

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

INVITATION TO BID NO. 21-DES-ITBLW-373

ADDENDUM NO. 2

Arlington County Invitation to Bid No. 21-DES-ITBLW-373 for Custodial Services is amended as follows:

REFERENCE III. AGREEMENT AND CONTRACT TERMS AND CONDITIONS, CLAUSE 8. PAYMENT OF SUBCONTRACTORS is hereby removed in its entirety.

REFERENCE SECTION II. SCOPE OF SERVICES is hereby replaced in its entirety with the **Revised Scope of Services attached hereto.**

The following clarifications are made as a result of vendor inquiries:

1. The current living wage is \$15/hour. The contract only allows to request for price adjustment based on CPI-U during each renewal period. If the Living Wage increases, does the County also allow contractor to request for price adjustment based on Living wage increase?

Answer: The Living wage and CPI-U increases are not the same. The Contractor does not have to request a Living wage increase. The Living wage increase will go into effect at the subsequent renewal period. The CPI-U increase may be adjusted at the time of the contract renewal pending the Contractor request within the designated time listed in the Contract documents (i.e. 60 days or 90 days). The Contractor will request separately an increase to the then-current Living wage once the County post an increase/decrease rate.

2. Based on the historical data, when the living wage increase, the increase percentage is much higher than the CPI-U rate. Does the County allow contractor to submit for price adjustment based on the living wage increase percentage?

Answer: See the answer to question 1 above.

3. The contract period may not fall into the same month of the new living wage effective date. For example, this new contract base year will start on Jan 1, 2021 and end on Dec 31, 2021. As we understand, the contractor can request for the CPI-U increase at the renewal option year 1 prior to the expiration date of base year. As the new Living Wage comes effective every July 1, 2022, will the County allows contractor to request for price increase adjustment if the Living Wage increases?

Answer: The Living wage and CPI-U increases are not the same. The Contractor does not have to request a Living wage increase. The Living wage increase will go into effect at the subsequent renewal period. The CPI-U increase may be adjusted at the time of the contract renewal. If the renewal period is in November and the Living Wage increase is in July, then the Living wage increase will go into effect in November. The Contractor does not have to request a price increase for the Living Wage. A CPI-U price increase may be requested before the renewal period for a CPI-U price increase for the contract amount (not the Living Wage).

4. What was the last winning bid?

Answer: Reference attached pricing information.

5. Who is the incumbent contractor and how long have they been providing their services? Are you having 1 vendor or multiple vendors for each 4 Options?

Answer: LT Services, Inc. is the incumbent contractor. They have been providing the services for the past five years. The County reserves the right to award to one or multiple vendors. Please reference the Method of Award of the solicitation.

6. What is the current contracted monthly price and yearly price per each 4 Options? - What is the living wage with this price? Is the scope/size of this bid identical with the current contract? Have there been any changes from the previously awarded contract to current request for bid? Are there any significant changes from the last bid?

Answer: Please reference the attached pricing for all four options. The Current Living Wage rate is \$15 per hour. Bidders are encouraged to read the scope of work in the new solicitation. As the previous solicitation scope of work will not be relevant to the new contract.

7. Can you provide the current number of staffing- Day Porter, night shift, driver etc?

Answer: Please read the solicitation and reference the hours of operation in the Scope of Work.

8. What are the Service Locations and square footage for each site. How many service locations are there totally.

Answer: Please read the solicitation. Reference the locations in the solicitation

9. What is the current contract price? Is it based on \$15.00 Living wage?

Answer: Please reference the first sentence in answer number 6. The Living wage rate is the minimum rate employees performing work under the contract must be paid.

10. When we submit our bid, do we use \$15.00 Living wage for 2021 period? Or can you provide it?

Answer: Bidders may submit hourly rates exceeding \$15.00 per hour but the minimum Living Wage requirements must be met.

11. Under the Covid-19, situation, do you open all buildings in full capacity and request full services or will reduce services and negotiate the contract price?

Answer: During the Pandemic, certain buildings are not currently open. Please provide pricing for the services being requested in the solicitation. Full Service and Reduced Services are listed in the solicitation.

12. Can you provide current staffing numbers and hours; day porters, custodians, etc.

Answer: Please read the solicitation and reference the hours of operation in the Scope of Work.

13. In the RFP, could you explain more fully Section 26 A, B, and C regarding the Rider Clause? Or provide a copy of the Arlington County contract that contains the Rider Clause and which the vendor will have to execute?

Answer: The Rider Clause allows other Public Bodies to use the County's contract with the Contractor's approval at the same contract pricing. Please reference the Rider Clause in the solicitation. The County's sample contract is in Section

14. What is the current monthly/annual costs for the current Custodial Services contract?

Answer: Please reference the attached pricing for all four options.

15. What is the duration of this contract?

Answer: The Contract term is one (1) initial year with four one-year renewals for a potential 5-yr Contract.

16. Will a copy of this presentation be made available for download?

Answer: Yes, please find presentation attached.

17. Can we use subcontractors?

Answer: No. Please reference the attached revised scope of work.

18. Bid doc states that vendor is required to provide snow removal for sidewalks around all County Buildings. What is the maximum distance from the building to clean? Who provides salt?

Answer: Snow removal only occurs at the entrances of the facilities. The County will provide the salt.

19. Who is responsible for providing the consumable supplies?

Answer: The Contractor is responsible for providing all supplies/chemicals /equipment to perform the work in this contract.

20. Who is responsible for purchasing walk-off mats?

Answer: The County is responsible for purchasing walk-off mats.

Mandatory Prebid Conference held November 6, 2020 at 9:30 AM.

**Mandatory Pre-Bid Meeting
for
ITB 21-DES-ITBLW-373, Custodial Services
via Microsoft Teams**

- Started @ 9:35 pm.
- Thirty-nine (39) vendors and two (2) Arlington County Government employees were in attendance.
- Introduction of Arlington County Employees
- Tomeka Price, Procurement Officer, reviewed the Invitation to Bid (ITB) 21-DES-ITBLW-373 with emphasis on requirements and submission deadlines.
 - Teams Mandatory Prebid meeting was recorded.
 - Please submit all questions via Vendor Registry by the question deadline of November 13, 2020 at 5:00 p.m. **ELECTRONIC SEALED BIDS WILL BE RECEIVED ON NOVEMBER 30, 2020 AT 1:00 P.M. NO RESPONSES WILL BE ACCEPTED AFTER THE BID DUE DATE AND TIME.**
 - Prior to the award of a contract resulting from this solicitation, Bidders are prohibited from contacting any County staff other than those assigned to the Office of the Purchasing Agent.

- SCC registration is required to enter into an agreement but not to submit a bid response.
- Bid Surety Bond in the amount of 5% is due with Bid Submission.
- Tomeka turned over the meeting to James Menditto for overview of the Scope of Work. James explained the project and highlighted the work to be done. Presented PowerPoint.
- Once James completed the overview, Tomeka asked for questions.
- Meeting was adjourned.

Sign-in sheet and PowerPoint attached below.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Tomeka Price, VCO, VCA
Procurement Officer
tprice@arlingtonva.us

RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR BID:

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 2.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

II. REVISED SCOPE OF SERVICES

The Contractor shall provide all labor, supervision, supplies and equipment to properly perform cleaning and custodial (janitorial) services for Arlington County at the following locations listed below. The County reserves the right to add additional locations at its sole discretion.

- **Option A** - Justice Center
- **Option B** - Trades Center
- **Option C** - Arlington County Office Buildings, to include but not limited to Fire Stations, Libraries, Parks & Recreation, etc. / Lubber Run Recreation Center
- **Option D** - Water Pollution Control Bureau (WPCB) / Long Bridge Aquatic Center

1. GENERAL REQUIREMENTS

The Contractor shall furnish all labor, supervision, equipment, materials, and supplies necessary to perform custodial services except all restroom dispensers. All materials provided by the Contractor (such as, by way of illustration and not limitation, paper towels, toilet paper, toilet seat covers, liquid soap, and chemicals) shall be approved by the County. All paper products shall be compatible with existing dispensers. **The Contractor shall self-perform all work on the site with its own organization. No Subcontractors allowed.**

All monthly, quarterly, semiannual, annual work outlined in this solicitation must be included in the price of each facility. Minimum hours per location listed below for each option are not to be used for this work.

All high touch surface areas, to include but not limited to, cleared desktops, tabletops chair arms, light switches, door handles, elevator call buttons and stairwell railings, in all facilities covered under this Contract must be wiped down daily using a CDC/EPA approved germicidal cleaner.

A. Daily Tasks to be Completed with every service Day:

Lobbies, Public corridors, Elevators, and Escalators

1. Clean bright metal fixtures, rails and/or surfaces with a damp cloth.
2. Spot clean walls.
3. Wash all entrance doors, glass doors and glass walls.
4. Empty all trash receptacles emptied, trash removed to dumpster. Trash receptacles must have the liners replaced nightly.
5. Tile floors will be swept, mopped and burnished.
6. Carpets vacuumed and remove stains in carpet.
7. Clean water fountains

Offices, Court Rooms, and Work Areas:

1. Empty all trash receptacles, trash removed to trash room. Trash receptacles must have the liners replaced nightly.
2. Clean doors and kick plates, both sides.
3. Spot clean walls and partition glass.
4. Tile floors are spot moped daily

Meeting and Conference Rooms:

1. Trash receptacles to be emptied, wiped clean with damp cloth and trash removed to dumpster. New trash receptacle liners to be installed.
2. Tables, desktops, chair legs, and other furniture wiped clean with damp cloth.
3. Spot clean walls, glass walls, doors and kick plates.
4. Carpet and fabric furniture vacuumed; carpet spot cleaned with spot or stain remover; and furniture spot cleaned with a mild solution of shampoo and water.
5. Cloth chairs will be extracted/cleaned annually.

Restrooms and Locker Rooms:

1. Trash receptacles are to be emptied and trash removed.
2. Wash all trash receptacles, including sanitary napkin disposal receptacles, with a germicidal disinfectant.
3. Wash basins and vanity areas will be washed, using a germicidal disinfectant. This will include the underside of basins and pipe fixtures.
4. Mirrors will be washed.
5. Damp mop tile floors using a disinfectant soap. Floors under and around commodes, vanities and all corners are to be cleaned.
6. Replenish hand soap, paper towels, toilet seat covers, and tissue which are furnished by the Contractor.
7. Clean and wipe all commodes and urinals with a disinfectant soap inside and outside. Spot clean walls; wipe all partitions, ledges, sills, rails, vents, doors (both sides) with damp cloth.
8. Clean all shower areas, walls wiped down, floors mopped with disinfectant soap.

Break Room/ Snack Room/ Kitchenette:

1. Counter and/or table areas will be wiped down.
2. Trash receptacles emptied; trash removed to trash room. Trash receptacles must have the liners replaced nightly.
3. Tile floors will be swept, dust mopped, and damp mopped

Stairwells:

1. Police for paper and other trash and clean spills.
2. Spot clean walls and handrails.

Aerobics Area

1. Clean door/ mirrors/handrails and high-use areas for smudges, marks, etc.
2. Dust mop and mop daily

Exercise /Weight Room:

1. Wipe down all exercise equipment
2. Wipe down the various benches 3x per week.
3. Spot clean mirrors
4. Sweep and mop floor

Loading Docks

1. Remove trash

2. Sweep and mop

B. Weekly Tasks to be Completed

Lobbies and Public Areas

1. All surfaces 96 inches in height (high dusting) from floor will be dusted.
2. Walls, high ledges, sills, rails, metal trim, molding, and ceiling vents dusted.

Offices, Court Rooms and Work Areas:

1. Tile floors are dust moped and wet moped THREE TIMES (3x) per week.
2. Tile floors are buffed three (3X) times per week.
3. Carpets vacuumed; spot cleaned 3 times per week
4. Door frames, window frames, diffusers, and return vents dusted.
5. Wooden desks, tables and consoles are to be cleaned and polished.
6. All furniture surfaces, picture frames, office equipment, windowsills, door panels, radiators, and any other surfaces up to and including 96 inches in height (high dusting) from floor will be dusted.
7. Walls, high ledges, sills, rails, metal trim, molding, and ceiling vents dusted.
8. Mini blinds to be dusted.

Restrooms and Locker Rooms:

1. Wash walls with a disinfectant soap, including partitioning.
2. Wash floor drains.
3. Scrub area under all commodes and bottom of walls with a deck brush once per week.
4. Wipe down tops of lockers in locker rooms.

