debris, dust and cobwebs.	225
Spot mop floors to remove obvious soil, streaks and spots.	225
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.	225
Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.	225
Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from exterior of trash and recycle containers.	225
Dust furniture and spot clean all horizontal and vertical surfaces. All included items should	225

be free of dust, soil and streaks.	
Straighten furniture as directed to present a uniform organized appearance.	225
Erase / clean chalk boards and white boards resulting in a surface free of dust, soil, streaks, fingerprints and buildup.	225
White boards need to be cleaned with cleaner, rather than water.	
Clean erasers using approved equipment. Erasers placed back in service will be free of chalk dust.	225
Fully vacuum all carpeted areas from wall to wall to remove dust and debris.	49
Spot clean telephones and sanitize receivers to provide a sanitary unit free of dust and soil.	49
Dust areas above shoulder level and below knee level to remove dust and cobwebs.	49
Damp mop floors to remove dust, soil and debris.	49
Burnish finished floor using electric burnisher, removing scuffs and resulting in a uniform high-gloss appearance.	10
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.	4
Clean and polish wood furniture to remove soil, buildup and to restore finish.	4
Pile lift carpets to improve traffic pattern appearance.	4
Project clean carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	2
Shampoo fabric furniture to remove soil and spots.	1
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	1
Wash trash containers to remove soil and buildup.	1
Wash non-fabric furniture to remove soil buildup and fingerprints.	1

Shop – Schedule 13

Task Description	Annual Frequency
Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from exterior of trash and recycle containers.	225
Rearrange furniture as directed.	225
Erase / clean chalk and white boards as required resulting in a surface free of dust, soil, streaks, fingerprints and buildup.	225
Clean erasers using approved equipment. Erasers placed back in service will be free of chalk dust.	225
Dust mop or sweep hard-surface floors to remove dust and debris.	49
Damp mop floors to remove dust, soil and debris.	49
Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints.	49
Empty pencil sharpeners and return.	49
Clean floor drain surfaces, remove debris and pour water to flush and fill drain, providing a seal from gasses.	49
Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.	12
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Machine scrub hard surface floors to remove all soil and buildup.	4
Wash non-fabric furniture to remove soil buildup and fingerprints.	1

Vocational Laboratory – Schedule 14

Task Description	Annual Frequency
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Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance. Reset classroom furniture.	225
Clean erasers using approved equipment. Erasers placed back in service will be free of chalk dust.	225
Straighten furniture as directed to present a uniform and organized appearance.	225
Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from exterior of trash containers.	225
Erase / clean chalk board and white board resulting in a surface free of dust, soil, streaks, fingerprints and buildup.	225
Dust mop floors with a water-based chemically treated dust mop to remove dust and debris. Reset classroom furniture.	225
Spot mop floors to remove obvious soil, streaks and spots.	176
Using a backpack, spot vacuum carpets to remove obvious soil, dust and debris.	176
Fully vacuum all carpeted areas from wall to wall to remove dust and debris.	49
Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints.	49
Empty pencil sharpeners and return.	49
Damp mop floors to remove dust, soil and debris.	49
Apply restorer and burnish tile floors with electric-powered burnisher to remove scuffs and to provide a uniform high gloss appearance.	49
Clean floor drain surfaces, remove debris and pour water to flush and fill drain, providing a seal from gasses.	49
Dust areas above shoulder level and below knee level to remove dust and cobwebs.	12
Wash trash and recycle containers to remove soil and buildup.	12
Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.	12
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.	4
Project clean walk-off mats to remove soil. Only a dry, soil-free mat should be returned to service.	4
Pile lift carpets to improve traffic pattern appearance.	4
Machine scrub hard surface floors to remove all soil and buildup.	2
Wash non-fabric furniture to remove soil buildup and fingerprints.	2
Project clean carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	2
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	1
Shampoo fabric furniture to remove soil and spots.	1

Break Rooms / Kitchenette - Schedule 15

Task Description	Annual Frequency
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot-free uniform appearance.	225
Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.	225
Fully vacuum all carpeted areas from wall to wall to remove dust and debris.	225
Empty break room / kitchenette trash, replace liners and tie-off at corners, clean obvious soil from exterior of trash containers. Collect recycle materials.	225
Dust and damp wipe horizontal and vertical break room surfaces including microwave. All surfaces should be free of dust, soil, fingerprints, cobwebs and streaks.	225
Damp mop floors to remove dust, soil, and debris.	225

Clean and polish drinking fountains providing a sanitized unit free of streaks, buildup and soil.	225
Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.	225
Straighten furniture as directed to present a uniform, organized appearance.	225
Refill dispensers to maintain desired product levels.	225
Burnish finished floor using electric burnisher, removing scuffs and resulting in a uniform high gloss appearance.	49
Dust areas above shoulder level and below knee level to remove dust and cobwebs.	49
Wash trash containers and recycle containers to remove soil and buildup.	12
Damp wipe air vents to remove dust, soil, cobwebs and buildup.	12
Pile lift carpets to improve traffic pattern appearance.	12
Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.	4
Vacuum fabric furniture to remove dust and debris.	4
Project clean walk-off mats to remove soil. Only a dry, soil-free mat should be returned to service.	4
Wash non-fabric furniture to remove soil buildup and fingerprints.	4
Machine scrub hard surface floors to remove all soil and buildup.	2
Project clean carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	2
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	2
Shampoo fabric furniture to remove soil and spots.	1
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1

