



Legal Notice

Request for Proposals Janitorial Service for Public Safety Facility

City of Spartanburg
P.O. Box 1749
187 W. Broad Street
Spartanburg, SC. 29304
Email: cwright@cityofspartanburg.org

NOTICE IS HEREBY GIVEN: The Spartanburg Police Department is seeking proposals to conduct cleaning services at the Spartanburg Police Department facility located at 206 North Forest Street, Spartanburg, SC. The Spartanburg Police Department is housed in a building measuring 43,000 square feet.

Proposal Number: 2425-10-20-01

The City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any proposals or waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is awarded the proposal will be required to obtain a City of Spartanburg Business License.

The Pre-Bid meeting will be held at 206 North Forest Street (Police Department Community Room) on Tuesday, October 8, 2024, 10:00 AM. Tours of the building are available at that time or upon appointment

Sealed proposals shall be submitted to Carl Wright, Procurement and Property Manager, on or before Tuesday, October 22, 2024, no later than 3 PM, at City Office, 187 W. Broad Street. Proposals will be publicly opened and read aloud at the same location.

Proposals can be hand delivered or mailed to the following address:

City of Spartanburg
P.O. Box 1749
187 W. Broad Street
Spartanburg, SC. 29304

Attn: Procurement and Property Division

For further information and the complete proposal package, please contact the Procurement and Property Office at (864) 596-2049 or via email at city_procurement@cityofspartanburg.org. The complete proposal package is also available at Bid Opportunities by following the links for Invitations for Bids. <https://www.cityofspartanburg.org/295/Bid-Opportunities> The following proposal number must be placed on the outer envelope in order for the bid to be stamped as accepted on time: **Proposal No: 2425-10-22-01**

Janitorial Service for Public Safety Facility

Proposal Number: 2425-10-20-01

I. INTRODUCTION

NOTICE IS HEREBY GIVEN – The Spartanburg Police Department is seeking proposals to conduct cleaning services at the Spartanburg Police Department facility located at 206 North Forest Street, Spartanburg, SC. The Spartanburg Police Department is housed in a building measuring 43,000 square feet.

The City may enter into a purchase agreement with the successful proposer.

II. PROPOSAL SUBMITTAL AND DUE DATE:

The following is a schedule of events for this proposal process:

- Distribution of Bidding Documents begins September 16, 2024,
- Proposals Due to the City of Spartanburg Procurement & Risk Manager: October 22, 2024, by 3 p.m.
- Prebid Conference
- Questions are due : TBD
- Notification of Award: TBD

Any questions regarding this RFP should be directed to Carl Frederick Wright city_procurement@cityofspartanburg.org. The email subject line should read **Janitorial Service for Public Safety Facility**

Proposal Number: 2425-10-20-01

Interested proposers should submit Three (3) copies of their proposals in a sealed envelope marked: **Proposal Number: 2425-10-20-01**

by Tuesday October 22, 2024, **not later than 3:00 pm**, sent to the following address:

Carl Wright: Procurement & Risk Manager

City Offices 187 W. Broad St. Spartanburg, SC 29306

Proposals received after 3:00 p.m. on Tuesday, October 22, 2024, may not be considered.

NO FAXED OR EMAILED PROPOSAL DOCUMENTS WILL BE ACCEPTED.

III. BUSSINESS QUALIFICATIONS

1. Have an Equal Opportunity Employment Program Plan.
2. Provide Corporation/LLC Search/Certificate of Good Standing
3. No Ongoing Litigation.

IV. CONTENT OF PROPOSALS

Please provide a cleaning cost and any additional information or products that should be considered in the evaluation of your proposal. If any proposal fails to address the specified requirements, the proposal shall be deemed non-responsive and will be disqualified.

The City of Spartanburg's Police Department estimated square cleaning feet is about 31,134 square feet.

Each proposal, in addition to the Sections cited above, shall include:

- Name, representative, address, and contact information for the proposer.
- A narrative of the Company's qualifications and performance record with existing or past clients.
- Three references with contact phone numbers.
- Details of service

V. REJECTION OF PROPOSALS

The City of Spartanburg may reject any proposals that are not in compliance with this RFP. The City of Spartanburg reserves the right to reject all proposals if it is in the best interest of the City.

VI. PROTESTS

Any complaints of perceived inequities related to the RFP shall be submitted to Carl Wright, Procurement & Risk Manager, at the address listed in this RFP within five (5) days after notification of the selected aviation business.

VII. COSTS

The City of Spartanburg is not liable for any costs incurred by a proposer in preparing proposals.

VIII. EVALUATION AND AWARD

The City of Spartanburg will select the proposer who is most qualified and meets the needs of the Police Department. The City staff along with the Procurement manager will make a recommendation to the City of Spartanburg for the selection of the best-qualified proposer.

Attachment B

Scope of work

for Police facility custodial project

NOTICE IS HEREBY GIVEN – The Spartanburg Police Department is seeking proposals to conduct cleaning services at the Spartanburg Police Department facility located at 206 North Forest Street, Spartanburg, SC. The Spartanburg Police Department is housed in a building measuring 43,000 square feet with approximately 31,134 square feet of space which will be cleaned on a scheduled basis (**See Attachment C**)

The successful contractor shall furnish all supervision, labor, and cleaning supplies necessary to perform these services. The city will furnish and maintain a storage area onsite for paper products, including hand soaps, toilet seat covers, paper towels, toilet tissue, and trash can liners. The Contractor's employees shall properly maintain the area with appropriate SDS, OSHA, and other safety data posted.

Custodial, or Custodial Services, means all labor (custodial, janitorial, housekeeping), materials, equipment, and supplies necessary to perform the work in accordance with the requirements defined throughout this RFP and related attachments. The objective of contracting the services described in this RFP is to implement a performance-based cleaning program which yields quality levels. The City of Spartanburg requires a clean, safe, and healthy environment for patrons, administration, faculty, and staff.

ATTACHMENT A provides an inventory of the building plumbing fixtures, trash bins, recycling bins and paper towel dispensers per floor.

HOURS OF OPERATION

The building is used 24 hours a day. Administrative areas are used during the day during the following hours: **7:00AM-7:00PM** it is the contractor's responsibility to perform the tasks required by this contract regardless of the time vacated. This work will not be postponed until the next day unless approved by the Police Department manager. The contractor will be supplied with a list of official holidays on request when they become available. Holidays are subject to change and do not apply to the Law Enforcement for which never close.

Emergency calls

Emergencies may arise during and after business hours and custodial support services may be required for those emergency calls. Custodians are expected to respond to any minor emergency with no additional charge (i.e., spills, minor restroom overflows, etc.) If a major emergency happens and custodial support is needed, the Contractor and city's liaison will meet to discuss if additional staff, resources, or an extra charge is needed to abate the emergency.