Break Room/ Kitchenette:

1. Tile floors will be burnished three times per week.
2. Trash receptacles wiped clean inside and outside.
3. All surfaces 96 inches in height or higher (high dusting) from floor will be dusted.

Stairwells:

1. Sweep and damp mop.
2. Wipe all doors and doorknobs.
3. Spray buff floor landings.

Aerobics Area

1. Wipe down baseboards.
2. Clean window blinds.
3. Wipe windowsills.

Exercise /Weight Room, Gym:

1. Wipe down baseboards.
2. Wipe down stretching mats.
3. Clean window blinds.
4. Wipe walls 96" and below
5. Wipe windowsills.

6. Wipe down the various benches 3x per week.
7. Clean mirrors

C. Monthly Tasks to be Completed

Lobbies, Public Corridors, Elevators, and Escalators

1. Dust and wash the light fixtures.
2. Mini blinds washed every other month.

Offices and Work Areas:

1. Glass partitions, corridor walls, transom glass, interior partitions, including interior movable office partitions and molding are to be washed.
2. Walls, high ledges, sills, rails, metal trim, molding, and ceiling vents washed.
3. Mini blinds to be washed.

Restrooms and Locker Rooms:

1. Tile floors machine scrubbed monthly with ceramic disinfectant and grout cleaners. **(NOTE: Wash outside of commodes and urinals as well as all fixtures with a disinfectant soap after the tile floors are machine scrubbed.)**
2. Wash ceiling, light fixtures and wall vents.
3. All walls in the locker rooms will be thoroughly wiped down with disinfectant.

Stairwells:

1. Wash handrails.

Loading Dock

1. Machine scrub /pressure wash

D. Quarterly Tasks to be Completed

Lobbies, Public Corridors, Elevators, Escalators

1. Walls, high ledges, sills, rails, metal trim, molding, and ceiling vents washed.

Exercise / Weight rooms/Gyms

1. Machine scrub floors

E. Annually Tasks to be Completed

Lobbies, Public Corridors, Elevators, Stairwells, Escalators

1. Carpet areas extracted annually **(NOTE: All doors and baseboards must be washed and polished after carpet is extracted.)**
2. All hard surface floors stripped and refinished.

Offices and Work Areas:

1. Tile floors stripped and refinished annually.
2. Carpets extracted Annually

Meeting and Conference Rooms:

1. Cloth chairs will be extracted/cleaned

2. Tile floor stripped /refinished annually
3. Carpets extracted annually

Break Room/ Kitchenette:

1. Tile floors stripped and refinished.

Wood Basketball Courts/Exercise Room

1. Lite sand wood floor annually
2. Apply 2 coats oil base polyurethane; Bona Super Court will be used. annually

Concrete Floors;

1. Concrete floors will be stripped annually
2. Apply 4 coats of Surecrete solvent based clear polyurethane DK 400 annually

F. As Needed Tasks to be Completed

The Contractor may be required to provide snow removal for sidewalks around all Arlington County facilities. The County will supply all equipment and materials to perform this task.

The Contractor shall empty all interior recycling containers before they become full into one (1) designated location outside the building. This varies from location to location. The designated location and schedule for frequency of pickups will be provided by the County.

2. SCHEDULE

The Contractor shall clean all facilities between 5:00 p.m. and 10:00 p.m., Monday through Friday unless otherwise stated in this specification, except on the following County-observed holidays:

Lee/Jackson/King Day	Veterans Day
New Year's Day	Thanksgiving (2-Day Holiday)
Memorial Day	Independence Day
Christmas Day	Labor Day

The County may also designate other County-observed holidays. The County will provide notification if and/or when the County Manager authorizes additional holiday time.

- A. Incident Weather - When County facilities are closed because of snow, severe weather, or other like conditions, the Contractor shall not report to work.

3. CONDUCT OF PERSONNEL

The Contractor shall be responsible for employees' conduct and performance, and for compliance with the following:

- A. Anyone appearing to be under the influence of alcohol or drugs shall not be permitted on the County property.
- B. No loud or boisterous conduct will be permitted.
- C. Desk drawers or cabinets shall not be opened at any time.
- D. Office machines, telephones or equipment shall not be used or tampered with at any time.
- E. County employees' personal property shall not be touched at any time.

The County reserves the right to request removal of any of the Contractor's employees from the building at any time for reasonable cause. The Contractor or the designated supervisory representative shall have such employee leave the facility premises upon receipt of any such request.

4. BUILDING ACCESS AND SECURITY

The Contractor shall comply with all of the County's requirements for security and operational constraints. It is essential that the Contractor take all measures necessary to comply with security-related requirements; **violation of any security-related requirement (will be grounds for immediate termination of the contractor employee**

- A. The Contractor shall **immediately** notify the County's Project Officer if a security breach is discovered.
- B. **The County's facilities are secured through a series of locks and alarms.**

1. Keys

The Contractor will be provided with two sets of keys to the building: one set for the cleaning crew, with the additional set for management/supervisory staff

- a. The Contractor shall not duplicate the keys under any circumstances.
- b. The Contractor shall **immediately** notify the County's Project Officer upon discovery that keys to the building have been lost or misplaced.

2. Building Security Access Codes

In addition to the Contractor's identification badge, the Contractor employees will receive individual, County identification (ID) badge and/or an access card from the County's Project Officer to access the building.

- a. The Contractor shall **immediately** notify the County's Project Officer when an employee has been terminated for any reason (voluntary or involuntary) so that the County can deactivate the building access code(s). The County's ID badge and/or access card shall be returned to the County within one (1) business day and before a new ID is issued to any new employee. If an access card is lost, the Contractor will be responsible for paying a \$12 fee to replace the access card.
- b. These ID's must be worn upon entering County property and at all times while on duty.
- c. **For the Justice Center and the Water Pollution Control Bureau**, the Contractor shall maintain a list of substitute employees who have passed the background check; upon request of the Contractor, approved substitute employee(s) will receive temporary, County identification (ID) badge and/or an access card.
- d. Contractor employees shall not share building access card(s) with anyone for any reason.
- e. Contractor employees shall not practice "piggy-backing", meaning multiple employees entering the building using one employee's building access card.

3. Securing the Building

The Contractor shall properly secure the building as outlined below and comply with all security instructions from the County's Project Officer.

- a. This includes, but is not limited to, securing all internal and external doors, vestibules; secure work areas, windows, vents or similar areas.
- b. All exterior doors must remain locked at all times while the Contractor is on-site. If the Contractor needs to exit the building for any reason, such as to go to the dumpster, the building must be locked upon exit, then unlocked for re-entry, and re-locked after re-entry.
- c. The Contractor shall fully train all employees on the proper building entrance and exit procedures, including operation of the security alarm and doors.

- C. **Contractor staff is required to exercise extraordinary diligence when properly deactivating and activating the alarm system to avoid false alarms. The actual cost of false alarm fees in excess of one (1) false alarm per quarter may be deducted from the Contractor's monthly fee.**

5. LIGHTS AND DOORS

All lights shall be turned off and all doors shall be closed upon completion of work in each area, unless otherwise instructed.

6. ON-SITE STORAGE

The County will supply reasonable and suitable on-site storage space for cleaning equipment and materials the Contractor deems necessary for the performance of this contract. Storage space is limited and only those storage areas designated by the County Project Officer will be used by the Contractor. Generally, Contractor storage will be limited to janitor closets. Storage areas shall be kept clean and well organized. All chemical containers shall be labeled as to contents and shall remain in authorized containers. Equipment shall be cleaned daily prior to returning to storage to avoid unpleasant odors such as "soured" mops.

7. CONTRACTOR FURNISHED EQUIPMENT AND SUPPLIES

- A. The Contractor shall furnish all equipment necessary to perform the work described herein, including appropriately sized ladders and/or step stools to clean light fixtures, vents and ceiling fans, including exhaust fans. Equipment and materials shall always be available to Contractor's employees. All equipment must be maintained in good operating condition and in sufficient quantities to properly perform all services. As applicable, all equipment must be [Green Seal Standard \(GS-37\)](#). Below is an itemized list of the minimum number and type of equipment each Option must have. **ALL EQUIPMENT MUST BE NEW.**

Option A: Courts Police / Dentation facility

- Backpack vacuum 3
- Up Right Vacuum 6
- Low speed buffer 3
- High Speed buffer 6
- Carpet Extractor 2
- Wet Vacuums 6
- Portable Extractor 1
- Pressure Washer 1
- Leaf Blower 1
- Electrostatic Sprayer 1

Option B Trades Center

- Backpack vacuum 11
- Low speed buffer 7
- High Speed buffer 7
- Carpet Extractor 3
- Wet Vacuums 7
- Portable Extractor 4
- Pressure Washer 1
- Electrostatic Sprayer 1

Option C Arlington County Facilities

- Backpack vacuum 22
- Low speed buffer 14
- High Speed buffer 13
- Carpet Extractor 5
- Wet Vacuums 10
- Portable Extractor 3
- Pressure Washer 2
- Electrostatic Sprayer 1

Option D: Water Pollution Control/ Long Bridge

- Backpack vacuum 3
- Up Right Vacuum 3
- Low speed buffer 3
- High Speed buffer 4
- Carpet Extractor 1
- Wet Vacuums 6
- Portable Extractor 1
- Pressure Washer 1
- Electrostatic Sprayer 1

- B. Upon request from the Project Officer, all supplies furnished by the Contractor should be made available for inspection and approved for use by the County's Project Officer. Sufficient supplies to prevent out-of-stock shortages shall be maintained at all times and made available to the Contractor's employees for use in performance of required services.
- C. The County will furnish all: toilet seat covers, paper towel and toilet paper dispensers and light bulbs. All County furnished supplies must remain on-site and not be used for any other purpose.
- D. Contractor shall provide all supplies and incidentals, not provided by County, for custodial care including, but not limited to:
1. Vacuum Cleaners - (HEPA vacuums)
 2. Mops and Mop Heads (damp mops and dust mops)
 3. Brooms, Dustpans
 4. Rags
 5. Trashcan Liners
 6. Germicidal Cleaner (green products, if available) - The Contractor shall not use a germicidal disinfectant that does not bear the Environmental Protection Agency (EPA) Registration Number.
 7. Window Cleaner (green products, if available)
 8. Floor Care Products (green products, if available)
 9. All Chemicals/Cleaners (green products, if available) - A copy of the Safety Data Sheet (SDS) shall be on site and updated always.
 10. All Other Paper Products All paper products (toilet paper double ply, paper towels) shall contain 100% recycled content and a minimum of 30% post-consumer recycled content and manufactured without the additional use of elemental chlorine or chlorine compounds. All paper products will be white.
- E. The contractor shall not use any product, material, supplies, or equipment that is injurious or damaging to the surface to which it is applied or exposed. The Contractor shall be responsible for

restoring or replacing any equipment, facilities, furniture, floor or floor covering, or any other item or surface so damaged.

8. CONTRACT MANAGEMENT

- A. Throughout the entire duration of the contract, the Contractor's management and supervisory staff must self-manage its contract performance; for the purposes of this contract, "self-managed" is defined as the Contractor:
1. Taking initiative and being proactive about managing its own performance and ensuring its own compliance with the contract requirements.
 2. Performing all contract requirements, including monthly quality inspections, other-than-daily-tasks, etc., without needing to be prompted or reminded by the County
 3. Taking responsibility for quality control and evaluating the County's property in a self-policing manner
 4. Providing management/supervisor staff and nightly custodial staff who: are completely familiar with the contract tasks (what needs to be done), the contract task frequencies (when it needs to be done) and can properly perform the contract tasks when they are due (how it needs to be done).
- B. For the duration of the contract, the Contractor must demonstrate an ongoing commitment to thoroughness and performance excellence in all aspects of its contract performance. To accomplish this, the Contractor's management and supervisory staff should continuously:
1. established management controls,
 2. implement quality service control procedures,
 3. practice effective time management,
 4. ensure on-time job/task scheduling and completion,
 5. promote ongoing communication with the County's Project Officer,
 6. schedule inspections with the County's Project Officer at a mutually convenient time,
 7. prepare and submit comprehensive, correct and complete logs, reports and other required deliverables to the County's Project Officer on time, AND
 8. demonstrate a high level of attention to detail in performance of all contract requirements
 9. train employees on Right-to-Know laws, blood-borne pathogens and any other training necessary to meet OSHA and Federal Regulations. Upon request, written documentation certifying such training shall be provided to the County's Project Officer.
- C. Contractor's Plan of Operation – Within thirty (30) days after the execution of the contract, the Contractor shall provide the County Project Officer a complete plan of its operations, including but not limited to the following:
1. Number of employees assigned to each area;
 2. Name, and telephone number of assigned Contract Project Manager(s);
 3. Example of inspection forms and procedures on how inspections will be conducted;
 4. SDS for all applicable supplies (Chemicals, solvents, etc.) to be furnished by the Contractor prior to use; and
 5. A detailed work plan.
- D. Contract Transition Plan - This plan formally documents the process for the transition of the powers, duties, activities, and function of custodial services to a new Contractor awarded to perform these services.