CEL Entrance / CEL Corridor - Schedule 16

Task Description	Annual Frequency
Clean door glass and other adjacent glass areas. Glass and sills should be free of soil, streaks and fingerprints. Start and end of shift.	225
Fully vacuum all carpeted areas from wall to wall including interior walk-off mats and edges to remove dust and debris.	225
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.	225
Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from exterior of trash containers.	225
Damp mop floors to remove dust, soil, and debris.	225
Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil and streaks.	225
Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.	225
Apply restorer and burnish tile floors to remove scuffs and to provide a uniform high gloss appearance.	49
Dust areas above shoulder level and below knee level to remove dust and cobwebs.	49
Pile lift carpets to improve traffic pattern appearance.	12
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Project clean walk-off mats to remove soil. Only a dry, soil-free mat should be returned to service. Recessed interior matting shall be project cleaned with the Host Dry Extraction Carpet Cleaning System in lieu of pressure cleaning.	4
Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.	4
Vacuum fabric furniture to remove dust and debris.	4
Machine scrub hard surface floors to remove all soil and buildup.	3
Project clean carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	2
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor	2

finish, to provide a uniform high gloss appearance.	
Shampoo fabric furniture to remove soil and spots.	1
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1
Wash trash containers and recycle containers to remove soil and buildup.	1

CEL Restrooms - Schedule 17

Task Description	Annual Frequency
Apply germicidal cleaner to all fixtures, refill dispensers, empty trash and replace liners, spot clean mirrors and partitions, wipe fixtures clean, sweep and mop floors with germicidal cleaner providing a sanitized area free of dust, soil, and streaks. Complete cleaning charts when restrooms are cleaned.	225
Clean and disinfect shower walls, fixtures, and other surfaces to provide a sanitized surface free of soil, dust and streaks.	225
With a germicidal cleaner, completely damp wipe restroom partitions including high/low areas leaving a sanitized surface free of soil, dust and streaks.	49
Clean floor drain surfaces, remove debris and pour water to flush and fill drain, providing a seal from gasses.	49
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	12
Wash restroom walls with germicidal cleaner resulting in a surface free of soil, dust, and streaks.	12
Machine scrub restroom floors with germicidal cleaner to sanitize and to remove soil and buildup.	12
Wash trash containers to remove soil and buildup.	12
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	1
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1

Dining Areas – Schedule 18

Note: Food Service cleans during the day. Cleaning Vendor is only responsible for cleaning at night. Most Dining rooms have porcelain tile floors.

Task Description	Annual Frequency
Empty cafeteria trash, replace liners and tie-off at corners, clean obvious food from exterior of trash/recycle containers.	225
Disinfect all primary contact surfaces (door knobs, door handles, dispensers, etc.).	225
Clean table tops in cafeteria using approved spray cleaner to remove spots, debris and soil.	225
Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.	225
Fully vacuum all carpeted areas from wall to wall to remove dust and debris.	225
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot-free uniform appearance.	225
Damp mop or auto-scrub to remove soils to remove dust, soil and debris.	225
Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil and streaks.	225
Spot clean chairs to remove obvious spills and debris.	225
Dust areas above shoulder level and below knee level to remove dust and cobwebs.	49
Vacuum under furniture, along edges and in corners with canister or backpack vacuum to remove dust and debris.	49
Burnish finished floor using electric burnisher, removing scuffs and resulting in a uniform high-gloss appearance.	49

Dust window treatments including horizontal and vertical blinds to remove dust and cobwebs.	12
Wash trash and recycle containers to remove soil and buildup.	12
Pile-lift carpets to improve traffic pattern appearance.	12
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Project clean carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	2
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	1
Shampoo fabric furniture to remove soil and spots.	1
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1

Exterior Areas - Schedule 19

<u>Task Description</u>	<u>Annual Frequency</u>
Inspect exterior areas and remove litter, cigarettes and debris within 50 feet of buildings. Remove bird soil as needed.	225
Empty exterior trash and recycle, replace liners and tie-off at corners, clean obvious soil from exterior of containers.	225
Sweep stairs, dust vertical and horizontal surfaces and spot clean. All included items within 50 feet of buildings should be free of dust, soil, streaks and cobwebs.	225
Pressure wash hard surface sidewalks and stairways within 50 feet of buildings to remove soil, gum and buildup.	2

Fitness / Aerobics – Schedule 20

<u>Task Description</u>	<u>Annual Frequency</u>
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot free uniform appearance.	225
Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from exterior of trash and recycle containers.	225
Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.	225
Spot clean mirrors to remove fingerprints, soil and spots.	225
Using an approved disinfectant, damp mop floors to provide a sanitary surface free of dust, soil and debris.	225
Apply approved disinfectant to exercise equipment contact surfaces removing soil and dust. Wipe dry providing a sanitized surface free of streaks.	225
Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.	225
Clean and polish drinking fountains providing a sanitized unit free of streaks, buildup and soil.	225
Using a backpack, spot vacuum carpets to remove obvious soil, dust and debris.	176
Spot clean telephones and sanitize receivers to provide a sanitary unit free of dust and soil.	49
Fully vacuum all carpeted areas from wall to wall to remove dust and debris.	49
Dust exercise equipment removing all dust and cobwebs.	49
Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints.	49
Wash trash and recycle containers to remove soil and buildup.	12
Pile lift carpets to improve traffic pattern appearance.	12
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Project clean carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	2
Machine scrub hard surface floors to remove all soil and buildup.	2

Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	1
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1

General Child Care Room – Schedule 21

Note: This area type receives Monday-Friday cleaning all year (hence the higher frequencies)