The city understands that the Contractor, at times is required to reassign staff to respond to an emergency. In these circumstances, the area that had the reduced available staff shall not be inspected for two days to give the Contractor a chance to catch up on the cleaning of that area.

Service/ emergency calls include, but are not limited to, such items as:

- Cleaning up after floods
- Cleaning up spills
- Cleaning muddy or wet entrances
- Cleaning up broken glass
- Water intrusion

Bio-Hazard Services

The Contractor shall provide the City with adequate staffing to complete cleaning and disinfecting services of bio-hazard incidents as they occur. This is to include, but is not limited to blood spills, vomit and other body fluids/waste, and moisture extractions due to floods/water intrusions. These services shall be conducted in accordance with current OSHA Standards. Disposal of the contaminated materials associated with these cleaning will be conducted in accordance with current OSHA and DOT standards and regulations.

Experience and Quality Control Plan

Bidder must provide evidence that they have been in business providing janitorial services for a minimum of five (5) years. The bidder must provide evidence that it can/has established a Quality Control Plan (QCP) to assure the contract's requirements are provided as specified. The QCP shall be submitted to the City of Spartanburg liaison for approval at least ten days before the start date. The QCP's purpose is to provide a plan for meeting all requirements of the contract.

The QCP process is intended to identify and correct deficiencies in the quality of services before the performance becomes unacceptable. The QCP will include the following: An inspection tailored to the specific building being cleaned, covering all services in the Scope of Services and the itemized spreadsheet for each location. A process to ensure that the contractor's employees or subcontractor's employees are notified of all deficiencies in their area of responsibility. A plan and method to retrain employees to ensure deficiencies do not reoccur. A plan and process for responding to and correcting customer deficiency complaints. A record of all complaints and the corrective action taken must be kept on file at the site office, available for review by the City of Spartanburg liaison or his/her representative.

PROBLEM RESOLUTION

The contractor shall remedy any unsatisfactorily performed or missed service(s) that have occurred. Where performance of a task(s) has been deemed by the City team to have been performed unsatisfactory, or missed, Contractor shall perform such task(s) to a satisfactory completion with-in twenty-four (24) hours of notice, at no additional charge to the city.

ACCOUNT MANAGEMENT

The City reserves the right to ask for team member changes at any time. Contractor shall put in place an Account management team responsible for managing the city account. This Management Team shall consist of (but may not be limited to) the following individuals who will be responsible for the assignments designated below:

Director of Operations:

- Is available 24 hours, 7 days a week (as appropriate)
- Is a full-time (40 hours per week minimum) employee that is exclusive to the city contract.
- Responds to emergencies within one hour.
- Has ultimate overall responsibility for all activities within the city's account
- Functions as the primary contact with the city administration and other key personnel identified.
- Institutes escalation procedures necessary to meet the service and quality requirements outside the standard terms of the contract.
- Visit the City building as appropriate.
- Coordinates the city's requirements within the Contractor's organization consistent with the city's needs and quality expectations.
- Updates the City's Administrator with potential changes in products, services, and enhancements to the current program.
- Provides the city Administrator with information on resources, educational opportunities, and industry trends.
- Assists the city administration with other program requirements as directed.

Manager(s) and On-site Supervisor(s):

- Coordinates and acknowledges all activities.
- Acts as a key interface with the city's designee(s)
- Coordinates and tracks all activities ensuring compliance to agree upon schedules, requirements, and quality expectations.
- Coordinates all corrective activity.
- Responds to calls within 10 minutes.
- Makes sure each crew member understands his or her daily assignment, placing special emphasis on the cleaning specification, complaints and special project assignments

REPORTING:

The Contractor must provide various management reports to The City. The reports specified below represent the minimum reporting requirements. All reports shall be submitted to the city's liaison:

Daily

Communicate all events and issues to the City liaison and other designated city personnel, including attendance, injuries, damages (i.e.: missing items/furniture, broken furniture, torn carpets, stair treads, etc.), security, building intruders, etc.

The employees of the Contractor shall be responsible for immediately notifying the City of Spartanburg's Police Department of any inappropriate or illegal activities that they witness while on site.

Monthly

Current staffing information, indicating employee names, shift times, position titles and areas of responsibility.

Month-to-date actual hours worked

Quality inspection reports, including:

- A. Overall monthly reports
- B. Corrective action plans and follow-up results
- C. Quality reports

Quarterly

Quality control reports, training hours, and open action items.

A copy of the equipment, consumables, and chemical logs, sustainable vs. non-sustainable items.

Equipment purchases/repair Up-to-date chemical/equipment list.

Training logs, indicating topics covered and hours per employee.

Updated Schedules showing weekly/ Monthly completed tasks.

Contractor shall provide a report summarizing the status of special projects/cleaning duties and restorative cleaning tasks.

CONTRACTOR PERSONNEL AND RELATED REQUIREMENTS:

SECURITY:

The names and addresses of all contract employees shall be provided to the City's Liaison prior to the start of work and immediately if changes in staffing occur. The personnel employed by the Contractor shall be capable employees, trained and background-checked, all Contractor employees shall undergo a pre-employment drug screening paid for by the Contractor prior to being allowed to start work and qualified in custodial and related work. All Contractor employees shall undergo a security check paid for by the Contractor prior to being allowed to start work.

The minimum level of security check shall consist of the following:

1. E-Verify. (Social Security Number (SSN) trace report on a national scale verifying full name and/or alias(es) and current and previous addresses).
2. Criminal history search for felony and misdemeanor records conducted on a county-by-county basis using the full name (and maiden name/aliases as applicable), date of birth, and social security number. The search shall be conducted in the employee's current county of residence and prior counties with a history of residence, education, or as revealed by the SSN trace.
3. A moving violation driving history search of employees who will be driving vehicles. Check all states in which the employee has been issued a valid driver's license and for the maximum time period under the issuing state's applicable law. The Contractor shall submit a report to the Administrator that security checks returned no information on criminal history or moving violations.

Contractor 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 the city of Spartanburg of an act of theft or dishonesty by Contractor personnel, and such act is not reasonably in dispute, the Contractor shall immediately reimburse the City for resulting loss without consideration of any potential reimbursement or recovery from Contractor's fidelity carrier. The contractor will remove any Contractor personnel from assignment at the city that are deemed by the city to be unsatisfactory for any reason.

Contractors shall maintain a disaster recovery and pandemic response service plan to ensure safety, business continuity and minimum disruption to the city. Contractor represents and warrants that all Contractor employees designated to perform services at the city location are either citizens or legally eligible to work in the United States.