For this transition, Incumbent Contractor shall maintain its existing staff on-site throughout the transition periods. No additional staffing requirements are anticipated to complete the transition.

Immediately prior to the transition, Incumbent Contractor shall set up its transition team in order to facilitate the activities necessary for successful transition.

The new Contractor will have its staff on site the first day of the transition period and will establish a similar team to work with Incumbent Contractor to coordinate the contract transition. The County's Project Officer will work with both Contractors throughout the transition period. The Incumbent Contractor staff shall remain on-site to perform their transition activities until such time that the transition is completed and approved by all parties.

County's Responsibilities during the transition:

- Coordinate activities between Contractors throughout transition;
- Facilitate transition meetings as required

Incumbent Contractors Responsibility during the transitions:

- Work with the County and Future Contractor to coordinate and schedule all transition activities;
- Provide weekly reporting on transition progress;
- Ensure all applicable property and tools are included as part of transition
- Ensure all activities are completed during transition;
- Document all processes, tasks, and activities for transition to Future Contractor;
- Ensure owned materials are not part of transition

New Contractor Responsibilities during the transition:

- Work with the County and Incumbent Contractor;
- Ensure all transition deliverables are received and understood;
- Identify any gaps in transition activities
- Ensure continuity of all activities throughout transition;
- Ensure receipt of adequate documentation of all processes, tasks, and activities;
- Ensure all training documentation received addresses all planned training items;

At the end of the transition period and upon transition approval, the new Contractor shall assume full responsibility for all tasks and deliverables.

PROPERTY TRANSITION

County Furnished Property and Controls:

As part of this transition, all County property provided to Incumbent Contractor under the contract shall be turned in to the County upon completion and approval of the transition phase. This includes all facility access keys, ID badges, tools, equipment, and controls.

Incumbent Contractor Owned Property:

All incumbent owned equipment shall be removed by the Incumbent Contractor upon completion and approval of the transition within thirty (30) days.

9. QUALITY ASSURANCE (Q/A) AND CONTROL (QC) PROGRAM/ WEEKLY INSPECTION

The County's Quality Assurance (Q/A) Program (inspections and evaluations) **is not a substitute for Contractor Quality Control Program**. The County's Q/A effort does not relieve the Contractor from the responsibility of satisfactorily performing the services specified in the Contract.

Contractor Quality Control Program (QCP) - The Contractor shall establish a complete quality control program to assure the requirements of the Contract are met. The QCP shall be a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or the County's Project Officer points out the deficiencies. The program shall include but not be limited to the following:

- a. An inspection system tailored to the specific facilities covering all services stated in the tasks and frequencies segment of the Contract. The Contractor shall devise a checklist for use during the performance of the work. The checklist must be signed and dated to indicate the time inspection was completed. It is not permissible for the person who performs the work to inspect and accept that work.
- b. An on-site file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to the County Project Officer upon request.

Weekly Inspections - At least once a week, the Contractor shall conduct an on-site inspection of the entire facility with the County's Project Officer.

- A. Schedule inspections with the County's Project Officer at least one business day in advance.
- B. The on-site quality inspection must include the entire interior of the facility.
- C. During each inspection, the Contractor shall complete an Inspection Report as outlined below:
 1. The Contractor shall create and develop a written, detailed, organized and legible Quality Inspection Report, to be completed during the inspection. **Note: It is not the County's responsibility to develop or maintain this report for the Contractor or remind the Contractor that the report is due.**
 2. The content of the weekly inspection report shall include (at a minimum):
 - (a) the tasks listed in the Scope of Work and Attachment A
 - (b) a comment area for each task
 - (c) date and time of inspection
 - (d) corrective action for any discrepancies found during inspection
 - (e) corrective measure(s) put in effect to prevent recurrence of discrepancies AND
 - (f) signatures of the Contractor's inspector and the County's Project Officer
 3. The Contractor shall provide a paper copy of the weekly inspection report to the County's Project Officer on the same day as the inspection, prior to leaving the facility
- D. The weekly on-site inspection ensures the Contractor is continually providing high quality service and is in compliance with the contract. This weekly inspection will provide both the County's Project Officer and the Contractor with the opportunity to establish a mutually beneficial working relationship, provide performance feedback (i.e. discrepancies and complaints), plan for correction of any deficiencies in the work, and/or provide recommendations for potential improvements.

Weekly Meetings - If service issues are not being adequately corrected, the County's Project Officer may require the Contractor to meet weekly on-site until the issue(s) is resolved.

During the first three (3) months of the Contract, the Contractor's Senior Management will meet once per

week on-site with the County Project Officer for the purpose of discussing performance. The meetings will be documented by the County Project Officer or designee. The Contractor shall state in writing any disagreement with the minutes.

After the first three (3) months of the Contract, the Contractor’s Senior Management shall meet monthly with the County's Project Officer for the purpose of discussing performance as requested by either party.

10. CORRECTIVE ACTION

Discrepancies affecting safety shall be corrected by the Contractor within **one (1) hour of notification**. For all discrepancies NOT affecting safety, the Contractor shall take corrective action **within 24 hours** of notification. Corrective action shall be at no additional cost to the County.

11. PERFORMANCE STANDARD

All services shall be performed with the utmost regard for customer and staff safety as well as the protection of property, and all work shall be performed in an efficient, workmanlike manner and shall meet the highest standards for the type of service being performed.

- A. County buildings shall be maintained in a manner that ensures a clean appearance. For the purposes of this contract “clean” is defined as the absence of:

Cloudy film	Fingerprints	Mold	Smudges
Cobwebs	Graffiti	Odors	Spillage
Coffee Grounds	Grease	Oil	Spots
Debris	Grime	Paper	Stains
Dirt	Gum	Residue	Tape
Discarded materials	Ink	Rust	Tar
Dust	Litter	Scale	Trash
Encrustation	Marks	Scum	Watermarks
or any other extraneous matter on any surface or object in order to present a lustrous appearance (as applicable), and an overall appearance of cleanliness			

- B. The Contractor shall provide a level of cleaning that is at least equal to standards defined by the Building Service Contractors Association (BSCA) for “adequate” cleaning. “Adequate” shall be defined as a cleaning standard that will provide neither serious nor repeated criticism.
- C. **Surfaces:** Dust and dirt shall be removed and not scattered about. No feather dusting shall be used. Surfaces shall be free of dust, dirt, prints, spots, and stains after cleaning is completed.
- D. **Floors:** All floors shall be free of dust, dirt, or streaks of any kind. No dirt or dust shall be left behind including under furniture, pipes, benches, chairs, worktables, doors, corners, or any other object that is not installed or securely fastened in place.
- E. **Carpet Runners:** For purposes of this contract, the top side of the runners with carpet affixed shall be interpreted to be carpet with respect to carpet requirements; additionally, requirements pertaining to carpet runners apply. Any time a liquid is to be applied to the floors as required by the specifications listed in this solicitation, such as mopping or waxing, **all carpet runners are to be rolled up and removed before the application, and the floors allowed to dry before replacing the carpet runners.**
- F. **Rest Room Facilities:** After cleaning: sinks, toilets and urinals shall be free of stains, odors, deposits, and residues; metal fixtures shall be free of water spots and residues; floors, walls, and stalls shall be free of deposits, dirt, and residues.

- G. **Ceilings:** Diffusers and heating/cooling returns shall be free of clinging dust after vacuuming. Light covers shall be free of dust, dirt, grime, and streaks after cleaning.
- H. **Trash:** All trash removed from waste baskets/trash receptacles and other items specifically marked "trash" shall be removed from the building and placed in the designated containers outside the building.
- I. **Carpet runners, furniture, and other items that are moved by the Contractor must be replaced.**

12. CONTRACTOR'S EMPLOYEE - GENERAL

The Contractor shall provide the County a full list of employees designated to perform services under this contract with their full name within ten (10) days of award of the contract. The Contractor shall provide an updated employees list via email the 1st day of every month to the Project Officer.

The Contractor's employees shall wear uniforms that clearly identify the Contractor's company name and employee's name at all times during the performance of services under this contract. Additionally, the Contractor shall provide each employee with an identification badge, which includes a photograph of the employee and contractor's telephone number, to be worn at all times. This requirement shall apply upon entering County property and at all times while on duty.

13. CONTRACTOR'S EMPLOYEE – PROJECT MANAGER (PM)

The Project Manager will send a daily summary report by email to the Project Officer. The Project Manager (PM) shall also submit to the County Project Officer by close of business day each Monday a weekly report containing a list of all problems encountered over the week; projects completed; maintenance issues; daily inspection summaries, time records, and an overall summary of week's activities.

The PM shall be able to communicate and understand English (both verbal and written). The PM must be able to respond to the needs communicated by the County's Project Officer. The PM shall provide the Custodians their designated cleaning area(s) schedule.

The Contractor shall assign an on-site Project Manager (OPTION A, B, C) who will report as required, Monday through Friday, to the County's Project Officer for communication and coordination of the custodial functions and quality control. One PM will be assigned to the Justice Center, one will be assigned to the Trades Center and one will be assigned to the rest of the Arlington County facilities. The PM shall:

- a) inspect all areas of the building covered by this contract each day for the purpose of ensuring quality workmanship and compliance with the contract;
- b) note discrepancies and complaints; and
- c) correct deficiencies in the work.

The PM shall be responsible for the conduct and performance of the Contractor's employees and compliance with the following rules:

- a. The PM shall report any adverse conditions (leaky faucets, stopped toilets and drains, broken fixtures, light bulbs out, damage to walls, odors, etc.), as well as any unusual happenings in the facility, to the County's Project Officer daily.
- b. The PM shall conduct weekly inspections of the facilities to ensure compliance with the contract.
- c. The contractor shall provide to the PM a smart phone capable of sending and receiving e-mails.

If the PM is out due to vacation or illness for more than three (3) business days, the Contractor shall provide a qualified replacement PM.

14. CONTRACTOR'S EMPLOYEE - CUSTODIANS

The Contractor shall employ experienced custodians to adequately perform all the specified duties and services, including custodians specially trained in maintaining the following: wood, brass, marble and other stone surfaces; various types of tile and carpeting; and other premium surface materials. The Contractor shall provide its employees the necessary safety protection required to do their jobs safely. This includes, but not limited to, eye wash stations, blood bourn pathogen kits, personal protection equipment (PPE), and basic first aid kits

- a. **Day Porter/Day Personnel:** Staff that works between 7am-5pm.
- b. **Night Porter:** Staff that works between after 5pm.
- c. **Grounds Porter:** A uniformed, Grounds Porter shall be on duty four (4) hours per day performing utility services to the exterior perimeter of the Justice Center. The porter shall be knowledgeable about proper use of pressure washing equipment and appropriate methods of removing embedded foreign substances (i.e., chewing gum) from paving surfaces. Grounds Porter responsibilities includes but is not limited to:
 1. Police grounds of litter
 2. Empty all outdoor trash receptacles around the facility
 3. Pressure wash sidewalks once per week around the facility
 4. Clean loading dock area and bays leading to the loading dock
 5. Pressure loading dock area weekly
 6. Mop floors in the recycling room daily
 7. Remove recycling containers from recycling room to loading dock on recycling pick up days. Place recycling containers back into the room once collected.
 8. Wash windows inside by front door.
 9. Clean lower basketball court windows inside /outside twice per month.

15. GREEN CLEANING PROGRAM

The Contractor shall provide standard and [Green Seal Standard \(GS-37\)](#) cleaning supplies and equipment. The Contractor shall provide standard and Green products, labels must clearly note all ingredients for types of products, along with any ratings if applicable. The Green Cleaning Program shall incorporate the following policies and procedures guidelines:

[Procedure Guidelines for Green Cleaning](#)

[Cleaning Product Purchasing Guidelines](#)

[Procedures and Strategies for Reductions in Water, Energy, and Chemical Use](#)

During the Pandemic and upon approval by the County's Project Officer, the Contractor must use CDC/EPA approved germicidal cleaners to clean the Facilities.