<u>Task Description</u>	<u>Annual Frequency</u>
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot-free uniform appearance.	260
Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.	260
Fully vacuum all carpeted areas from wall to wall to remove dust and debris.	260
Spot clean telephones and sanitize receivers to provide a sanitary unit free of dust and soil.	260
Using an approved disinfectant, damp mop floors to provide a sanitary surface free of dust, soil and debris.	260
Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.	260
Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from exterior of trash and recycle containers.	260
Wash / disinfect trash collection bins to remove soil and buildup.	260
Clean and polish drinking fountains and sinks providing a sanitized unit free of streaks, buildup and soil.	260
Dust horizontal surfaces and wipe with disinfectant all contact points to provide a sanitary surface free of dust, soil and streaks.	52
Apply restorer and burnish tile floors to remove scuffs and to provide a uniform high gloss appearance.	24
Vacuum under furniture, along edges and in corners using a canister or backpack vacuum to remove dust and debris.	12
Wash trash and recycle containers to remove soil and buildup.	12
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	12
Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.	12
Pile lift carpets to improve traffic pattern appearance.	12
Damp clean baseboards to remove dust, soil, cobwebs and minor soil buildup.	12
Project clean carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	4
Machine scrub hard surface floors to remove all soil and buildup.	3
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	2
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1
Wash non-fabric furniture to remove soil buildup and fingerprints.	1
Shampoo fabric furniture to remove soil and spots.	1

Infant Child Care Room – Schedule 22

Note: This area type receives Mon-Friday cleaning all year (hence the higher frequencies)

<u>Task Description</u>	<u>Annual Frequency</u>
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot-free uniform appearance.	260
Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.	260
Fully vacuum all carpeted areas from wall to wall to remove dust and debris.	260
Spot clean telephones and sanitize receivers to provide a sanitary unit free of dust and soil.	260

Using an approved disinfectant, damp mop floors to provide a sanitary surface free of dust, soil and debris.	260
Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.	260
Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from exterior of trash and recycle containers.	260
Wash / disinfect trash collection bins to remove soil and buildup.	260
Clean and polish drinking fountains and sinks providing a sanitized unit free of streaks, buildup and soil.	260
Dust horizontal surfaces and wipe with disinfectant all contact points to provide a sanitary surface free of dust, soil and streaks.	52
Apply restorer and burnish tile floors to remove scuffs and to provide a uniform high gloss appearance.	24
Vacuum under furniture, along edges and in corners using a canister or backpack vacuum to remove dust and debris.	12
Wash trash containers to remove soil and buildup.	12
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	12
Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.	12
Pile lift carpets to improve traffic pattern appearance.	12
Damp clean baseboards to remove dust, soil, cobwebs and minor soil buildup.	12
Project clean walk-off mats to remove soil. Only a dry, soil-free mat should be returned to service.	4
Machine scrub hard surface floors to remove all soil and buildup.	3
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	2
Project clean carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	2
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1
Wash non-fabric furniture to remove soil buildup and fingerprints.	1
Shampoo fabric furniture to remove soil and spots.	1

Library Space – Schedule 23

Task Description	Annual Frequency
Spot clean carpet using approved carpet spotting equipment and supplies resulting in a spot-free uniform appearance.	225
Dust mop floors with a water-based chemically treated dust mop to remove dust and debris.	225
Auto scrub or damp mop hard floor surfaces leaving floor surfaces free of dust and soil.	225
Clean and polish drinking fountains providing a sanitized unit free of streaks, buildup and soil.	225
Empty general and recyclable trash, replace liners when soiled or torn. Remove trash to designated area. Clean obvious soil from exterior of trash and recycle containers.	225
Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.	225
Spot clean chairs to remove obvious soil, fingerprints, spots and debris.	225
Damp wipe table tops and horizontal surfaces in Library using approved disinfectant. Surfaces should be soil, fingerprint, dust and streak-free.	225
Straighten furniture as directed to present a uniform and organized appearance	225
Vacuum carpeted traffic lanes and spot vacuum personal work spaces to remove debris, dust and cobwebs.	176
Fully vacuum all carpeted areas from wall to wall to remove dust and debris.	49

Dust furniture and spot clean all horizontal and vertical surfaces. All included items should be free of dust, soil, streaks, cobwebs and fingerprints.	49
Burnish finished floor using electric burnisher, removing scuffs and resulting in a uniform high-gloss appearance.	49
Spot clean interior partition and door glass. Finished glass, frame and sill areas will be free of soil, streaks and fingerprints.	49
Spot clean telephones and sanitize receivers to provide a sanitary unit free of dust and soil.	49
Dust areas above shoulder level and below knee level to remove dust and cobwebs.	12
Wash trash and recycle containers to remove soil and buildup.	12
Pile lift carpets to improve traffic pattern appearance.	12
Dust or vacuum air vents to remove loose dust, soil and cobwebs.	4
Dust window dressings including horizontal and vertical blinds to remove dust and cobwebs.	4
Damp wipe non-fabric furniture to remove soil.	4
Vacuum fabric furniture to remove dust and debris.	4
Machine scrub hard surface floors to remove all soil and buildup.	4
Project clean carpeted areas, using approved equipment and supplies, removing surface and embedded soil to provide a uniform clean appearance.	4
Machine scrub floor to remove scuffs, soil and buildup. Recoat floors, using approved floor finish, to provide a uniform high gloss appearance.	2
Completely strip and refinish floors, apply three coats of approved floor finish and buff to remove soil and buildup and to produce a uniform high-gloss appearance.	1
Shampoo fabric furniture to remove soil and spots.	1

Porter Services

Note: Some of these policing duties are performed by PBSC's in-house porters. See the "Porters" section later in this RFP for more information on the porter requirements.