UNIFORMS AND PROTECTIVE GEAR

All personnel will receive close and continuing first-line supervision by the Contractor. Contractor employees must wear identifiable uniforms (must be approved by The City) and ID Badges while on duty. Contractor employees must also always wear proper Personal Protective Equipment (PPE) where required. The contractor shall supply all uniforms, badges and PPE per the City's requirements.

City-provided keys used by the Contractor in conjunction with its duties shall be always kept secure by the Contractor. Keys shall not be taken off grounds except when permission is granted by The City of Spartanburg. Keys must be stored in a secure box while not in use and must be kept in possession of Contractor personnel on their person and securely always attached. If keys are misplaced or lost by Contractor personnel, Contractor shall incur full cost to rekey building/buildings.

PERSONNEL RESPONSIBILITIES

Personnel will be expected to deal with the city employees in a friendly and courteous manner. Personnel will not engage in inappropriate conduct such as borrowing money from City employees, using available telephones for personal calls, arguing over controversial subjects, conducting outside business at the city's facility, using city equipment or supplies for personal reasons or to satisfy the requirements of this contract, or taking city materials, equipment or supplies, including those belonging to employees, for any reason. Employees will not accept gifts or gratuities from anyone for any reason. The city has the right to remove any personnel from our location at its sole judgment. In addition, at times special circumstances may arise in which City would require a janitor's responsibilities to change for a short period of time. This may result in the janitor performing a function not normally within their job description. The contractor must ensure that employees are flexible to be able to handle special circumstances as they arise.

TRAINING

The contractor shall ensure that staff have received appropriate training for all services described herein. Evidence of training must be provided upon request from the City. The training shall include, but not limited to:

- CJIS information Services Security Awareness Training
- Environmental Health and Safety training
- Blood-borne pathogens
- Asbestos awareness training
- Appropriate chemical "hazard" communication training
- Workplace safety training
- Green Cleaning training
- SDS (Safety Data Sheet Training)
- The City of Spartanburg's Non-Smoking Policy

The contractor shall provide all the training at no additional cost to the City. The contractor shall provide evidence of initial training, as well as refresher training, at the discretion of The City.

PERFORMANCE REQUIREMENTS

SPECIFIC SERVICES AND FREQUENCY

A summary of the cleaning requirements and frequency are outlined in **ATTACHMENT C**. It is not intended to mention herein each, and every minor item required. It shall be the responsibility of the Contractor to be familiar with good housekeeping procedures and practices and to perform the same. The Contractor shall be familiar with the requirements of the various areas and shall have examined the premises and understand the conditions under which the Contractor will be obligated to operate.

EQUIPMENT AND SUPPLIES

All contractors' furnished equipment shall be engraved or otherwise permanently identified so that ownership can be readily determined. All Contractor equipment shall be new and completely serviceable at contract start date and maintained via a written and auditable preventative maintenance schedule to ensure equipment continues to operate at manufacturer recommended specifications, and should be kept clean and in good, safe working order. All equipment should be inspected daily to ensure it is in proper and safe operating condition and in case of any safety/operating flaw, should be immediately taken out of service, tagged with service performed within 48 hours. Contractor should always provide and maintain adequate equipment inventory ON SITE to perform the requisite daily periodic and emergency services that are considered routine in an area needing attention and should not rely on equipment being transported from offsite to perform these services. Contractors should always maintain an adequate inventory of backup equipment for uninterrupted services. All interior/exterior transition mats will be furnished by a current contractor with the city. The city will furnish secure storage areas (i.e. Janitorial Storage Closets) for all the Contractor's general equipment and supplies and will be controlled by the Contractor. The city assumes no responsibility for equipment and supplies provided by the Contractor. Equipment provided by Contractor should be of grade and quality considered to be "best in quality" that clearly demonstrates the ability to effectively and efficiently clean but also promote the protection of the asset/surface that it is being used to clean. The city will closely scrutinize the equipment and systems contained within the RFP submittals to ensure that the Contractor selects equipment that is congruent with the City's need to extend the life of its physical assets to their full extent. Chemical and paper products, can liners etc., will be supplied by the contractor. Current items used are listed in **ATTACHMENT D** and items must be approved by the city based on specifications of the dispensers currently installed at the location.

DUTIES AND TASKS SCHEDULE

Entrances, Lobbies & Corridors Daily Cleaning (M-F):

- Entranceways (access and egress points) shall be said to include a 10 (10) foot perimeter on the outer side of said entranceways. The Contractor shall be responsible for the cleaning of this entire area to include removal of trash, emptying trash cans, and sweeping daily to ensure the area is maintained in a clean, litter-free manner. Pressure washing to remove gum and other residue to be performed once per quarter. High dusting/web removal should be performed up to a height of 6' at building entryways (interior and exterior).
- Clean entrance mats with an upright carpet vacuum or a stiff broom and lobby pan. During inclement weather, clean entrance mats and damp mop entrance areas to remove tracked-in water and soil.
- Empty waste receptacles that are full or nearly full into waste bag. Remove gum, stickers/advertisements from receptacles. Damp wipe soiled waste receptacles. Replace can liners as needed.
- Clean smudges and soil from glass partitions and doors, using glass cleaner in a spray bottle, and clean lint free cloth or paper towel. Clean partitions and door frames to remove smudges and dust. Remove tape/adhesive from glass.
- Dust all windowsills, ledges, and furniture tops using treated cloth, or dust mops with short handle up to a height of 6'.

- Clean water fountains with germicidal solution. Wipe off with a dry cloth.
- Clean fire extinguisher boxes – Remove trash and damp wipe surfaces.
- Clean elevator cabs, walls, vacuum carpets or sweep & mop floors. Elevator thresholds should be clean and free of debris.
- Wipe baseboards.
- Vacuum any carpets or mats and check carpet for spot cleaning, removing spots with only approved carpet spotting solution. **Report any spots that cannot be removed readily with spotting kit to the city administrator so that a deep clean carpet work order can be prepared for prompt attention.**
- Dust mop floors with a wide, dust mop, always keeping the dust mop head on the floor. Pick up soil from the floor with dustpan. ● Remove gum or other sticky soil from floors. With a lightly damp mop or use of an automated scrubber, completely clean floors to remove heavy soil and spills. ● Collect and remove any litter. ● Straighten chairs, tables and other furnishings to present a clean, organized appearance.

Entrances, Lobbies & Corridors Weekly Cleaning:

- Clean corners, edges, and behind doors to remove all dust and soil.
- Clean vents.
- Spot wash walls as needed.
- Using a floor machine and buffing pads, spray buff or high-speed burnish floors. After buffing, dust mop the floor as necessary.