16. ADDITIONAL WORK AND SPECIAL CLEANINGS

When directed by the County in writing to clean an area not covered under the contract for a special occasion or because of an emergency or mishap or similar condition, the Contractor shall furnish all labor, equipment and material as required to fulfill the order. The Contractor will be paid for these Special

Cleanings based on the man-hour rate quoted in the Pricing Schedule. The Contractor shall bill the County as a separate line item on the regular monthly statement; the line item must list the date additional service was rendered, the number of employees provided, the number of hours each employee worked, and the name of the County Agency requesting the additional work.

The Contractor shall submit a proposal for all additional work. Payments for all labor performed on a time and materials basis shall be for work performed and services rendered on the job site only. No “portal to portal” charges, fuel surcharges or miscellaneous fees are permitted under the contract.

17. PANDEMIC (COVID) CLEANING GUIDELINES

a. Notification Process:

- i. The contractor will be contacted by Department of Environmental Services (DES). Custodial Services (CS) staff when a location needs to be cleaned. CS will coordinate with the contractor to schedule the cleaning time. Locations must be cleaned within 24 hours of request.
- ii. When the Contractor arrives on site, they must check in with the County’s staff located at the site. Upon completion of the cleaning, the cleaning crew must check out with County staff.

b. Cleaning Guidelines

- i. Locations must be cleaned according to the latest CDC Cleaning Guidelines. This includes cleaning and disinfecting the office suites, bathrooms, and all other public/common areas therein. Cleaners must always wear Personal Protective Equipment (PPE), including gowns, gloves and face masks which are to be provided by the contractor.

ii. Hard Surfaces

1. Wear disposable gloves, which should be discarded after each cleaning. Use a product that is EPA approved for use against SARS-COV2, the virus that causes COVID-19. A list of products can be Found on the [CDC.gov/coronavirus](https://www.cdc.gov/coronavirus) website. Follow manufacturer’s instructions for concentration, application method and contact times.
2. Alternatively, use a bleach solution at a dilution rate of 5 tablespoons per gallon of water.
3. Wipe clean all touch points and restrooms.

iii. Soft Surfaces

For all carpets, rugs and drapes, remove visible contamination and clean with appropriate cleaners. Use an electrostatic fogging machine for disinfecting surfaces, draperies, carpet and rugs with a product that is EPA-approved for use against SARS-COV2, the virus that causes COVID-19. A list of products can be found on the [CDC.gov/coronavirus](https://www.cdc.gov/coronavirus) website. Follow manufacturer’s instructions for concentration, application method and contact times.

All supplies and Personnel Protective Equipment (PPE) (mask, gloves, face shields, gowns) must be furnished by the contractor. This Includes Electrostatic Sprayers.

18. ELECTRONIC TIME REPORTING

The Contractor shall provide an electronic time tracking system for tracking hours worked by the contractor. This system will be required in every facility in this contract. The use of sign in sheets and timecards will not be accepted as a way of tracking time. The electronic time reporting documents will be provided to and reviewed by the Project Officer every two weeks to ensure the contractor is providing at least the minimum number of hours required by this contract.

19. OPTION A - JUSTICE CENTER

Full Service

The Justice Center is comprised of the Detention Facility and Courthouse Building. For the minimum required hours listed below, the Contractor shall provide the following employees.

	Monday	Tuesday	Wednesday	Thursday	Friday
Project Manager = 40 hrs./wk.	8 hours	8 hours	8 hours	8 hours	8 hours
Grounds Porter = 20 hrs./wk.	4 hours	4 hours	4 hours	4 hours	4 hours

The Contractor shall provide the following services, to includes but not limited to:

Staffing Plan, to include but not limited to:

- I. An hourly break down by specialty in each facility and
- II. Minimum staffing Levels per building are as follows: **Daily Hours (except where noted)**

Contractor’s Employee – General – in addition to the requirements listed in Section 2. Contractor’s Employee – General, the Contractor shall have at least five (5) Security Cleared back up employees for replacement of existing staff during vacation, time off and emergency situations.

The County will conduct Security Background Checks on all Contractor’s employees that will be assigned to the Justice Center under this contract. Employees who do NOT pass the background check will not be permitted to work in the Justice Center Facilities. No new employee(s) shall work under this contract in the Justice Center unless they have passed a background check.

Hours of Operations: For the minimum required hours listed below, both buildings shall be serviced Monday through Friday unless specified below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
Arlington County Detention	8 hours	8 hours	8 hours	8 hours	8 hours	
Arlington County Court/ Police: 4 Custodians @ 8hrs: 7am – 4pm	32 hours	32 hours	32 hours	32 hours	32 hours	
Arlington County Court/ Police: 12 Custodians @ 4hrs: 5pm – 9pm	48 hours	48 hours	48 hours	48 hours	48 hours	
Arlington County Court/ Police:						5 hours

Frequencies and additional Tasks performed for the Justice Center for the following areas:

- A. On Monday through Friday, the daily tasks listed above (Section 1. General Requirements) and additional task listed below are to be performed **during** business hours (8am – 5pm).
 - Office Areas ECC 7th floor, 6th floor, Suite 4200, 4100,4300,4400, 5100,9100 (Warrant area)
 - Property area g-1
- B. On Monday through Friday the daily tasks listed above (Section 1. General Requirements) and additional task listed below are to be performed **after** business hours (5pm – 9pm).
 - Court Rooms
 - Law Library (Clean per work area specification)
 - Training room 8300 (Clean per work area specification)
 - Gym

- Magistrates Area (Clean per work area specification)
- Trash Room:
 1. All trash carts having trash in them will be taken to the compactor area and trash disposed of in the compactor. Trash carts will be returned to the trash room after emptied and room cleaned.
 2. Compactor area will be policed and cleared of all stray trash after trash has been placed into the compactor.
 3. Floor in trash room will be mopped using a germicidal cleaner while trash carts are out of the room.
 4. Walls will be spot cleaned.
 5. All trash carts having trash in them will be taken to the compactor area and trash disposed of in the compactor. Trash carts will be returned to the trash room after emptied and room cleaned.
 6. Compactor area will be policed and cleared of all stray trash after trash has been placed into the compactor.
 7. Floor in trash room will be mopped using a germicidal cleaner while trash carts are out of the room.
 8. Walls will be spot cleaned.
- Training room 8300

C. On Sunday, the daily tasks listed above (Section 1. General Requirements) and additional task listed below are to be performed **between 11am – 4pm.**

- Police locker rooms men/women G-1 level
- Roll call room 1st floor
- Training room 8th floor
- ECC bathrooms/kitchen/trash collection
- Magistrate public restrooms and office area

D. OTHER REQUIREMENTS:

Grounds (Exterior) Four hours daily Monday through Friday between the hours of 6:30 a.m. and 10:30 a.m. Tasks to be performed shall include, but not limited to:

- Outside Pressure Washing (Pavers and Sidewalk) – Contractor shall provide the pressure washer. Pressure washing is on an as needed basis.
- Clean Police Memorial in front of Courthouse building Monday - Friday, as needed
- Use water hose and water trees Monday, Wednesday and Friday
- Police large parking lot outside of the Justice Center and around 1400 Uhle Street, picking up leaves, and debris -- Monday - Friday, daily
- Weighing compost containers (12) located in the loading dock of the Justice Center - Monday, Wednesday and Friday
- Empty trash containers in Justice Center/ ACDF garage P1 and P2 (25 trash/recycling containers)

Reduced Service

The Justice Center is comprised of the Detention Facility and Courthouse Building. For the minimum required hours listed below, the Contractor shall provide the following employees.

	Monday	Tuesday	Wednesday	Thursday	Friday
Project Manager = 40 hrs./wk.	8 hours	8 hours	8 hours	8 hours	8 hours
Grounds Porter = 20 hrs./wk.	4 hours	4 hours	4 hours	4 hours	4 hours

The Contractor shall provide the following services, to includes but not limited to:

Staffing Plan, to include but not limited to:

- I. an hourly break down by specialty in each facility and
- II. Minimum staffing Levels per building are as follows: **Daily Hours (except where noted)**

Contractor’s Employee – General – in addition to the requirements listed in Section 2. Contractor’s Employee – General, the Contractor shall have at least five (5) Security Cleared back up employees for replacement of existing staff during vacation, time off and emergency situations.

The County will conduct Security Background Checks on all Contractor’s employees that will be assigned to the Justice Center under this contract. Employees who do NOT pass the background check will not be permitted to work in the Justice Center Facilities. No new employee(s) shall work under this contract in the Justice Center unless they have passed a background check.

Hours of Operations: For the minimum required hours listed below, both buildings shall be serviced Monday through Friday unless specified below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
Arlington County Detention	8 hours	8 hours	8 hours	8 hours	8 hours	
Arlington County Court/ Police: 4 Custodians @ 8hrs: 7am – 4pm	32 hours		32 hours		32 hours	
Arlington County Court/ Police: 12 Custodians @ 4hrs: 5pm – 9pm	48 hours		48 hours		48 hours	
Arlington County Court/ Police: 5 Custodians @ 4hrs: 5pm – 9pm		20 hours		20 hours		
Arlington County Court/ Police:						5 hours

Frequencies and additional Tasks performed for the Justice Center for the following areas:

- E. On Monday, Wednesday and Friday, the daily tasks listed above (Section 1. General Requirements) and additional task listed below are to be performed **during** business hours (8am – 5pm).
 - Office Areas ECC 7th floor, 6th floor, Suite 4200, 4100,4300,4400, 5100,9100 (Warrant area)
 - Property area g-1
- F. On Monday, Wednesday and Friday, the daily tasks listed above (Section 1. General Requirements) and additional task listed below are to be performed **after** business hours (5pm – 9pm).
 - Court Rooms
 - Law Library (Clean per work area specification)
 - Training room 8300 (Clean per work area specification)

- Gym
- Magistrates Area (Clean per work area specification)
- Trash Room:
 1. All trash carts having trash in them will be taken to the compactor area and trash disposed of in the compactor. Trash carts will be returned to the trash room after emptied and room cleaned.
 2. Compactor area will be policed and cleared of all stray trash after trash has been placed into the compactor.
 3. Floor in trash room will be mopped using a germicidal cleaner while trash carts are out of the room.
 4. Walls will be spot cleaned.

G. On Tuesday and Thursday, the following daily tasks listed above Lobbies and Public Area, Restrooms, Locker Rooms, Elevators, Escalators, Corridors (Section 1. General Requirements) and additional task listed below are to be performed **after** business hours (5pm – 9pm).

- Trash Room:
 1. All trash carts having trash in them will be taken to the compactor area and trash disposed of in the compactor. Trash carts will be returned to the trash room after emptied and room cleaned.
 2. Compactor area will be policed and cleared of all stray trash after trash has been placed into the compactor.
 3. Floor in trash room will be mopped using a germicidal cleaner while trash carts are out of the room.
 4. Walls will be spot cleaned.
- Training room 8300

H. On Sunday, the daily tasks listed above (Section 1. General Requirements) and additional task listed below are to be performed **between 11am – 4pm.**

- Police locker rooms men/women G-1 level
- Roll call room 1st floor
- Training room 8th floor
- ECC bathrooms/kitchen/trash collection
- Magistrate public restrooms and office area

I. OTHER REQUIREMENTS:

Grounds (Exterior) Four hours daily Monday through Friday between the hours of 6:30 a.m. and 10:30 a.m. Tasks to be performed shall include, but not limited to:

- Outside Pressure Washing (Pavers and Sidewalk) – Contractor shall provide the pressure washer. Pressure washing is on an as needed basis.
- Clean Police Memorial in front of Courthouse building Monday - Friday, as needed
- Use water hose and water trees Monday, Wednesday and Friday
- Police large parking lot outside of the Justice Center and around 1400 Uhle Street, picking up leaves, and debris -- Monday - Friday, daily
- Weighing compost containers (12) located in the loading dock of the Justice Center - Monday, Wednesday and Friday
- Empty trash containers in Justice Center/ ACDF garage P1 and P2 (25 trash/recycling containers)

20. OPTION B - TRADES CENTER

The Trades Center is comprised of 16 County facilities located in the South side of Arlington. For the minimum required hours listed below, the Contractor shall provide the following employee(s) in addition to the assigned custodians.

	Monday	Tuesday	Wednesday	Thursday	Friday
Project Manager = 40 hrs./wk.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.