<u>Task Description</u>	<u>Annual Frequency</u>
Police restrooms; remove debris, spot clean fixtures, mirrors and floors, replenish supplies. Complete cleaning charts when restrooms are serviced and cleaned.	225
Note: 6pm to 7pm is an essential time for restroom policing due to class schedules and students departing and arriving.	
Police elevator for litter and debris, spot clean.	225
Police, sweep or vacuum entrance and immediate exterior, empty and remove trash and full recycle.	225
Police break areas to spot clean, remove trash and full recycle, and pick up debris.	225
Respond as requested to customer needs. Activities to include but not limited to: cleaning of spills, clean-up after special events, and cleaning of locked areas.	225
Police corridors, lobbies and stairs for litter.	225

Window Services

<u>Task Description</u>	<u>Annual Frequency</u>
Clean interior perimeter building glass up to 10'. Finished glass, frame and sill areas shall be free or soil, spots and streaks.	1

SECTION D

SCOPE OF GROUNDS CARE WORK

D1. SCOPE OF GROUNDS CARE WORK

It is required that contractors submitting proposals are licensed to operate in Palm Beach County and insured. Grounds care contractors must have a minimum of 5 years of grounds care experience for a public agency in the State of Florida. References from these public agencies should be included with the contractor's proposal. Refer to paragraph B3 for term of contract period and pricing terms.

All labor, materials, fuel and equipment necessary to perform the work required for the maintenance of grass, groundcovers, annuals, perennials, shrubs, trees shall be provided by the successful contractor for those areas defined as part of this contract work. This maintenance and grounds care work shall include but not be limited to application of fertilizers, herbicides, fungicides and pesticides, pruning, weeding, loose trash and litter removal, leaf removal, general cleanup of parking lots and surrounding grounds areas indicated as part of this contract work. The emptying and cleaning of all trash and recycle container in parking areas will be the responsibility of the cleaning contractor.

D2. EXCLUSIONS

Irrigation systems, including pump stations and wells will be operated and maintained by the College. All lake fountains, including associated VFDs and lighting systems will be operated and maintained by the College. All landscape, walkway, roadway and parking lot lighting systems shall be operated and maintained by the College. All lake maintenance and spraying, except for turf on lake banks, shall be the responsibility of the College. Except for damage cause by the contractor performing this grounds care work, all other required repairs to paved walks, potholes, roads or parking lot resurfacing or replacement, traffic signs, parking bumpers, catch basins, parking and road striping, lot vacuuming shall be the responsibility of the College.

D3. LOCATIONS

The campus locations requiring actual grounds care, have been listed after the title of each item. LW represents the Lake Worth Campus, LG represents the Loxahatchee Groves Campus, and BR represents the Boca Raton Campus. Additional locations or additional areas may be added to this agreement if so required by the College. Pricing for additional work will be determined on the basis of additional work requirements.

D4. LAWN CUTTING/TRIMMING

LW, LG, BR – The contractor is required to be on each site weekly to perform required work. The amount of time spent on each site will reflect the quantity and type of work that is required at that time. The property included in this contract will be policed by the contractor for debris and litter during each visit to the site. Mowing and trimming of all lawn areas must be done weekly as required to maintain all turf at a height between 3 ½" & 4 ½". Edging of all beds and tree rings will be done to maintain a professional, sharp edge appearance. All grass clipping will be blown off all sidewalks, patios, curbs and drives. All clipping, weeds, etc. will be removed from the property at the time of the cutting. Alternatively, the contractor may place one (1) dumpster on each site, to temporarily hold yard waste. The location selected for this dumpster must be approved by the Campus Facilities Manager. Such dumpsters will be used and paid for exclusively by this contractor, but the contractor must insure that they are emptied whenever they are full.

The turf on the LG Campus is all Bahia turf, the turf on the BR Campus is all St. Augustine turf, the LW campus is generally all St. Augustine turf except that most parking lot islands and the perimeter of the east side of the campus is Bahia turf.

D5. SPRAYING

LW, LG, BR – Flower and ornamental beds are sprayed as needed. Disease Control and Fire Ant products are applied as may be required by conditions within the defined contracted service area. All chemical spraying that is performed shall be performed by a licensed pesticide applicator. Pre-emergent Herbicides are applied twice (2) times per year. Selective herbicide spray treatments are applied on an as needed basis. For common area turf, pest control insecticides are to be sprayed or granular insecticides are to be applied four (4) times per year. The contractor must use industrial grade chemicals. Household chemicals will not be accepted.

Per Florida and Federal requirements, a copy of a material safety data sheet (MSDS) shall be required for all chemicals used in construction, repair or maintenance of educational facilities. Prior to introducing a chemical to campus, a copy of the MSDS should be supplied to the College and the College must approve its use. Thereafter, MSDS shall be maintained on-site and updated on a quarterly basis. In addition, copies shall be provided to the College upon approval and updated quarterly.

D6. POND TRIMMING AND MAINTENANCE

LW, LG - Mowing and trimming along the pond's edge and banks. All clipping, weeds, etc. will be removed from the property at the time of the cutting. Alternatively, the contractor may place one (1) dumpster on each site at a location to temporarily hold yard waste. This location must be approved by the Campus Facilities Manager. Such dumpsters will be used and paid for exclusively by the contractor, but the contractor must insure that they are emptied whenever they are full.

D7. ANNUAL/PERENNIAL/SHRUB BEDS

LW, LG, BR - All bed areas surrounding trees, shrubs, annuals, perennial, buildings entries, etc. shall be kept weed-free by hand or chemical control measures as often as necessary to discourage unsightly weed growth.

D8. PAVED SURFACES/SIDEWALKS

LW, LG, BR - Paved surfaces shall be weeded as often as necessary to discourage any weed growth. This control shall be accomplished through the selective use of herbicides and mechanical means.