Stairways:

- Spot Clean to remove handprints, and other obvious soil using a cloth with neutral detergent solution from a plastic spray bottle, on walls, doors, door facings, and door frames.
- Dust handrails and any windowsills or ledges. Pick up soil and litter at the bottom of the stairs with a dustpan.
- Using a damp mop, mop tiled floor landings, stair treads to remove heavy soil from surfaces.
- Using a brush, agitate and clean concrete stairs and landings to remove any spots/stains.
- Vacuum clean carpets and spot clean as necessary.

Offices, and Conference Rooms (Daily):

- Empty waste receptacles which are full or nearly full. Do not reach into receptacles, but carefully dump the contents of the receptacle into the waste collection bag. Damp wipe soiled receptacles. Replace plastic liner when needed.
- Dust clears areas of furniture tops, shelves, windowsills, and ledges. Use treated cloth (Dust horizontal surfaces only).
- Spot clean glass doors and partitions. Use a soft, clean cloth or paper towel with glass cleaner in a spray bottle. Wipe dry as needed.
- Clean any sink or other restroom fixture in the office in accordance with the restroom cleaning procedure listed in this document.

- Dust mop smooth floors with a dust mop. Sweep wooden or concrete floors, which are too rough to dust mop.
- Using a dampened mop with a mild detergent disinfectant solution, mop all floors (except carpeted floors) to remove soil.
- Vacuum clean traffic patterns on carpeted floors three days each week.
- (Vacuums clean the entire carpeted area one day each week) and check carpet for spot cleaning, removing spots with only approved carpet spotting solution. **Report any spots that cannot be removed readily so that a deep clean carpet work order can be prepared for prompt attention.**
- Return furniture to its original position. Collect and remove any litter.

Offices, and Conference Rooms (Weekly)

- Check all ceilings for cobwebs and remove them as necessary.
- Clean corners, edges, behind doors to remove all dust.
- Damp wipe down all doors and door frames.
- Clean all telephones.
- Thoroughly mop all smooth floor surfaces with neutral floor cleaner.
- Using a floor machine and buffing pads, or high speed burnisher.
- After buffing, dust mop the floor as necessary.

Completely vacuum carpeted areas, moving chairs and trash bins and rearranging as needed

Offices, and Conference Rooms (Quarterly)

- Shampoo carpets: Bonnet or Extraction
- Hard surface floors (VCT): deep scrub and refinish quarterly to keep a clean/ fresh topcoat appearance.
- Completely strip and refinish VCT once per year.

Restrooms/Showers (Daily)

- Collect all trash and litter from the floor and other surfaces and place it in a waste receptacle. Remove all trash collected.
- Empty all waste receptacles including sanitary napkin receptacles and properly dispose.
- Re-supply toilet paper, paper towels, toilet seat covers, soap, and wax bags in sanitary receptacles, as needed.
- Clean shower areas, removing body oil, soap film build-up, disinfect all surfaces, and clean all water drains of debris.
- Check all basins and sinks and clean and disinfect. Dust all ledges, vents, partitions, and light fixtures above basins and sinks. Clean and polish all mirrors and brightwork.

- Check/Clean all urinals and disinfect. Check/Clean all stalls and disinfect. Check to be sure all plumbing is operational; that there are no stoppages or leaks. Report any problems to your designated contact.
- Disinfect all plumbing fixtures, including all shower nozzles and heads, lavatory and shower faucets, sinks, basins, bowls, toilets, and urinals, inside and outside, toilet seats to be disinfected both sides. Clean chrome as needed.
- Spot-clean all walls, and doors. Damp clean all soiled partitions and stall doors with disinfectant.
- Sweep and clean wet or heavily soiled floor areas with a mop with proper cleaning solution.

Restrooms>Showers (Weekly)

- Clean all corners, edges, and behind doors to remove dust and soil.
- Polish push plates and kick plates
- Damp wipe all vertical surfaces with disinfectant

Restrooms>Showers (Quarterly)

- Machine scrub restroom floors with disinfectant, ensuring that all grout lines are completely clean of all soils/stains.

FLOOR SERVICE

- This section describes the frequencies for floor services to be performed unless a specific frequency is given in **ATTACHMENT C**
- VCT Floors will be stripped, re-waxed, with five coats annually.
- VCT floors will be deep scrub and refinished quarterly to keep a clean/fresh topcoat appearance.
- All floors are to be vacuumed, swept, or dust mopped daily.
- All LVT-LVP-TILE-CONCRETE-VCT-RUBBER floors are to be spot cleaned daily, and top scrubbed every two weeks except concrete
- VCT floors are to be buffed once per month.
- Concrete floors are to be scrubbed at least monthly or as needed.
- All carpeted areas must be vacuumed.

Floor Refinishing

- VCT Floors will be stripped, re-waxed, with five coats annually.
- VCT floors will be deep scrub and refinished quarterly to keep a clean/fresh topcoat appearance.

Carpet shampooing and Extraction

- First impression, heavy traffic and main walkways quarterly, all other areas semi-annually.
- Office spaces extraction once a year or as needed.

MISCELLANEOUS

- Upholstered furniture should be vacuumed/brushed monthly, and spot cleaned once per year or as needed.

Windows

- Interior/Exterior windows are to be cleaned completely with a window mitt/squeegee with frames/sills wiped down once a year.

SPECIAL INSTRUCTIONS

- Report any broken furniture, missing or burned-out lamps or broken glass to the City Administrator.
- All trash containers will be always kept in a clean and sanitary condition.
- Foreign matter e.g., chewing gum, tar, skid marks, etc., will be removed from concrete, tile and carpeted areas when noted/needed.
- The scheduled work force will be expected to move furniture and equipment from time to time when major cleaning is being done.

CLEANING ACTIVITY SPECIFICATIONS

These specifications are given as a general guideline to establish a minimum quality of service for each cleaning activity. The cleaning activities are included in **ATTACHMENT C** "Routine Custodial Service" and define the frequency of service needed for each area.

GENERAL CLEANING

Trash/Recycling Collection, bag and place in designated areas, leaving area neat and free of trash. Trash containers are to be lined with black bags. Recycling bins are to be lined with clear bags. All boxes must be collapsed prior to placement in recycling bins. Recycling collections are placed in designated blue roll carts which are marked for recycling.

HARD SURFACE FLOORS

1. Sweep shall leave the surfaces uniformly clean of all dust and surface dirt including corners and places. Surface accumulation of hardened dirt that cannot be loosened with the broom shall be manually loosened sufficiently to allow removal by sweeping.
2. Dust Mop shall leave the surfaces uniformly clean of all dust and surface dirt including corners and places inaccessible to the mop. Surface accumulation of hardened dirt that cannot be loosened with a mop shall be loosened manually to allow removal by dust mopping.