Hours of Operations: For the minimum required hours listed below, all buildings shall be serviced Monday through Friday unless specified below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Equipment Bureau 1 Custodian @ 4hrs 1 Custodians @ 4.5hrs	8.5 hrs.	8.5 hrs.	8.5 hrs.	8.5 hrs.	8.5 hrs.		
Solid Waste 2 Custodians @4 hrs	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.		
Water Sewer Streets Administration/ Water Control 4 Custodians @ 4hrs	16 hrs.	16 hrs.	16 hrs.	16 hrs.	16 hrs.		
The Cultural Affairs Building 4 Custodians @ 4hrs	16 hrs.	16 hrs.	16 hrs.	16 hrs.	16 hrs.		
Barcroft: Day Porter Night Cleaning – 4 Custodians @ 4hrs	4 hrs. 16 hrs.	4 hrs. 16 hrs.	4 hrs. 16 hrs.	4 hrs. 16 hrs.	4 hrs. 16 hrs.	16 hrs.	16 hrs.
Shirlington Bus	2 hrs.	2 hrs.	2 hrs.	2 hrs.	2 hrs.		
Shirlington Library: Day Porter Night Cleaning 2 Custodians @ 4 hrs	4 hrs. 8 hrs.	4 hrs. 8 hrs.	4 hrs. 8 hrs.	4 hrs. 8 hrs.	4 hrs. 8 hrs.	4 hrs. 8 hrs.	4 hrs. 8 hrs.
Trades Center Day Porter: Garage, Network Operations Center, Impound Lot, Trades Center support	5 hrs.	5 hrs.	5 hrs.	5 hrs.	5 hrs.		
Parks Operations 3 Custodians @ 4 hrs	12 hrs.	12 hrs.	12 hrs.	12 hrs.	12 hrs.		
Barcroft Garage	1.5 hrs.		1.5 hrs.		1.5 hrs.		
Trailer Trades Center Parking Lot Water Sewer Streets	1 hr.		1 hr.		1 hr.		
Pentagon City Pedestrian Tunnel	3 hrs.	3 hrs.	3 hrs.	3 hrs.	3 hrs.		
Courthouse Metro Pedestrian Tunnel	2.5 hrs.		2.5 hrs.		2.5 hrs.		

In additional to the Tasks listed above (Section 1. General Requirements), the Contractor shall perform the following Tasks below:

Equipment Bureau:

- Equipment Bureau Sinks in Bay area will be cleaned every Friday.
- Microwave in break room in equipment bureau will be cleaned every Friday

Barcroft garage/ Trades Center Garage:

- empty trash containers and clean elevator, sweep stairs,
- clean litter from parking spaces.
- pressure wash stairwell when necessary.

Parks Operation Facility:

- Perform meeting set ups when necessary in 2ed floor meeting room
- Carpet extracted in multipurpose room only when needed.

Pentagon / Courthouse tunnel:

- Sweep, mop, auto scrub floor (provided by county) Normal wear and tear maintenance provided by county to auto scrubber.

21. OPTION C - ARLINGTON COUNTY OFFICE BUILDINGS

The Arlington County Office Buildings is comprised of the two (2) Office Buildings, (6) Parks and Recreation Centers, three (3) Libraries, one (1) Outreach Center, Arlington Bus Transit Facility, George Washington Baseball Club House, (9) Fire Stations, Woodmont, Independent Living Facility, Day Care Center and Carlyn Hall. For the minimum required hours listed below, the Contractor shall provide a PM in addition to the assigned custodians.

	Monday	Tuesday	Wednesday	Thursday	Friday
Project Manager = 40 hrs./wk.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.

Hours of Operations: For the minimum required hours listed below, all buildings shall be serviced Monday through Friday unless specified below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Arlington Mill: Day Porter	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.
Night Cleaning 4 Custodians @ 4hrs	16 hrs.	16 hrs.	16 hrs.	16 hrs.	16 hrs.	16 hrs.	16 hrs.
Walter Reed: Day Porter	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.		
Night Porter 3 Custodians @ 4hrs	12 hrs.	12 hrs.	12 hrs.	12 hrs.	12 hrs.	6 hrs.	6 hrs.
Court Square West	16 hrs.	16 hrs.	16 hrs.	16 hrs.	16 hrs.		
Central Library: Day Porter						8 hrs.	8 hrs.
Night Porter 4 Custodians @ 4hrs	16 hrs.	16 hrs.	16 hrs.	16 hrs.	16 hrs.		16 hrs.
Madison Center – Night 2 custodians @ 4 hrs	8 hrs.	8 hrs.	8 hrs.	8 hrs.			8 hrs.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Westover Library – Night 2 custodians @ 4 hrs	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	
Columbia Pike Library – Night – 9pm – 2am -2 Restrooms in hallway	5 hrs.	5 hrs.	5 hrs.	5 hrs.	5 hrs.	5 hrs.	5 hrs.
CF Smith – Night Porter	4 hrs.			4 hrs.	4 hrs.	4 hrs.	4 hrs.
Harvey Hall – Night Porter	3 hrs.	3 hrs.	3 hrs.	3 hrs.	3 hrs.		
Thomas Building (2020)	6 hrs.	6 hrs.	6 hrs.	6 hrs.	6 hrs.	2.5 hrs.	2.5 hrs.
Day Care 2920 – Night 2 Custodians @ 5hrs	10 hrs.	10 hrs.	10 hrs.	10 hrs.	10 hrs.		
Art Bus Transit Facility	2 hrs.	2 hrs.	2 hrs.	2 hrs.	2 hrs.		
Carlyn Hall – Night	2 hrs.	2 hrs.	2 hrs.	2 hrs.	2 hrs.		3 hrs.
GW Baseball Club House	4 hrs.						
Fairlington Recreation Center						4 hrs.	
Dawson Terrace	2 hrs.	2 hrs.	2 hrs.	2 hrs.	2 hrs.		
Woodmont	6 hrs.	6 hrs.	6 hrs.	6 hrs.	6 hrs.		
Independence House	4 hrs.		4 hrs.		4 hrs.		
Lubber Run Recreation 1 custodian 5pm-9pm M-F. 3 custodians 11pm-3am M-Su. 1-day porter 10am-6:30 Sat. 1-day porter 10am-5pm Sun	4 hrs. 12 hrs.	4 hrs. 12 hrs.	4 hrs. 12 hrs.	4 hrs. 12 hrs.	4 hrs. 12 hrs.	12 hrs. 8 hrs.	12 hrs. 7 hrs.
Fire Stations 1, 2, 3, 4, 5, 6, 8, 9, 10 to be cleaned one (1) Fire Station each month.							

ALL OFFICE CHAIRS ARE TO BE CLEANED ANNUALLY

Central Library is located at 1015 North Quincy Street. All cleaning specifications above will be followed, and the items listed below will also be done. Regular cleaning shall occur on Sunday through Saturday from 9:30 pm to 1:30 am. Day porter service will be provided on Saturday (8:30 am-5:30pm) and Sunday (Noon-9pm). In addition to the tasks described in this specification, the following conditions and/or tasks shall be applicable to the Central Library:

1. The Contractor shall:
 - a. Complete meeting room set-ups while on duty. Schedule will be provided by the County.
 - b. Provide a cell phone to Day porter working on Saturday and Sunday to be able to respond to all custodial emergencies while on duty at the Central Library.
 - c. Clean elevators and elevator landings in the parking garage.
 - e. Empty outside trash containers around the outside of the building. Police outside grounds on weekends only.
 - f. Perform project cleanings, i.e., floor stripping and waxing, when the library is closed for holidays or on the night shift.
 - g. Carpet cleaning schedule by area:

March	Entire Building
June	Auditorium only

September	Entire Building
December	Auditorium only

- h. Ensure the day porter assigned must be fluent in the English language to be able to respond to the needs of Central Library staff. Services to be provided by the day porter includes, by way of illustration and not limitation:
- 1) Opening and closing building, including parking garage gates
 - 2) Turning on/off lights
 - 3) Clean and refill supplies in all restrooms
 - 4) Clean kitchen area
 - 5) Sweep and vacuum floor, spot clean glass door in lobby area
 - 6) Clean conference room and auditorium, set up auditorium for meetings, as needed 7 days per week.
 - 7) Clean tile areas and entrance to building
 - 9) Dusting of all bookshelves once per week.
 - 10) Entrance doors cleaned daily, Glass window on main staircase cleaned weekly. Glass windows leading to auditorium cleaned inside and outside weekly.

Walter Reed Recreation Center - All cleaning specifications above in General Requirements shall be followed, to include the items listed below. Regular cleaning shall occur on Monday through Friday from 9:30 pm to 1:30 am. Day porter service will be provided Monday-Sunday (M-F 8:30am-5:30pm.; Saturday 4:30pm-10pm) In addition to the tasks described in this specification, the following conditions and/or tasks shall be applicable to the Walter Reed Recreation Center:

- a. The contractor shall provide to the day porter a cell phone. The Day Porter's Responsibilities are:
1. Clean spills as they occur
 2. Clean seven (7) restrooms
 3. Police grounds, empty trash cans around building.
 4. Respond to meeting setups as necessary
 5. Police canteen (remove trash, etc.)
 6. Police kitchen (remove trash, etc.)
 7. Police teen lounge (remove trash, etc.)
 8. Police lobby and public areas
 9. Support Multipurpose Senior Center / DHS Adult Day Care Program
 10. Clean administrative office area
 11. Clean entrance door windows (three entrances)
- b. Multi-Purpose Room/Senior/Card Room
Daily tasks to be completed:
1. Trash receptacles to be emptied, wiped clean with damp cloth and trash removed to dumpster. New trash receptacle liners to be installed.
 2. Tables, chair legs, and other furniture wiped clean with damp cloth.
 3. Spot clean walls, glass walls, doors and kick plates.
 4. Vinyl floors dust mopped, mopped 3x/week (Monday, Wednesday, and Friday), and burnished 2x/week (Tuesday and Thursday).
 5. All surfaces of furniture and panels, picture frames, office equipment, windowsills, door panels and any other surfaces within 96 inches height from floor will be dusted, using commonly practiced methods within the cleaning service industry.

Annual tasks to be complete:

1. Vinyl floors will be refinished annually

c. Canteen/Teen Lounge/Arts and Craft Room

Daily tasks to be completed:

1. Vinyl floors will be dust mopped, mopped using well wrung out mop daily and burnished twice per week.

d. Basketball Court/ Wood Exercise Room

Daily tasks to be completed:

1. Dust mop wood floors
2. Spot clean glass mirrors
3. Wet mop and dry buff basketball court Monday, Wednesday and Friday.
4. Dry buff exercise room Monday, Wednesday and Friday
5. Wipe down wood grab bars in the exercise room Tuesday and Thursday.

Arlington Mill is a recreation facility with a basketball court and a five (5) story multi use facility.

All cleaning specifications above in General Requirements shall be followed, to include the items listed below. Regular cleaning shall occur on Sunday through Saturday from 9:30 pm to 1:30 am. Day porter service will be provided on Monday thru Sunday. In addition to the tasks described in this specification, the following conditions and/or tasks shall be applicable to the Arlington Mill:

a. Multi-Purpose Room/Senior/Card Room

Daily tasks to be completed:

1. Vinyl floors dust mopped, mopped daily, and burnished 2x/week (Tuesday and Thursday).

Annual tasks to be complete:

1. Tile/Vinyl floors will be refinished annually

b. Loading Dock/Recycling Room

Daily tasks to be completed:

1. Sweep and remove all litter from the loading dock and the loading dock bays.
2. Remove all trash around the trash containers
3. Wipe down doors and spot clean walls in recycling room
4. Sweep and mop recycling room Tuesday and Thursday

Monthly tasks to be completed:

1. Pressure wash loading dock and loading dock bays

Annual tasks to be completed:

1. Machine scrub hallway between garage door and loading dock door

c. Wood Floor Basketball Court (Work will be completed in September)

1. Light sand basketball court (entire court) We will not remove plastic boards on the court.
2. Refinish using oil-based polyurethane wood floor finish (2) coats will be applied. Bonna Super Court will be used.

3. Wash and clean the hard-plastic boards on the basketball court. Clean plastic glass.

Nine (9) Fire Stations shall be cleaned once per year at each station. The Contractor shall:

- Dust/wipe down all surfaces areas 96" and below
- Wipe down walls
- Vacuum and extract carpets. All spots removed from carpets
- Strip and refinish hard surface floors
- Wash blinds
- Clean interior windows
- Empty and wash trash receptacles
- Dust and wipe down ceiling vents
- Wipe down chairs extract chairs as necessary
- Detail clean all gym areas including gym equipment

Kitchens

- Wipe down cabinets outside only
- Clean all refrigerators, stoves, and microwaves inside and outside
- Strip and refinish floors
- Clean sinks

Restrooms

- Clean floors with machined scrubbed grout cleaner
- Clean Urinals/ toilets/sinks
- Wash walls and partitions 96" inches and below
- Wipe down doors
- Polish all stainless steel

LUBBER RUN RECREATION CENTER is a newly constructed facility. Floor plans have been provided for the center. The recreation center is made up of offices, preschool area, gym, wellness room and, a senior's room.