D9. PRUNING AND TRIMMING

LW, LG, BR - The contractor shall prune all trees to their intended growth form and remove deceased, broken, and/or crossing over branches. All deciduous trees shall be trimmed once per year, preferably between January and June. Palm trees must be pruned twice per year to remove fruit and/or dying palm fronds. Sucker growth will be removed from all trees to a height of nine (9) feet. Shrubs are to be kept pruned to their intended form. Hedges shall be trimmed every six (6) weeks to keep pace with growth rate of the plants. Any damaged growth from trees and shrubs is to be removed in a timely manner. Early to mid-summer flowering plants shall be pruned as needed. Annuals shall have dead flowers removed whenever necessary to enhance the appearance of the bed.

D10. MULCH

LG, LW, BR - Pine bale mulch shall be used by the contractor when any mulching is required around pine trees. The product shall be free of sand, dirt, gravel or any other materials inconsistent with the purpose of the mulch.

Existing mulched beds shall be maintained at a minimum mulch depth of three (3) inches and a maximum mulch depth of four (4) inches. Mulch shall be applied as needed to maintain a uniform, professional appearance. Standard mulch used in plant beds is brown Cypress Mulch. Where rock mulch is already in place in various areas on campuses, within the defined contracted service area, it should be maintained at a minimum depth of three (3) inches using similar material.

D11. REPLACEMENT PLANTINGS

LW, LG, BR - The Contractor shall report to PBSC any plant material not exhibiting normal growth and vigor. If it has been determined that the material is beyond reviving, a written report recommending replacement shall be given to PBSC. This report shall include:

- a) Identify the location, size and type of plant;
- b) Identify the reason for the decline;
- c) Cost of replacement of plant material by the contractor.

No replacement or additional plantings are to be performed without consent of Campus Facilities Manager.

D12. UPLAND/WETLAND

LW, LG – Within the specified areas included in this grounds care contract, campus cleanup shall entail the removal and proper disposal of all debris that has accumulated in these areas. This debris shall include but not be limited to: leaves, paper, trash, dead plant debris, etc. All collected debris is to be removed from the site at no additional charge to PBSC. Any tree maintenance to be performed in these areas shall not be performed without consent from the Campus Facilities Manager.

D13. Fertilization

LW, LG, BR – The contractor shall test soil quarterly to determine the correct fertilizer to use for turf. Test results shall be provided to the PBSC Campus Facilities Manager. Fertilizer shall be applied to all turf area in the contract area four (4) times per year. Palm Trees and shrubs shall be fertilized three (3) times per year. Fertilization rates shall be appropriate for the size and type of tree and or shrub. All fertilizer applications shall be in accordance with all federal, state and local regulations.

D14. BUSH HOGGING

LG – As shown on the site plan exhibit, the contractor shall be required to mow or bush hog the property inside of the existing perimeter fence along B-Road on the east side of the site; inside the fence along Collecting Canal Road on the north side of the site; the maintenance ROW and the east bank of the A Canal on the west side of the campus; as well as the ROW between the north edge of SR – 80 and the southern property line of the LG Campus. This work needs to be performed on a schedule to maintain the vegetation in these areas between four (4) inches and six (6) inches in height.

D15. TIMES OF SERVICE

LW, LG, BR – While grounds care services are not restricted to this timeframe, it is most desirous, when possible, to have grounds care services provided when the campuses are at the lowest use by students. This generally occurs before 8:00AM and between 1:00PM - 5:00PM Monday – Thursday, all day Friday, Saturday and Sunday.

The locations around the perimeter of the sites, away from student occupied buildings, are generally available to be worked on at any time. However, all work shall be conducted as quietly as possible, without unnecessary noise and at times least disruptive to building occupants and students. The College is closed for normal class

operations for about 12 days near the Christmas holidays, a week in early March for Spring Break and other days during the summer terms on occasions.

D16. SPECIAL PROJECTS

LW, LG, BR – In the event the College requests special project assistance that are outside of the scope of this contract, the contractor shall provide such additional labor, not including materials, on a predetermined cost basis as approved by mutual agreement in writing. No special work is to be performed by the contractor without consent of Campus Facilities Manager.

D17. OTHER REQUIREMENTS

LW, LG, BR- In addition to the guidelines above, Selected Contractor(s) will agree to the following:

- a) The selected contractor shall properly and timely notify the Campus Facilities Manager regarding needs to perform work outside of normal hours and of any needs for escorts or for locking / unlocking doors, gates, etc., particularly outside of normal defined and approved routines.
- b) The selected contractor's management and supervisory personnel are required to fluently read and speak English.
- c) Accept all responsibility for matters pertaining to the recruitment, screening, hiring, and retention of employees.
- d) Complete a thorough background screening and check on all prospective personnel prior to employment with selected contractor.
- e) Offer at least the minimum wage rate to employees and pay all taxes pertaining to its employees as required by law.
- f) Provide proper training to all management and hourly employees.
- g) Provide all needed safety equipment and protective devices necessary for the safety of all employees.
- h) Provide uniforms and / or define a uniform dress code for all personnel.
- i) Require all personnel to carry proper identification on their person at all times when they are on any of the College's campuses.
- j) Appoint a site-based contract manager within ten (10) days after receipt of contract. This person shall be available as deemed necessary by the Campus Facilities Manager for purposes of advanced planning, reporting problems, requesting schedule changes, etc. This individual must be dedicated to Palm Beach State College and shall be the main contact person for routine daily matters. The College reserves the right to interview proposed candidates prior to contract award.
- k) Provide site-based supervision at all times when work is being performed on campus grounds. Supervisors must be dedicated to this particular contract and should be included in staffing plans.
- l) Purchase and maintain sufficient commercial grade equipment necessary to perform the services required under this contract.