3. Damp Mop using a clean mop and/or via use of automated scrubbing equipment and neutral detergent. Dust mop floor immediately prior to damp mopping to remove loose dirt and dust. Damp mopping shall leave the floor clean and free from streaks, stains, and film. Scrub heavily soiled areas as needed with mop or other scrubbing equipment to remove all heavy soil, stains, and traffic marks. There shall be no splashes left on walls, baseboards, furniture and other adjacent surfaces, and floor shall be left damp, not wet.

4. Spray Buff and/or high-speed burnish finished floors using a floor polishing machine and buffing compound compatible with wax on floor. Floors shall be damp mopped immediately prior to spray buffing. Spray buff/burnish until floor is dry and glossy and free of scuff marks. Dust mop the floor after buffing to remove all loose waxy residue.

5. Strip & Refinish (vinyl tile floor): Remove all old wax and stubborn soils and stains using a rotary machine, automatic scrubber, or other equipment, and liquid stripping solution. Strip areas in corners, baseboards, and other areas inaccessible to equipment by hand or other methods as necessary, and all stripping solution shall be completely removed via wet/dry vacuum or automatic scrubber. Stripped floors should be completely rinsed free of residue and visually inspected to ensure 100% of previous seal/finish has been removed, repeating the above if necessary. The floor shall be left clean, dry, free of stripping solution and ready for a new finish. Apply wax using a new mop or other equipment according to manufacturers' instructions, applying at least five coats of wax. Wax shall be applied evenly and shall cover the entire floor surface. Waxed surfaces should be burnished with a high-speed buffer 72 hours after application.

6. Seal (cement, ceramic tile, quarry tile floors) using a new mop and concrete floor sealer. Apply a minimum of two coats of sealers, according to manufacturer's directions. Floors must be totally clean and dry immediately prior to sealing.

7. Scrub & Disinfect: Scrub floor using a clean mop or other cleaning equipment and cleaner leaving floor completely clean, disinfected, and free of streaks, stains, mildew, odor and film. Exchange mopping solution frequently to ensure solution is clear and does not contribute to re-soiling. Sweep or dust mop prior to scrubbing to remove loose dirt and dust. Also, wipe the base with a clean cloth.

CARPETED FLOORS

1. Vacuum carpeted floors using a vacuum cleaner which incorporates brushing or beating action. Carpets shall be left clean of all dust, and loose and imbedded dirt for their full depth. If necessary, spot clean using a dry cleaner or spot remover to leave the carpet clean of spots and stains.

2. Carpet Clean: Clean carpeted floors using a water extraction method safe for all carpets and assist in quick drying with the use of carpet blowers. Immediately prior to cleaning, vacuum, spot clean, and pre-treat heavily soiled areas. If necessary, corners and areas not accessible to machines shall be cleaned by hand. Furniture shall be moved prior to cleaning and shall be moved back into place after the carpet

is cleaned, placing all furniture on moisture barriers if carpet is damp. Care shall be taken when moving desks, large tables, file cabinets, credenzas, shelving units, etc.

WALLS AND DOORS

1. Dust walls, moldings, door frames, and the tops of doors using a clean cloth to leave surfaces free of dust, loose dirt, and webs.
2. Spot Clean walls using a clean cloth and neutral detergent solution to leave walls free of marks, stains, and streaks
3. Scrub and Disinfect walls, including incidental hardware, and vertical grills and louvers, using a clean cloth and germicidal cleaner leaving walls and surfaces completely clean, disinfected, and free of streaks, stains, mildew, odor and film.
4. Polish all push plates and kick plates.

FIXTURES AND FURNITURE

1. Empty Trash and Recycle Cans bag trash, and place in dumpsters.
2. Replace Trash and Recycle Can Liner with liners compatible with trash can size.
3. Clean & Disinfect Water Fountains: Clean metal type fountains using a germicidal cleaner and polish sides of fountain with a clean cloth, leaving the water fountain clean using a germicidal cleaner and dry with a clean cloth. Metal fountains shall be cleaned and polished with appropriate stainless-steel cleaner.
4. Dust & Clean Light Fixtures using a clean dry cloth, and a neutral detergent if necessary, leaving surfaces clean of all dust, insects, and other foreign matter.
5. Dust Furniture, including shelves, window sills, and other surfaces, using a cloth to remove all dust, loose dirt, and webs. Dust only those surfaces which are cleaned of papers and other possessions of the occupants.
6. Clean Furniture by damp wiping vinyl, plastic, or leather furniture, and vacuuming cloth furniture to remove all loose dirt, lint, and dust.
7. Dust Blinds using a cloth to remove all dust, loose dirt, and webs.
8. Clean Hardware using a clean cloth dampened with a neutral cleaner. Wipe dry and polish metal surfaces.
9. Clean Handrails and Accessories using a clean cloth dampened with neutral cleaner. Wipe dry and polish metal surfaces.

RESTROOM FIXTURES AND ACCESSORIES

1. Clean & Disinfect Toilet Fixtures including toilet bowls, urinals, sinks, etc. Using a clean cloth, brush and a germicidal cleaner. (Do not use same cloth for toilet bowls and urinals or any other surfaces). Thoroughly scrub all surfaces, including outside of fixtures, pipes, fittings, and wall and floor in the immediate area of fixture, leaving surfaces clean and disinfected, and free from streaks, stains, mildew, odor, mineral deposits, and film. Wipe dry with a clean cloth after scrubbing.
2. Clean & Disinfect Toilet Accessories including dispensers, disposals, shelves, mirrors, partitions, etc. using a clean cloth dampened with a germicidal cleaner,

leaving accessories clean and disinfected, and free from streaks, stains, mildew, odor and film. Empty sanitary napkin disposals prior to cleaning. Wipe all surfaces dry with a clean cloth and polish metal surfaces

3. Replace Toilet Supplies as necessary to keep supplies from running out, including toilet paper, paper towels, hand soap, toilet seat covers, and urinal screens.

GLASS

1. Clean Door Glass, both sides, and wipes dry, leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign material shall be cleaned from sashes, sills, jambs, and mullions.

2. Clean Entrance Door and/or Hallway Door Glass and wipe dry, leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign materials shall be cleaned from sashes, sills, jambs, and mullions.

3. Clean Interior Windows and wipe dry, leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign material shall be cleaned from sashes, sills, jambs, and mullions.

EXTERIOR

1. Remove Dirt etc. when necessary, using tools and appropriate chemicals as needed to keep building entrance areas and sidewalks clean.