The flooring surfaces are mostly concrete. There is also carpet, laminate, and wood floors in the facility. Flooring will be refinished per the specifications once per year.

The center will also be supported by a in house custodial staff person M-F from 7am-4pm. The contractor will provide staff as outlined above.

Contracted staff will be responsible for room set ups as well as the daily cleaning of the facility. Emptying outdoor trash containers at the entrances of the facility is required.

22. OPTION D - WATER POLLUTION CONTROL BUREAU (WPCB)/ LONG BRIDGE AQUATIC CENTER

The WPCB is comprised of the facilities located at WPCB and Long Bridge Aquatic Center. For the minimum required hours listed below, the Contractor shall provide custodians for the following buildings.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Operation Building	6 hrs.	6 hrs.	6 hrs.	6 hrs.	6 hrs.		
Maintenance Building Floors 4,3,2,1 including conference room on 1st floor	7 hrs.	7 hrs.	7 hrs.	7 hrs.	7 hrs.		
Wet Weather Filtration Facility	2 hrs.	2 hrs.	2 hrs.	2 hrs.	2 hrs.		
Dewatering Building	2 hrs.	2 hrs.	2 hrs.	2 hrs.	2 hrs.		
Primary Treatment Building	1 hr.	1 hr.	1 hr.	1 hr.	1 hr.		
Post Aeration Facility	1 hr.	1 hr.	1 hr.	1 hr.	1 hr.		
Blower Building	1 hr.	1 hr.	1 hr.	1 hr.	1 hr.		
Trailer 5	1 hr.	1 hr.	1 hr.	1 hr.	1 hr.		
Eads Street Warehouse	.5 hrs.	.5 hrs.	.5 hrs.	.5 hrs.	.5 hrs.		
Long Bridge Aquatic Center							
Day Porter 8am-5pm	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.
Evening Porter 5pm-10pm	4 hrs.	4 hrs.	4 hrs.	4 hrs.	4 hrs.	4 hrs.	4 hrs.
Night Porters 10pm-2am 2 Custodians @4 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.	8 hrs.

Water Pollution Control Bureau

Facility Requirements:

- Operations Building- Provide full service to entire building M-F
- Maintenance Building Provide full service to Floors 4,3,2,1 including conference room on 1st floor.
- Machine scrub concrete floor in Shop area once per month on Saturday
- Wet Weather Filtration Facility Clean bathrooms (2) 2 times per week
- Dewatering Building Clean restrooms, control center, break room, hallways, elevator M-F
- Primary Treatment Building Clean restrooms, control room, hallway, stairwell, break room M-F
- Post Aeration Facility Clean 2 restrooms 3 times per week
- Blower Building Clean restroom (1) M-F
- Trailer 5 Full-Service M-F

Long Bridge Aquatic Center

Community Rooms, Wet Classrooms and Group Exercise Room.

Daily:

1. Trash receptacles to be emptied, wiped clean with damp cloth and trash removed to dumpster. New trash receptacle liners to be installed
2. Tables, chair legs, and other furniture wiped clean with damp cloth
3. Spot clean walls, glass walls, doors and kick plates
4. Tile floors dust mopped, damp mopped and burnished
5. Carpet and fabric furniture vacuumed; carpet spot cleaned with spot or stain remover; and furniture spot cleaned with a mild solution of shampoo and water
6. Complete meeting setups as needed

Annually:

1. Carpets will be extracted. (NOTE: All doors and baseboards must be washed and polished after carpet is extracted.)

2. Tile floors will be stripped and refinished. (NOTE: All doors and baseboards must be washed).

Spectator Seating Areas

Daily:

1. Sweep
2. Wipe all benches

Weekly:

1. Spray buff floor landings
2. Damp/dust mop concrete floors using a neutral cleaner

Grounds Staff Responsibilities:

1. Police grounds of litter
2. Empty all outdoor trash receptacles around the facility
3. Pressure wash sidewalks once per week around the facility
4. Clean loading dock area and bays leading to the loading dock
5. Pressure loading dock area weekly
6. Mop floors in the recycling room daily
7. Remove recycling containers from recycling room to loading dock on recycling
8. Pick up days. Place recycling containers back into the room once collected
9. Wash windows inside by front door.

In addition to the tasks described in this specification, the Contractor shall:

1. Wear a cell phone (Day porter Saturday and Sunday) provided by the Contractor and respond to all custodial emergencies while on duty
2. Clean elevators and elevator landings in the parking garage.
3. Empty outside trash containers around the outside of the building. Police outside grounds on weekends only.
4. Perform project cleanings, i.e., floor stripping and waxing, when the facility is closed for holidays or on the night shift.
5. Duties of the personnel assigned to the above locations shall include the general custodial duties outlined in the bid specifications and custodial duties within the scope of the Contract as may be assigned by the County building supervisor. The day personnel assigned must be fluent in the English language to be able to respond to the needs of facility staff. Services to be provided by the day person includes, by way of illustration and not limitation:
 - Opening and closing building
 - Turning on/off lights
 - Clean community and wet classrooms,
 - Clean tile areas and entrance to build
 - Clean office chairs annually
 - Entrance doors cleaned daily, Glass window on main staircase cleaned weekly. Glass windows leading to auditorium cleaned inside and outside weekly
 - Clean all pool windows below 96 inches around the pool area quarterly (add in)

23. LOCATIONS

1. JUSTICE CENTER

	LOCATION	SIZE IN SQ. FT.
Arlington County Detention	1435 N Court House Rd Arlington, VA 22201	325,115
Arlington County Court/ Police	1425 N Court House Rd Arlington, VA 22201	325,000

2. TRADES CENTER

	LOCATION	SIZE IN SQ. FT.
Equipment Bureau	2701 S Taylor St, Arlington, VA 22201	38,200
Solid Waste	4300 S Taylor St, Arlington, VA 22201	20,833
Water Sewer Streets Administration/ Water Control	4300 S.29th St, Arlington, VA 22201	32,060
The Cultural Affairs Building	3700 S Nelson St, Arlington, VA 22201	26,234
Barcroft:	4200 S Four Mile Run Arlington, VA 22201	30,000
Shirlington Bus	2975 South Quincy St, Arlington, VA 22201	1,456
Shirlington Library:	2700 S Arlington Mill Dr, Arlington, VA 22201	35,450
Trades Center Day Porter: Garage Network Operations Center Impound Lot Trades Center Support		N/A
Parks Operations	2700 S. Taylor St, Arlington, VA 22201	34,479
Barcroft Garage		N/A
Trailer Trades Center Parking Lot Water Sewer Streets		1,600
Pentagon City Tunnel		6,000
Courthouse Tunnel		8,000

3. ARLINGTON COUNTY OFFICE BUILDINGS, to include but not limited to Fire Stations, Libraries, Parks & Recreation.

	LOCATION	SIZE IN SQ. FT.
Arlington Mill	909 S. Dinwiddie St, Arlington, VA 22201	135,875
Court Square West	1400 N. Uhle St, Arlington, VA 22201	46,286
Central Library	1015 N. Quincy St, Arlington, VA 22201	91,322
Madison Center	3829 N. Stafford St, Arlington, VA 22201	34,250
Westover Library	1644 McKinley Rd, Arlington, VA 22201	16,689
Columbia Pike Library	816 South Walter Reed Dr. Arlington, VA 22201	10,000
Walter Reed Recreation Center	2909 16th St, Arlington, VA 22201	24,293
Lubber Run Recreation Center	300 N Park Dr. Arlington, VA 22201	53,348
FT. CF Smith	2411 24th N. St, Arlington, VA 22201	2,900
Harvey Hall	850 S. Greenbrier St, Arlington, VA 22201	6,000
Dawson Terrace	2133 N Taft St. Arlington, VA 22201	2,900
2020 2020a	14th St, Arlington, VA 22201	38,093 (7,618/floor)
Fire Station 1	500 S. Glebe Rd, Arlington, VA 22201	13,500
Fire Station 2	4805 Wilson Blvd., Arlington, VA 22201	11,900
Fire Station 3	4100 Old Dominion Dr, Arlington, VA 22201	14,474
Fire Station 4	3141 10 th St, Arlington, VA 22201	20,385
Fire Station 5	1750 S. Hays St, Arlington, VA 22201	11,957
Fire Station 6	6950 Little Falls Rd, Arlington, VA 22201	18,236
Fire Station 8	4845 Lee Highway, Arlington, VA 22201	8,160
Fire Station 9	1900 S. Walter Reed Dr, Arlington, VA 22201	14,118
Fire Station 10	1559 Wilson Blvd, Arlington, VA 22201	5,000
Day Care Center	2920 Glebe Rd,	15,320

	LOCATION	SIZE IN SQ. FT.
	Arlington, VA 22201	
Art Bus Transit Facility	2910 South Eads St., Arlington Va.22204	6,500
Carlyn Hall	5711 4 th St, Arlington, VA 22201	2,816
George Washington Baseball Club House	4240 South Four Mile Run Arlington Va.22204	5,000
Fairlington Recreation Center	3308 S. Stafford St, Arlington, VA 22201	36,688
Woodmont	2422 N. Filmore St, Arlington, VA 22201	44,496
Independence House	1723 Fairfax Drive Arlington Va. 22209	16,586

4. WATER POLLUTION CONTROL BUREAU (WPCB); LONG BRIDGE AQUADIC CENTER

	LOCATION	SIZE IN SQ. FT.
Operation Building	3402 South Glebe Rd. Arlington Va.	27,530
Maintenance Building	3111 South Fern Street Arlington Va.	43,686
Wet Weather Filtration Facility	3324 South Glebe Road Arlington Va.	14,800
Dewatering Building	3208 South Edes Street Arlington Va.	41,000
Primary Treatment Building	3139 South Fern Street Arlington Va.	18,996
Post Aeration Facility	3304 South Glebe Road Arlington Va.	6,800
Blower Building	3404 South Glebe Road Arlington Va.	5,000
Trailer 5	3111 South Fern Street Arlington Va.	1,600
Eads Street Warehouse	2900 Eads St, Arlington, VA	24,229
Long Bridge Aquatic Center	333 Long Bridge Drive Arlington, VA	44,471

535-14LW South Arlington Contract Pricing

II. PRICING

LOCATIONS	FIRST YEAR ANNUAL COST	SECOND YEAR ANNUAL COST	THIRD YEAR ANNUAL COST	FOURTH YEAR ANNUAL COST	FIFTH YEAR ANNUAL COST
1. Equipment Bureau/Car Wash	\$ 32,370.12	\$ 33,341.22	\$ 34,274.78	\$ 34,788.90	\$ 35,310.73
2. Solid Waste/Bureau	\$ 44,839.59	\$ 46,184.78	\$ 47,477.95	\$ 48,190.12	\$ 48,912.97
3. Water/Sewer/Streets Admin./Water Control	\$ 73,305.59	\$ 77,564.76	\$ 79,736.57	\$ 80,932.62	\$ 82,146.61
4. WETA Building	\$ 82,118.70	\$ 84,582.26	\$ 86,950.56	\$ 88,254.82	\$ 89,578.65
5. Motorola Building	\$ 11,445.11	\$ 11,788.46	\$ 12,118.54	\$ 12,300.32	\$ 12,484.82
6. Barcroft Sports and Fitness	\$ 122,888.91	\$ 126,575.58	\$ 130,119.69	\$ 132,071.49	\$ 134,052.56
7. Shirlington Bus Station	\$ 21,990.09	\$ 22,649.79	\$ 23,283.99	\$ 23,633.25	\$ 23,987.75
8. Shirlington Library	\$ 85,896.49	\$ 88,473.38	\$ 90,950.64	\$ 92,314.90	\$ 93,699.62
9. Trades Center Day Porter (Parking garage and NOC)	\$ 33,414.84	\$ 34,417.29	\$ 35,380.97	\$ 35,911.68	\$ 36,450.36
10. Artisphere	\$ 42,921.41	\$ 44,209.05	\$ 45,446.91	\$ 46,128.61	\$ 46,820.54
11. Aurora Hills (Saturday evening only)	\$ 15,957.83	\$ 16,436.56	\$ 16,896.79	\$ 17,150.24	\$ 17,407.49
12. Parks Operations Building	\$ 60,072.59	\$ 61,874.77	\$ 63,607.26	\$ 64,561.37	\$ 65,529.79
13. Police Impound Lot	\$ 21,990.09	\$ 22,649.79	\$ 23,283.99	\$ 23,633.25	\$ 23,987.75
TOTAL BID AMOUNT PER YEAR (LOCATIONS 1 THROUGH 13)	\$ 651,211.36	\$ 670,747.69	\$ 689,528.64	\$ 699,871.57	\$ 710,369.64
GRAND TOTAL (YEAR 1 THROUGH YEAR 5)					\$ 3,421,728.90

Custodian hourly rate for added services: \$ 21.00/hour

Refer to paragraph 23 page 7 for additional information about the Living Wage policy.