D18. DAMAGE TO COLLEGE PLANT LIFE/IRRIGATION SYSTEM/PROPERTY

LW, LG, BR - This contract shall place full responsibility for all plant life maintained, within the defined areas of this contract, onto the Contractor. Therefore, due to the nature of the contract and the responsibilities of the Contractor, any damage to grass, trees, shrubs, flower beds or other plants caused by the Contractor's procedures, chemicals, treatments, etc. or lack thereof, will result in replacement of all such damaged material wholly at the Contractor's expense.

Damage to the sprinkler irrigation system or damage to walkways, roads, curbs, signs, utilities, buildings or other College property, caused by the Contractor shall be repaired by Contractor at no cost to College. Replacement parts shall be of the same make, part or model number as those currently being used. At its option, the College may have the parts, walkways, roads, curbs, signs, utilities, buildings or other College property repaired or replaced internally or by another vendor and the selected grounds contractor will be responsible for reimbursing the College for costs of such repairs, including labor and parts.

SECTION E

INSTRUCTIONS AND INFORMATION

E1. PROCESS FOR SUBMITTING PROPOSALS

a) Packaging of Proposal

The proposal must be plainly identified as:

Name of Proposing Company
District Cleaning Services RFP #17/18-01
Due: October 30, 2017 @ 2 P.M. EST

Outer mailing boxes, envelopes, containers, etc., must display the RFP number. This includes outer carrier boxes and labels. Palm Beach State College will not be held responsible for proposals that are misdirected or mishandled because of the omission of this number.

The Service Provider's proposal package shall include one USB storage device containing the completed Pricing Workbook (Excel format) and a PDF of the entire proposal. The completed Pricing Workbook shall also be included as a hard copy print-out within the printed proposal packages.

Any additional information sent separately from the proposal package or at a later date (i.e. addendums, clarifications, proposal withdrawal requests, etc.) must be received by the proposal due date and the RFP number clearly identified on the outside of the package.

b) Number of Proposal Copies

Submit one (1) original and one (1) copy on a USB.

E2. RFP MEETING AND BID TOUR

PBSC will conduct an RFP Meeting and bid tour on **October 13, 2017 at 8:30 a.m. Eastern Time. Meet in the Natural Science (NS) Building, Room NS129, on the Lake Worth Campus.** A tour of Lake Worth Campus will begin immediately after the RFP meeting.

The purpose of the meeting will be to provide site tours. Service Provider shall pre-register by emailing purchasing@palmbeachstate.edu on or before **October 6, 2017** to confirm that its company will attend these meetings. Please provide first and last names of the persons attending (limit of two per company). Pre-registration is not mandatory but is strongly encouraged.

All respondents are expected to have examined the premises and project sites prior to submitting their proposal. Failure to do so will not relieve the successful Vendor from providing any product or performing any labor or services that may be required to perform the intent of the contract. **Contact the specific Campus Security Office to schedule campus visits for all campuses. Entrance to all buildings and rooms is not guaranteed.**

E3. PROPOSAL RESPONSE FORMAT

Refer to Appendix B: Proposal Response Format for detailed instructions regarding the formatting of the

proposal. Failure to follow these instructions will result in a disqualification.

E4. PRICING

General Assumptions

- PBSC will not accept any additional charges other than those indicated in the Pricing Workbook of the Service Provider's proposal.
- The Service Provider's proposed pricing shall take into account any upcoming changes to the minimum wage or benefits. Therefore, Service Provider's proposed pricing shall include blended rates that account for any increases over time.
- Contract is being bid as a Fixed-Price contract and will remain fixed for the entire two year term of agreement.
- Percentage increases for optional years are requested to be included in the Pricing Workbook.
- PBSC expects to work together with its Service Providers to continually identify opportunities to achieve cost reductions.

General Instructions for Completing the Pricing Workbook (Exhibit E)

- Use MS EXCEL version 2016 or later.
- As part of the bid submittal, Service Provider shall include a USB storage device that contains electronic copy of its completed Pricing Workbook. This copy should be in EXCEL format, rather than PDF. The Service Provider shall also include a printed copy of the Pricing Workbook in its hard copy bid (Tab 12).
- The Service Provider shall only complete those cells highlighted in teal blue. All other cells are generated by automatic formulas. The "Miscellaneous Pricing" and "Alternative Pricing" sections must also be completed. Any cell left blank shall be assumed to be a no-bid for that particular product or service.
- The Service Provider may be liable for any costs incurred by PBSC as a result of a virus being passed through an infected file.
- It shall be assumed that the pricing submitted by each Service Provider is sufficient to cover all specifications, terms and conditions described in this request for proposal.

E5. PROPOSAL EVALUATION

The evaluation of proposals received on time will be conducted in the following three phases:

a) Administrative Review Phase

The proposals will be reviewed for the following administrative requirements:

- 1) Proposal was submitted by the due date and time
- 2) All documents (originals and copies) requiring a signature have been signed
- 3) Correct number of proposal copies have been submitted
- 4) Proposals are organized according to Appendix B
- 5) The proposals that pass the administrative review will be reviewed for completeness to ensure that all mandatory requirements are addressed satisfactorily in Appendix B.