2. Clean Building & Entrance Area to 10' outside of entrance door by sweeping concrete surfaces, removing trash, leaves, grass and other litter.

3. Clean the Exterior of Glass Entrance Area and wipe dry, leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign material shall be cleaned from sashes, sills, jambs, and mullions. Area includes all glass adjacent to the entrance doors.

CLEANING MATERIALS

The Contractor will be required to furnish all the materials required to do the work as outlined in the schedule of work. It will include, but will not be limited to, the following approved products:

1. Soaps, sanitizers, paper products, and can liners.

2. Cleaning chemicals used on floors, walls, furniture, toilet rooms, shower and locker rooms, glass, tile, concrete or other building surfaces.

3. Floor finish/sealer and floor finish stripper proper for floor where a finish is specified.

4. Wet floor signs.

5. Absorbent lint free cloths (terry cloth is an example), brushes, pails, spray bottles, scrapers, mops etc.

6. Germicides or fungicides. The Contractor shall furnish a complete list of cleaning materials, waxes, polishes, stripping compounds, glass cleaners, fungicides, etc., proposed for use in the building. Each item shall be identified by product name, manufacturer and the manufacturer's complete instructions for use. Any product found to be unsatisfactory shall be removed and the correct product submitted for approval at no extra cost to The City of Spartanburg. Supplies may be stored in bulk provided they are clearly identified. Any secondary container shall be clearly marked for identification during use. All requests for additional services, outside the scope of this contract, shall be submitted to the contractor by the designated city liaison. Any requests for services received by the unauthorized personnel should be referred to the designated city liaison. "The city will not be responsible, financially or otherwise, for any services not authorized or otherwise approved in writing by the city.

GREEN PURCHASING REQUIREMENTS/SPECIFICATIONS

These specifications are given as a general guideline to establish a minimum quality of service for each cleaning activity. The cleaning activities are included in "Cleaning Activity Specifications" and define the frequency of service needed for each area. To reduce the adverse environmental impact of our purchasing decisions the City is committed to buying goods and services from manufacturers and suppliers who share the City's environmental concern and commitment. Green purchasing is the method wherein environmental and social considerations are taken with equal weight to the price, availability and performance criteria that we use to make purchasing decisions. Contractors shall use environmentally preferable products, materials and companies where economically feasible.

Environmentally preferable products have less or a reduced effect on human health and the environment when compared to other products and companies that serve the same purpose.

If you are citing environmentally preferred product claims, you must provide proper certification or detailed information on environmental benefits, durability and recyclable properties. The City and the supplier may negotiate during the contract term to permit the substitution or addition of Environmentally Preferable Products (EPPs) when such products are readily available at a competitive cost and satisfy the City's performance needs.

TASK PERFORMANCE STANDARDS

A. SWEEPING: Sweeping is defined as the removal of loose dirt, dust, debris and other foreign material through either manual or mechanized methods, as proper for the location and situation.

1. Standard: When properly completed, a swept area will be free of all loose dirt, dust, debris or other foreign material with no build up in corners, crevices, under or around furniture parts. All items moved to remove dirt will be returned to their original location.

- B. WET MOPPING:** Wet mopping is defined as the removal of built-up dirt, soil, liquids or other foreign materials from a floor using a cotton or similar yarn type mop and sufficient neutral detergent and water solution or neutral disinfecting detergent and water solution. This will include rinsing if required or recommended by the detergent manufacturer.
1. Standard: When properly completed a wet mopped floor will be free of all dirt, debris, soil, liquids or other foreign material. It will present a uniform appearance free of streaks smudges, heel-marks or any other marks which can be reasonably removed through this cleaning method. (All splash marks/spots on walls and furniture/fixtures must be removed for the proper completion of the wet mopping task.) All items moved to accomplish this task will be returned to their original positions.
- C. MACHINE SCRUBBING:** Machine scrubbing is defined as the use of a mechanized scrubbing/vacuum machine to accomplish the same result as wet mopping for large areas such as halls, lobbies, multi-purpose rooms or similar large areas which would otherwise require extensive labor requirements to complete in a reasonable time.
1. Standard: When properly completed machine scrubbing will be held to the same quality standard as wet mopping.
- D. DAMP MOPPING:** Damp mopping is defined as the use of a cotton or similar yarn type mop which has been mechanically wrung/squeezed to remove excess solution for the purpose of removing light soil, dirt, liquid or other foreign material from a floor which does not require the complete mopping of the area, or the area is not soiled sufficiently to require wet mopping.
1. Standard: When properly completed damp mopping will be held to the same quality standard as wet mopping.
- E. SPOT CLEANING:** Spot cleaning is defined as the removal of dirt, soil, debris, liquids, stains or other foreign materials from floors, walls, furniture, fixtures or other areas which can be accomplished by cleaning only the immediately affected area where the requirement of cleaning the whole area would not be necessary. Spot cleaning may be accomplished by any of the methods contained herein and as dictated by the circumstances of the soiling.
1. Standard: When properly completed, spot cleaning will remove completely any evidence of the soiling which necessitated the cleaning and return the finish of the item/area affected to its pre-soiled condition without evidence of occurrence or cleaning.
- F. STRIPPING** is defined as the complete (as is practicable) removal of the wax/finish applied to a non-carpeted floor. Stripping may be accomplished by either manual or mechanized application of an approved stripping agent.
1. Standard: When properly accomplished a striped floor shall be completely free of all dirt, stains, deposits, wax, finish, water and cleaning solution, and shall be ready for the re-application of sealer and floor finish. All splash evidence on baseboards and furniture/fixtures shall be removed. Removal will be considered complete when 95% of the finish has been removed.
- G. SEALING** is defined as the application of an approved floor sealer prior to the application of the final floor finish according to industry standards and manufacturer recommendations. Application may be by either manual or mechanized methods.