BIDDER NAME: L.T. Services, Inc.

620-14LW Justice Center Contract Pricing

I. PRICING

Pricing from July 1, 2020 to December 31, 2020

1.50%

Building Name	Monthly Price from April to June	New Monthly Price (1.5% Increased)	Total Cost From July to December
Arlington Courthouse Policy Facility	\$ 40,971.80	\$ 41,586.38	\$ 249,518.26
Arlington County Detention Facility	\$ 4,285.91	\$ 4,350.20	\$ 26,101.19
Grounds Porter	\$ 1,666.30	\$ 1,691.29	\$ 10,147.77
Weekend Services	\$ 685.56	\$ 695.84	\$ 4,175.06
Reduced Services (effective 7/2/2018)	\$ -7,540.00	\$ -7,653.10	\$ -45,918.60
Total	\$ 40,069.57	\$ 40,670.61	\$ 244,023.68

803-15 Water Pollution

I. PRICING

Building Name	Current Monthly Price (April 2020 to June 2020)	New Monthly Price (1.5% Increase)	Total Cost From July to December
Operation Control Building	\$ 3,046.90	\$ 3,092.60	\$ 18,555.60
Maintenance Building	\$ 2,857.88	\$ 2,900.75	\$ 17,404.50
Gravity Filter Building	\$ 572.23	\$ 580.81	\$ 3,484.88
Dewatering Building	\$ 439.96	\$ 446.56	\$ 2,679.36
Primary Treatment Building	\$ 572.23	\$ 580.81	\$ 3,484.88
Hypo Building	\$ 572.23	\$ 580.81	\$ 3,484.88
Blower Building	\$ 439.96	\$ 446.56	\$ 2,679.36
Butler Building	\$ 82.20	\$ 83.43	\$ 500.60
New Warehouse	\$ 463.50	\$ 470.45	\$ 2,822.72
The Trailer and Maintenance Shop	\$ 1,178.40	\$ 1,196.08	\$ 7,176.45
Total			\$ 62,273.23

17-007-ITB-LW

I. PRICING

LOCATION	Monthly Price
1. Arlington Mill	\$ 17,845.96
2. Court Square West	\$ 7,498.30
3. Central Library	\$ 10,617.59
4. Madison Center	\$ 3,600.55
5. Westover Library	\$ 4,528.97
6. 2920 Day Care Center	\$ 5,105.93
7. Walter Reed Recreation Center (Services Suspended)	\$ 0
8. FT CF Smith	\$ 3,832.92
9. Woodmont Center	\$1,348.96
10. George Washington Baseball Club House	\$ 520.67
11. Columbia Pike Library	\$ 2,822.46
12. Carlin Hall	\$1,283.00
13. Dawson Terrace	\$1,649.00
14. Woodmont Center	\$3,298.00
GRAND TOTAL	\$63,952.31

Custodian hourly rate for added services: \$ 18.50/hour



Arlington County Government
Office of the Purchasing Agent
Mandatory Site Visit Attendees List

FOR: Custodial Services
DATE & TIME: 11/6/2020 @9:30am
PLACE: Microsoft Teams Meeting App
BID 21-DES-ITBLW-373

Name	Tomeka Price, Procurement Officer
Company	Arlington County Government
E-mail	tprice@arlingtonva.us
Phone #	703-228-7176

Name	Katie McConnell
Company	The Budd Group
E-mail	kmccconnell@buddgroup.com
Phone #	

Name	Regina Williams
Company	Germology Consulting Services
E-mail	Germconsulting@att.net
Phone #	

Name	Pamela Owens
Company	Rock Solid Janitorial, Inc.
E-mail	
Phone #	757-951-3401

Name	Setyan Jarath
Company	1st Lady Janitorial Services, LLC
E-mail	setyan@firstladyclean.com
Phone #	571-224-6213

Name	Chanuk Thang
Company	Eric Janitorial Solutions
E-mail	Eric@ericjsolutions.com
Phone #	

Name	Timothy Semenza
Company	Kellermeyer Bergensons Services
E-mail	timothy.semenza@kbs-services.com
Phone #	

Name	Paul Spenard
Company	CJ Maintenance Inc.
E-mail	pspenard@cjmaint.com
Phone #	443-219-0750

Name	Anthony Gentzel
Company	ABM Industries
E-mail	Anthony.Gentzel@ABM.com
Phone #	571-422-1762

Name	Brittany Donato
Company	BlueChip Pros
E-mail	bdonato@bluechip-pros.com
Phone #	631-872-1709

Name	Jeong Woo
Company	3H Service System
E-mail	Kristin.woo@e-3h.com
Phone #	

Name	Kevin Nickel
Company	Abacus Corporation
E-mail	knickel@abacuscorporation.com
Phone #	443-900-8607

Name	Thuy Tran
Company	GOV Services, Inc.
E-mail	thuyt.gov1@gmail.com
Phone #	

Name	Rob Walker
Company	Brooks & Brooks Services, Inc.
E-mail	Rwalker@brooksandbrooks.com
Phone #	301-773-2001



Arlington County Government
Office of the Purchasing Agent
Mandatory Site Visit Attendees List

FOR:	<u>Custodial Services</u>
DATE & TIME:	<u>11/6/2020 @9:30am</u>
PLACE:	<u>Microsoft Teams Meeting App</u>
BID	<u>21-DES-ITBLW-373</u>

Name	Tomeka Price, Procurement Officer
Company	Arlington County Government
E-mail	tprice@arlingtonva.us
Phone #	703-228-7176

Name	Kevin Carter
Company	Associated Building Maintenance Co.
E-mail	info@abm.inc.com
Phone #	410-721-1818

Name	Tameka King
Company	Green Environmental Solution LLC
E-mail	tamekakingges@gmail.com
Phone #	786-694-1025

Name	Nancy Payne
Company	Pritchard Industries
E-mail	npayne@pritchardindustries.com
Phone #	703-864-0894

Name	Michael Nguyen
Company	LT Services, Inc.
E-mail	Michaeln.lts@gmail.com
Phone #	703-698-8838

Name	Crystal Hickson
Company	WB Contracting Group
E-mail	chickson@wbcontractinggroup.com
Phone #	757-351-0622

Name	Tery Hong
Company	Golden Gate Service, Inc.
E-mail	terhong@goldengateserviceinc.com
Phone #	571-481-7138

Name	John Madden
Company	USP Janitorial
E-mail	john@ustreetporty.com
Phone #	202-870-5540

Name	Russell Morgan
Company	Integrity National Corporation
E-mail	rmorgan@integrity-corp.com
Phone #	

Name	
Company	
E-mail	
Phone #	

Name	Joe Marchese
Company	ACP Facility Services, Inc.
E-mail	jmarchese@acpfacility.com
Phone #	301-606-8296

Name	
Company	
E-mail	
Phone #	

Name	Nicole Wilson
Company	Trust Consulting Services
E-mail	nicolew@tcservices.net
Phone #	202-369-5130