Failure to adhere to the above administrative requirements may result in the rejection of the submitted proposal.

b) Quality of Proposal – Evaluation and Scoring Phase

The proposals that pass the administrative review will be evaluated and scored for quality and completeness by a College Evaluation Committee and can receive a maximum of 500 points for the Building Cleaning Services and a maximum of 100 points for Grounds Care Services. The following listing provides you with the maximum points available for each factor in the evaluation:

Building Cleaning Services

- Tab 1: Executive Summary – required
- Tab 2: Background Information – required
- Tab 3: Start-up Plan – required
- Tab 4: References – required
- Tab 5: Management – 50 points
- Tab 6: Staffing Plan – 150 points
- Tab 7: Equipment / Chemicals – 25 points
- Tab 8: Green Cleaning Program – 25 points
- Tab 9: Quality Control / Training – 25 points
- Tab 10: Reporting – 25 points
- Tab 11: Exceptions/Deviations – required
- Tab 12: Building Cleaning Pricing – 200 points
- Tab 13: Required Documentation – required

Grounds Care Services

- Tab 14: Executive Summary – required
- Tab 15: Background Information – required
- Tab 16: References – required
- Tab 17: Management – 25 points
- Tab 18: Staffing Plan – 25 points
- Tab 19: Grounds Care Pricing – 50 points
- Tab 20: Required Documentation - required

c) Optional Phase: Company Interviews

At the option of the College Evaluation Committee, the committee may elect to conduct interviews of finalists for these services. If so, the interviews will be conducted at a time a location to be determined. Finalists will be duly notified. Agenda for the interviews will shared with all finalists in a sufficient time to allow proper preparation.

All evaluations and recommendations are presented to the College District Board of Trustees. The College’s District Board of Trustees, or the President of Palm Beach State College, if designated by the Board to do so, reserves final approval of all recommendations and resulting contracts.

APPENDIX A

VENDOR INFORMATION FORM

Purchasing Department
 Palm Beach State College
 4200 Congress Avenue MS#27
 Lake Worth, FL 33461

This is to certify that I (authorized representative) have read and understood the terms, conditions, specifications and other instructions contained in this Request, and further, that the items of materials and/or services rendered do meet minimum specifications set forth in this Invitation.

I further certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or persons submitting a proposal for the same materials, supplies, or equipment and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this request and certify that I am authorized to sign this proposal for the bidder.

RFP 17/18-01 District Building Cleaning and Grounds Care Services

Vendor Name _____

Bidding As (Check One) **Corporation** **Individual** **Other** **(Explain)**

Address _____

City _____ **State** _____ **Zip Code** _____

Telephone _____ **Fax** _____

Email _____

Representative Name _____

Representative Title _____

Signature _____

APPENDIX B

PROPOSAL RESPONSE FORMAT

To facilitate the analysis of responses to this RFP, vendors are required to prepare their proposals in accordance with the instructions outlined in this Appendix.

Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. *EMPHASIS SHOULD BE PLACED ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT.* All parts, pages, figures, and tables should be numbered and labeled clearly. The proposal should be organized as shown below. Any deviation from this formatting/numbering may result in a rejection of the bid.

******* If submitting a proposal for Building Cleaning Services ONLY: Complete Tabs 1 through 13. If submitting a proposal for Grounds Care Services ONLY: Complete Tabs 14 through 20. If submitting a proposal for both services, complete all tabs. *******

<u>Tab</u>	<u>Title</u>
1	Executive Summary: This part of the response to the RFP should be limited to a brief narrative not to exceed one (1) page, describing the proposed Building Cleaning Solution. The Executive Summary should not include cost quotations.
2	Background Information: Provide background information for your company, including a brief description of its past history, present status, future plans, company size, and company experience performing Building Cleaning services similar to those described herein.
3	Start-up Plan: Provide a start-up plan for operations under the assumption that your company is selected. The start-up plan should show milestones and should cover a range of time beginning with 1 month prior to contract start-up date and ending with 1 month after contract start-up date. (PBSC will work with the Service Provider's transition team during the time prior to the start-up date in order to help the Service Provider plan the kick-off and execution of the new contract.)
4	References: Provide a list of at least three (3) references for work of a similar nature or scope. Please include name, job title, company name, address, phone number and email address. It should also include a brief description of the services provided, approximate square footage and date range performed. Provide evidence of successful history of college or university academic building janitorial services within the last two years (minimum 250,000 square feet).
5	Management:

Explain how the contract will be managed. Who will be PBSC's primary point-of-contact? How will workers be held accountable? How will work orders be tracked? Etc. Include a description of the management team and provide resumes.

- 6 **Staffing Plan:**
Provide a detailed Staffing Plan for the Building Cleaning Services. This plan should show proposed staffing levels by campus, shift and should mirror the proposed pricing in the Pricing Workbook. The Staffing Plan should include Building Supervisors, Lead Workers, Janitors (FT/PT), and Porters.
- 7 **Equipment / Chemicals:**
Provide a detailed equipment and chemical list, consistent with the requirements in this RFP.
- 8 **Green Cleaning Program:**
A fully comprehensive green cleaning program is required. Please provide details regarding the type of green cleaning program that would be implemented at PBSC. Please limit this section's response to 5 pages.
- 9 **Quality Control / Training:**
Provide a brief overview of how the Service Provider plans to manage quality control and hold its personnel accountable at the PBSC account. Submit information on the type of janitorial training provided for employees and supervisors. Please limit this section's response to 5 pages.
- 10 **Reporting:**
Describe all reporting capabilities and features that will be implemented for this contract, especially project "cycle" reports. Provide samples. Please limit this section's response to 5 pages.
- 11 **Exceptions/Deviations:**
State any exceptions/deviations from the RFP requirements. This section will be all-inclusive and will contain a definition statement of each and every objection or deviation with adherence to specific RFP sections.
- 12 **Building Cleaning Pricing:**
Include a completed Exhibit E: Pricing Workbook. Hourly rates can be inclusive of all payroll costs including insurance(s) paid by the Service Provider for the employee.
- 13 **Required Documentation:**
- **Signed** copies by company authorized manager of **Appendix A: Vendor Information Form**
 - A statement indicating that the PBSC account will not constitute more than 35% of the vendor's book of business
- 14 **Executive Summary/Grounds Care:**
This part of the response to the RFP should be limited to a brief narrative not to

exceed one (1) page, describing the proposed Grounds Care solution. The Executive Summary should not include cost quotations.