1. Standard: When properly sealed in compliance with the manufacturer's recommendation the floor shall present a uniform appearance with all evidence of splashing on baseboards and furniture/fixtures completely removed.
- H. WAXING/FINISHING:** Waxing/Finishing is defined as the application of an approved non-slip gloss finish to hard surfaced floors such as vinyl, rubber, or tile. Application may be by either manual or mechanized methods. This includes buffing the finish.
1. Standard: When applied according to the manufacturer's recommendations the finish will present an even high gloss shine. All evidence of splashing will be removed from baseboards and furniture/fixtures. There will be no evidence of buildup or discoloration. After stripping, sealing and waxing have been completed, all items moved will be returned to their original positions.
- I. SPRAY BUFFING/BURNISHING:** Spray buffing is defined as the application of a wax and water solution to a floor and buffing with a low-speed floor machine. Burnishing is defined as the use of a high-speed burnishing machine to provide a high gloss, scuff-free appearance and/or to refurbish the floor finish after wet or damp mopping.
1. Standard: When properly completed a spray buffed/burnished floor shall be held to the same quality as a newly waxed/finished floor.
- J. VACUUMING** is defined as the mechanical removal of loose dust, dirt, soil, debris and other foreign material from carpeted floors and other items; (examples: couches, chairs, walls, curtains/drapes); which lend themselves to this method of cleaning. Mechanized sweepers that are NOT equipped with an independent vacuum motor and collection bag/bin nor the use of Toy brooms will be acceptable means for the cleaning of carpets.
1. Standard: When properly vacuumed there shall be no evidence of any dust or dirt or any other loose foreign material. All items moved during this process will be returned to their original positions.
- K. CARPET EXTRACTION** is defined as the removal of embedded dirt, soil, grease and stains by injecting approved cleaning agent and/or cold water then extracting all water from the carpeted floor for the purpose of removing embedded soil, dirt, stains or other foreign materials ("When only permitted by the manufacturer, hot water extraction shall be the method for carpet cleaning.")
1. Standard: When properly extracting carpet, the item will be free of any foreign material such as dirt, soil, and stains. The item will be free of any cleaning residue and shall present a clean and uniform appearance. All excess cleaning agents shall be removed from baseboards, walls, and furniture/fixtures. Any items moved during this process will be returned to their original positions.
- L. DUSTING** is defined as the removal of laden airborne dirt, soil, lint, or other foreign material from furniture, fixtures, ledges, shelves, frames, walls and any other items which may accumulate airborne particles. Normal or low dusting is all levels up to and including six (6) feet in height. All high dusting will be all levels above six (6) feet high.
1. Standard: When properly dusted, the item will be free of any laden airborne materials, streaks, and smudges. Laden airborne matter will be removed by either mechanical, chemical or manual means except that devices which merely displace or redistribute the matter, such as feather dusters, will not be used, unless treated to attract and hold the matter. All items moved to accomplish this task will be returned to their original position.

M. GLASS/WINDOW CLEANING: Glass/Window cleaning is defined as the removal of dirt, soil, smudges, fingerprints and other foreign material from glass windows, doors, partitions, or any other items which may consist in whole or part of a glass or similar material including mirrors. All chemicals or solutions used to accomplish this task must be approved by the City's Administrator.

1. Standard: When properly cleaned glass objects will be free of all dirt, soil, smudges, streaks, smears or any other substances which will interfere with the passage or reflectance of light rays as may be applicable to the particular object. All excess spray/solution must be removed from any surrounding trim or surfaces. Any items moved to accomplish this task must be returned as close as possible to their original positions.

N. TRASH/WASTE REMOVAL: Trash/Waste removal is defined as the collection and disposal of all materials that have been placed into appropriate containers dedicated for disposal. All boxes removed for disposal must collapse before placing in the recycling tote.

O. METAL CLEANING/POLISHING: Metal cleaning/polishing is defined as the removal of dirt, soil, fingerprints, smudges, streaks, water marks, scales and other foreign material from metal surfaces and fixtures.

1. Standard: When properly cleaned/polished with an approved non-abrasive cleaner/polish, the metal surface will present a clean uniform appearance free from all dirt, soil, marks, smudges, streaks, scale, etc.

P. DISINFECTING is defined as the removal or neutralization of material containing or supporting the growth of bacterial/viral organisms capable of causing infection in humans if untreated, through the application of an approved disinfectant by either manual or mechanical methods. Use of only EPA (Environmental Protection Agency) registered disinfectants will be acceptable to meet this standard.

1. Standard: When properly disinfected surfaces shall be as free as possible of material containing living bacteria, viruses, or other contaminants capable of causing infections.

Q. DISPENSER SERVICE: Dispenser service is defined as the checking and refilling of all towels, toilet tissue, soap, or any other dispensers which may be identified by the city's administrator.

1. Standard: When properly serviced dispensers will have an adequate (1 day) supply of dispensed product or will be identified as needing a follow-up check to ensure that the dispenser does not remain empty for an extended period of time. At no time will additional supplies be left for patrons/clients/patients/employees to install in the dispensers.

R. CLEANING, GENERAL: Cleaning in general is defined as the removal of dirt, soil, stains, liquids, trash, refuse and any other foreign material from an item, fixture, or area and may include the process of disinfecting, if required by the City's administrator.

1. Standard: When properly cleaned, an area, fixture or item will be free of all dirt, soil, stains or other foreign material and will present a clean, safe, healthful, and pleasant appearance

SPECIFIC ELEMENTS OF HOUSEKEEPING ROUTINE TASK PERFORMANCE STANDARDS

The preceding tasks are general in nature and are not intended to eliminate specific elements of the housekeeping routine. However, the specific elements of the housekeeping routine will be judged against the general task description and standard.

List of Attachments:

- A – Square Footage by floor and numbers of fixtures, receptacles**
- B – Scope of Work**
- C – Cleaning Schedule by frequency and area**
- D – List of cleaning products**
- E – 1st and 2nd floor layout of police facilities**

ATTACHMENT A

1ST FLOOR

SQUARE FEET	PLUMBING FIXTURES	TRASH	RECYCLE	DISPENSERS
19,431.31	38	47	15	55

2ND FLOOR

SQUARE FEET	PLUMBING FIXTURES	TRASH	RECYCLE	DISPENSERS
11,702.22	20	56	3	26

TOTAL:

SQUARE FEET	PLUMBING FIXTURES	TRASH	RECYCLE	DISPENSERS
31,133.53	58	103	18	81

ATTACHMENT C

Cleaning Frequency Schedule

ATTACHMENT C ROUTINE CUSTODIAL SERVICE	The general specifications are given to establish a minimum quality of services for major cleaning activities	DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUALLY	AS NEEDED/ REQUESTED
	ACTIVITY						
	Trash (ALL)	X					
	Restrooms	X					
	Common Areas	X					
	Offices	X					
	Spray Buff		X				X
	Strip/Wax						X
	Top Scrub/Wax				X		X
	Carpet Extraction				X		X
	Window/Blinds				X		
	Elevators	X					X
	Report all items needing repair	X					