Name	
Company	
E-mail	
Phone #	



ARLINGTON COUNTY FACILITIES
OPTION A- JUSTICE CENTER



ARLINGTON COUNTY DETENTION CENTER





Justice Center Grounds





ARLINGTON COUNTY COURT / POLICE

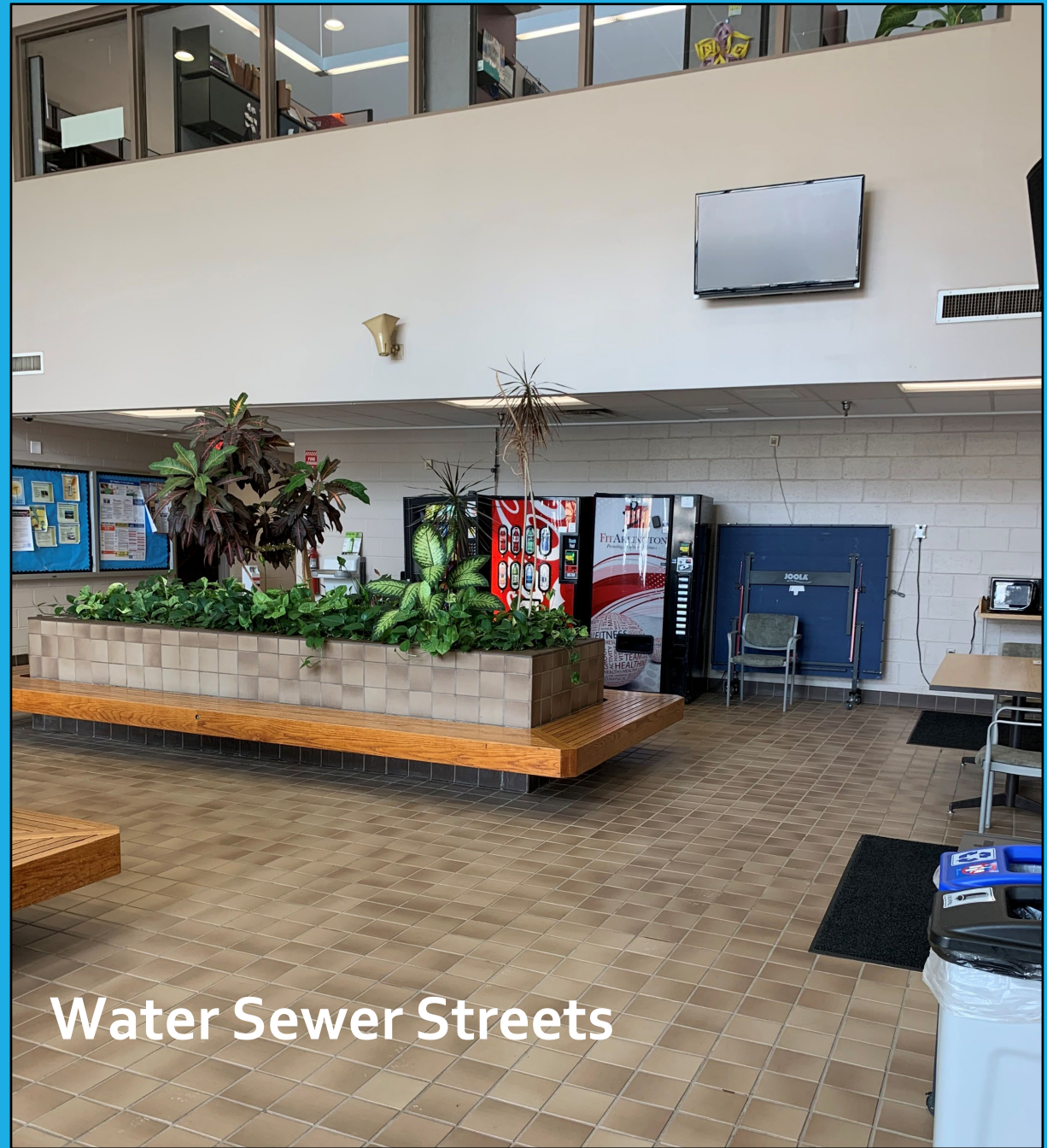








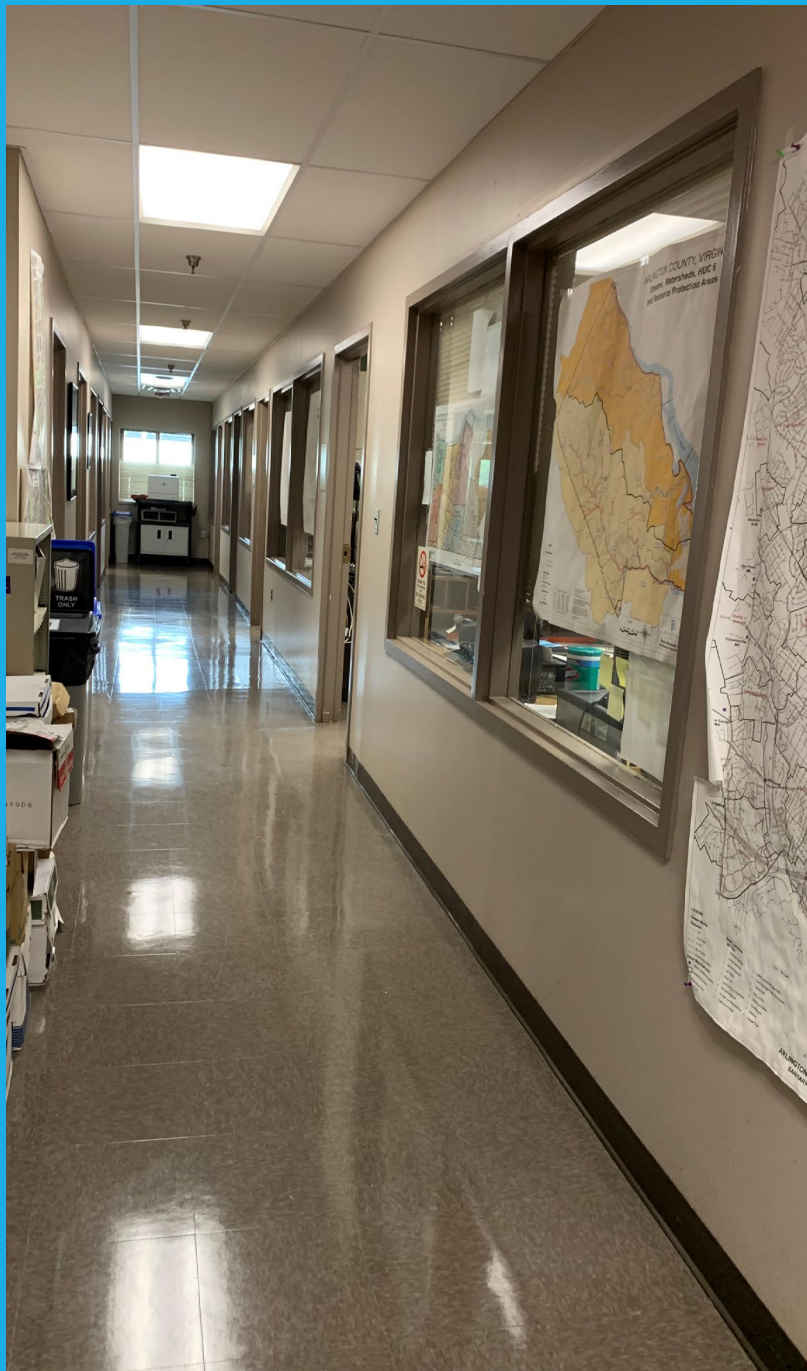
ARLINGTON COUNTY FACILITIES
OPTION B - TRADES CENTER



Water Sewer Streets







Cultural Affairs



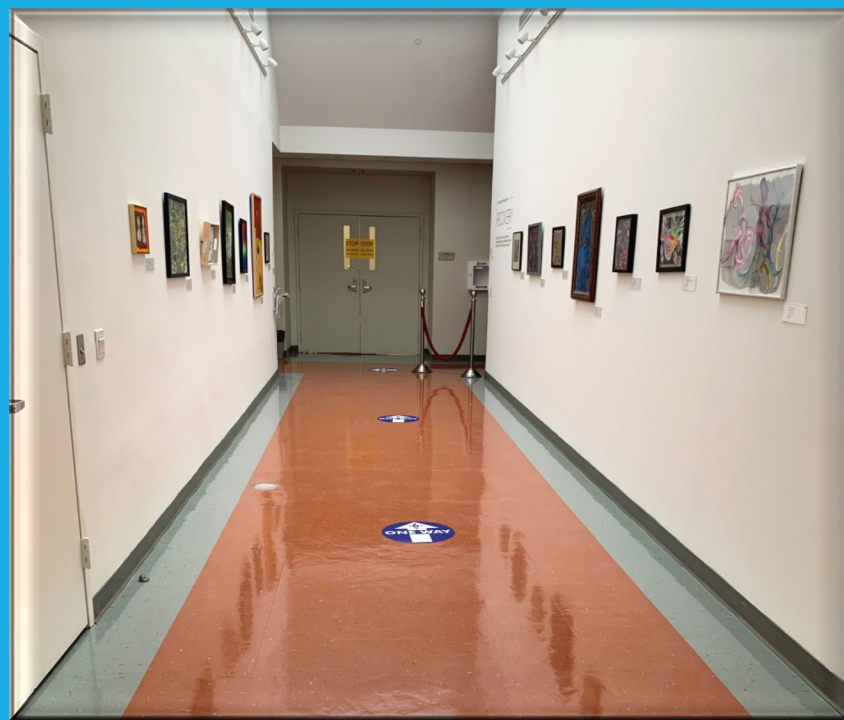
CULTURAL AFFAIRS
MAIN ENTRANCE




NO
PARKING
ANYTIME


SMALL WARNING SIGN







Barcroft Recreation Center











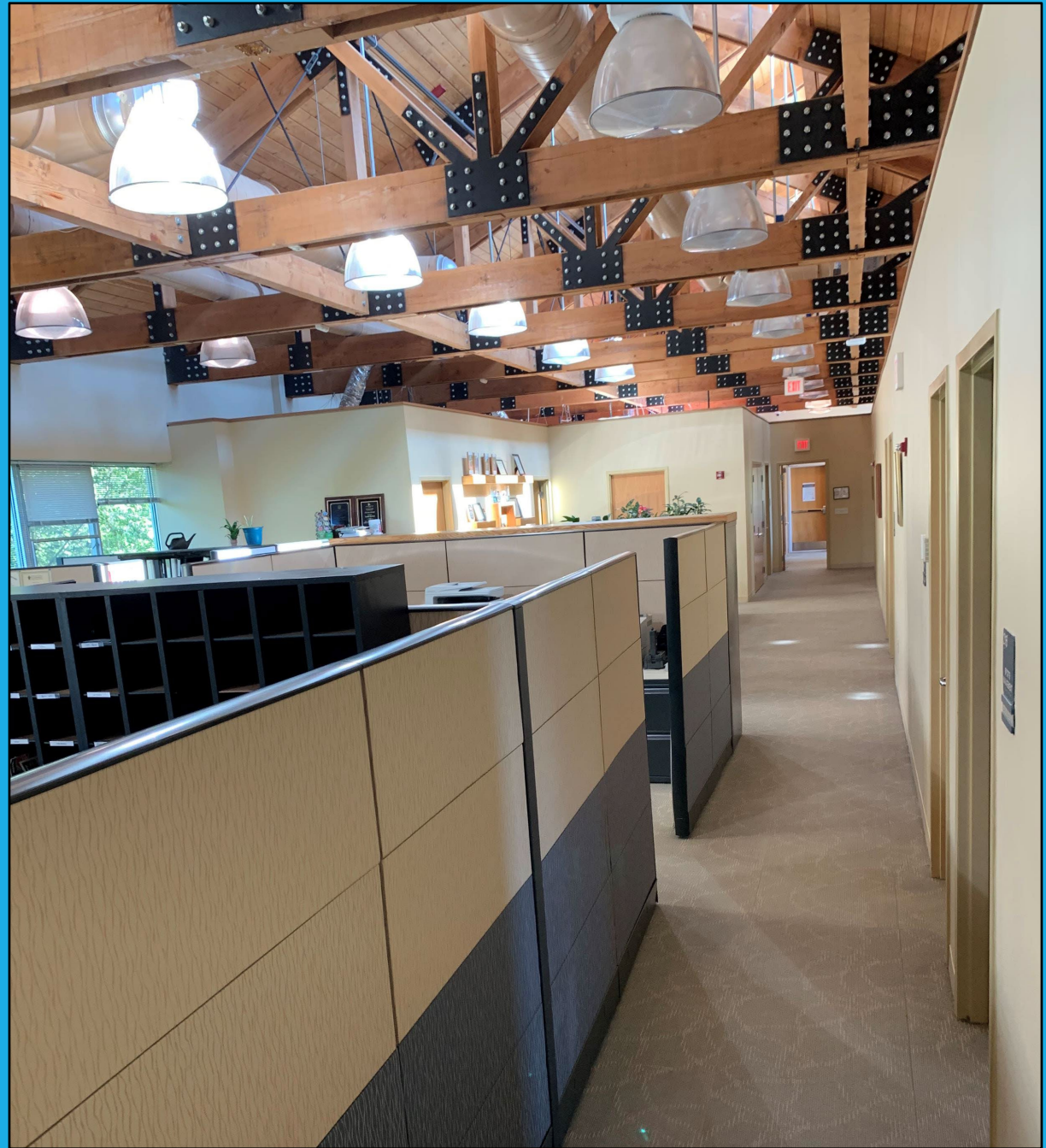
Shirlington Bus Station





Parks Operations Building













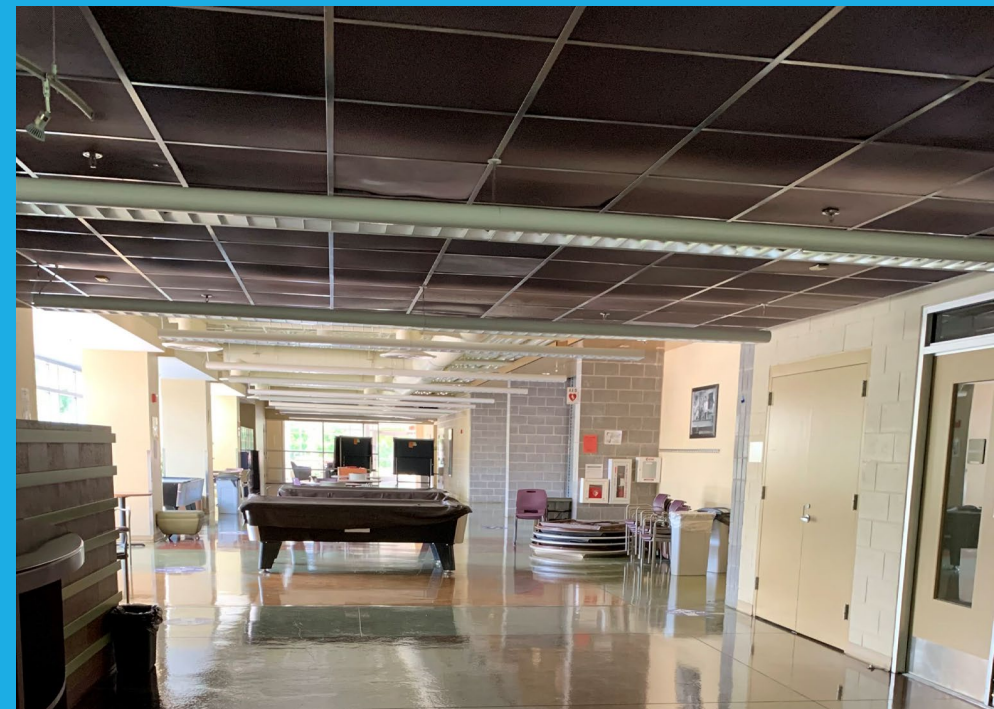
**ARLINGTON COUNTY FACILITIES
OPTION C - ARLINGTON COUNTY
OFFICE BUILDINGS**



Arlington Mill
Recreation Center











Central Library

















Lubber Run
Recreation Center







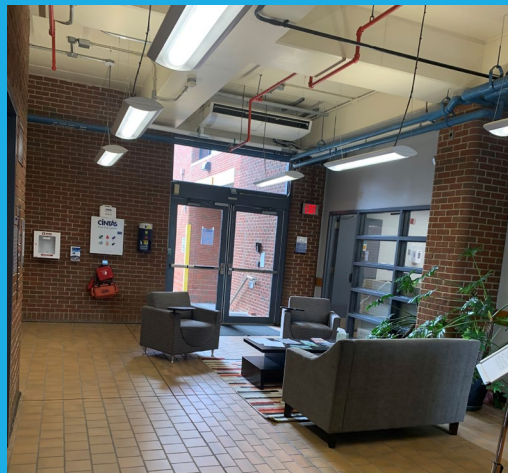






**ARLINGTON COUNTY FACILITIES
OPTION D- WATER POLLUTION CONTROL
/ LONG BRIDGE AQUATIC CENTER**









The End.