- 15 **Background Information/Grounds Care:**
Provide background information for your company, including a brief description of its past history, present status, future plans, company size, and company experience performing Grounds Care services similar to those described herein.
- 16 **References:**
Provide a list of at least three (3) references for work of a similar nature or scope. Please include name, job title, company name, address, phone number and email address. Provide evidence of successful history of grounds care service work performed for a governmental agency within the last two years (minimum 25 acres).
- 17 **Management:**

Explain how the Grounds Care will be managed. Who will be PBSC’s primary point-of-contact? How will workers be held accountable?
- 18 **Staffing Plan:**
Provide a detailed Staffing Plan for the Grounds Care services. The staffing plan should include schedules for lawn, spraying, mulch and fertilization at a minimum.
- 19 **Grounds Care Pricing:**

Include a completed Exhibit E Pricing Workbook, Second Tab/Worksheet. Hourly rates can be inclusive of all payroll costs including insurance(s) paid by the Service Provider for the employee.
- 20 **Required Documentation for Grounds Care:**
- ***Signed*** copies by company authorized manager of **Appendix A: Vendor Information Form**

Note: Vendor shall also submit a USB storage device containing an Excel file of the completed **Pricing Workbook** and a PDF of the entire proposal.

APPENDIX C

FORM FOR SUBMITTING WRITTEN QUESTIONS

Written Questions for RFP No.	17/18-01
RFP Title	District Building Cleaning and Grounds Care Services
Company Name	
Date	
Deadline for Questions	October 18, 2017

Type your questions in the section below. Leave the answer section blank. You are not limited to 10 questions. All questions should be sent via email to: purchasing@palmbeachstate.edu before the deadline.

	Questions	Answers [leave blank]
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

APPENDIX D STATEMENT OF NO BID

RFP No.	17/18-01
RFP Title	District Building Cleaning and Grounds Care Services

Palm Beach State College
Purchasing Department
4200 Congress Avenue MS#27
Lake Worth, FL 33461

Attn: Procurement Director

We, the undersigned, have declined to bid on the above referenced solicitation for the following reason(s):

_____ We do not offer this product / service.

_____ Our current workload would not afford us the time to devote to your project.

_____ Unable to meet specifications.

_____ Unable to meet insurance / bond requirements.

We understand that if the "No Bid" is not executed and returned that our name may be removed from the list of qualified bidders for Palm Beach State College.

Company Name _____

Signature _____

Company Address

Telephone Number _____

APPENDIX E

INDEX OF EXHIBITS

(ALL EXHIBITS MUST BE DOWNLOADED)

The following exhibits must be downloaded from

<http://www.palmbeachstate.edu/purchasing/competitive-solicitations.aspx>

Exhibit A: Property Information

Consists of the following six (6) files:

- [Exhibit-A-06-0000-CLNG-2017-CleaningContracts-BelleGlade.pdf](#)
- [Exhibit-A-01-0000-CLNG-2017-CleaningPackage-LakeWorth.pdf](#)
- [Exhibit-A-01-0100-HIST-2017-SiteCleaning-Historical.pdf](#)
- [Exhibit-A-04-0000-CLNG-2017-CleaningContracts-PBGardens.pdf](#)
- [Exhibit-A-09-0000-CLNG-2017-CleaningContracts-BocaRaton.pdf](#)
- [Exhibit-A-10-0000-SITE-2017-CleaningContracts-Loxahatchee.pdf](#)

Exhibit B: Site Cleaning Schedules

Consists of the following six (6) files:

- [Exhibit-B-2017-00-HIST-Cleaning-Schedule.xlsx](#)
- [Exhibit-B-2017-01-LW-Cleaning-Schedules.xlsx](#)
- [Exhibit-B-2017-04-PBG-Cleaning-Schedules.xlsx](#)
- [Exhibit-B-2017-06-BG-Cleaning-Schedules.xlsx](#)
- [Exhibit-B-2017-09-BR-Cleaning-Schedules.xlsx](#)
- [Exhibit-B-2017-10-LG-Cleaning-Schedules.xlsx](#)

Exhibit C: Janitorial Cleaning Schedule Index

- [Exhibit-C-JANITORIAL-CLEANING-SCHEDULE-INDEX.pdf](#)

Exhibit D: Site plans for three campuses requiring grounds care services

- [Exhibit-D-00-0000-Maps-2017-ContractAreas-GroundsCare.pdf](#)

Exhibit E: Pricing Workbook

- [Exhibit-E-Pricing-Worksheet.xlsx](#)

Exhibit F: Green Cleaning Policies and Procedures

- [Exhibit-F-PPMFSO-006rev020212-Green-Cleaning-Pol-Proc.pdf](#)

Exhibit G: Enhanced Recycling Program

- [Exhibit-G-PPMFSO-004-Enhanced-Recycling-Program.pdf](#)

Exhibit H: Entryway Matting System

- [Exhibit-H-PPMFSO-005-Entryway-Matting-System.pdf](#)

Exhibit I: Standard Cleaning Activities Definitions

- [Exhibit-I-Standard-Cleaning-Activities-Definitions.pdf](#)