CONFERENCE, MULTI-PURPOSE, COMMUNITY, AND INTERVIEW ROOMS

DESCRIPTION OF TASK	DAILY	BI-WEEKLY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	AS NEEDED/REQUESTED
Empty and damp clean trash receptacles	X							
Replace torn and obviously soiled trash liners	X							
Vacuum and spot clean carpeted floors (including corners and edges)	X							X
Dust Mop and damp mop non carpeted floors	X							
Straighten furniture (exp: chairs)	X							
Damp clean counter tops, sinks, tables, and cabinets			X					X
Spot clean to height (60") glass doors and partitions			X					X
Spot clean floors with neutral cleaner	X							
Spot clean walls and wall switches			X					X
Low dust all horizontal surfaces to height(60")				X				X
Clean interior windows, partition glass				X				X
Remove fingerprints/grime from wall switches, doors, frames, handles, & push plates				X				X
Damp clean window ledges				X				X
Spot Clean & Spray buff/burnish all hard surface floors				X	X			X
High dust all horizontal surfaces above 60" up to 72" height, including shelves, molding, and ledges					X			X
Damp Clean baseboard					X			X
Remove dust and cobwebs from corners				X				X
Strip VCT floors and apply at least 5 coats of approved floor finish							X	
Shampoo and extract carpet					X			
Top Scrub and wax all VCT floors apply 3 coats of approved floor finish					X			X

ENTRY AND LOBBY AREA

DESCRIPTION OF TASK	DAILY	BI-WEEKLY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	AS NEEDED/REQUESTED
Empty and spot clean trash receptacles	X							
Replace torn or obviously soiled trash liners	X							
Spot clean & vacuum carpeted floors (including corners and edges)	X							X
Wet mop non-carpeted floors	X							
Spot clean walls and/or glass doors including frames to hand height (60")	X							X
Remove fingerprints and grime from wall switches, doors, door frames, handles, and push plates	X							X
Vacuum and spot clean entrance mats	X							
Vacuum or damp wipe furniture				X				X
Clean glass display cases			X					
Clean entire interior glass and frames				X				
Damp clean base boards				X				
Low dust all horizontal surfaces to height 60"		X						
High dust all horizontal surfaces 60"-72" height, including shelves, molding, and ledges				X				
Dust all woodwork				X				
Shampoo and extract all carpeted areas					X			X
Brush down walls and ceiling vents								X
Elevators	X							

OFFICES

DO NOT TOUCH COMPUTER EQUIPMENT, ANY MATERIAL ON DESKS, WORK TABLES, OR THINGS NOT MARKED AS TRASH

DESCRIPTION OF TASK	DAILY	BI-WEEKLY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	AS NEEDED/REQUESTED
Vacuum and spot clean all carpeted floors. (Including all corners and edges)	X							
Dust mop and damp mop non carpeted floors (including corners and edges)	X							
Spot clean walls, door glass, and partitions				X				X
Spot clean entry doors	X							
Remove all stains from carpeted areas		X						X
Replace torn and obviously soiled can liners	X							
Remove materials labeled as "TRASH"	X							
Empty and damp clean trash receptacles	X							
Spot clean and spray buff/ burnish all hard surface floors (including all corner and edges)				X				X
Dust and damp clean base boards				X				X
Remove recycling and place in main recycling tote			X					X
Low dust all horizontal surfaces to height 60"				X				
High dust all horizontal surfaces 60"-72" height, including shelves, molding, and ledges					X			X
Extract all carpeted areas							X	X
Scrub and refinish hard surface floors					X		X	X
Remove fingerprints and grime from wall switches, doors, handles, door frames, and push plates				X				X
Wet mop spillage as necessary	X							X
Thoroughly vacuum carpeted areas including corners, around and under desks			X					X
Damp clean exposed desktops and counter tops				X				X
High dust all furniture which is not obstructed by paperwork				X				

STAIRS AND LANDINGS

DESCRIPTION OF TASK	DAILY	BI-WEEKLY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	AS NEEDED/REQUESTED
Dust mop and damp mop hard surface floors (including corners and edges)			X					X
Vacuum and spot clean all carpeted areas	X							
Dust stairway handrails			X					
Wet mop spillage as necessary	X							
Spot sweep steps and landings	X							
Spot clean walls and exit doors								X
Clean and disinfect wall switches, door handles, and railings			X					X
Remove dust and cobwebs	X							
Mop rubber flooring and stairs <u>MUST HAVE WET FLOOR SIGN VISABLE AT EACH LEVEL</u>			X					X

CORRIDORS

DESCRIPTION OF TASK	DAILY	BI-WEEKLY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	AS NEEDED/REQUESTED
Vacuum and spot clean all carpeted areas. (Including all corners and edges)	X							
Dust mop and damp mop hard surface floors (including corners and edges)	X							
Spot clean walls and door glass	X							
Clean glass partitions	X							
Clean, disinfect, and polish drinking fountains	X							
Replace can liners	X							
Empty and spot clean trash receptacles	X							
Spot clean and spray buff/ burnish all hard surface floors (including all corner and edges)	X		X		X			X
Damp clean base boards				X				X
Low dust all horizontal surfaces to height 60"				X				
High dust all horizontal surfaces 60"-72"height, including shelves, molding, and ledges				X				X
Extract all carpeted areas							X	X
Scrub and refinish hard surface floors					X			X
Strip, seal, and refinish all hard surface floors including corners and edges							X	X
Wet mop spillage as necessary	X							X
Elevators	X							
Top Scrub VCT and Apply approved floor finish					X			X
Strip VCT Floors and appl (5) Coats of approved floor finish							X	X

EXTERIOR, AND ENTRANCES

THE FREQUENCIES OF CLEANING DESCRIBED BELOW MAY BE MODIFIED AS NECESSARY UPON WRITTEN AGREEMENT BETWEEN CONTRACTOR AND THE CITY

DESCRIPTION OF TASK	DAILY	BI-WEEKLY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	AS NEEDED/REQUESTED
Pick-up or sweep up trash and cigarette butts within 10 feet of entrance	X							
Vacuum/ spot clean and clean floor mats	X							
Clean interior and exterior of entrance door glass and frame	X							
Empty trash cans, damp clean and replace liners	X							
Sweep and wipe door sill	X							
Clean and squeegee interior and exterior glass surrounding entry doors			X					X
Clean off walk off mats and walk off grates	X							
Wash and squeegee floor level exterior windows								X
Clean all exterior window ledges and frames up to 6ft height								X

RESTROOMS, SHOWERS, LOCKER ROOM, AND GYM

DESCRIPTION OF TASK	DAILY	BI-WEEKLY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUALLY	ANNUALLY	AS NEEDED/REQUESTED
Empty and damp clean trash and sanitary receptacles and replace liners	X							
Clean and disinfect all surfaces, floors, lavatory fixtures, toilets, and urinals	X							
Spot clean all walls, removing spots, stains, and splashes								X
Refill gym wipes, hand sanitizer, toilet seat covers, sanitary liners, paper towels, toilet paper, and soap	X							
Make sure chemicals are accessible in dispensers and spray bottles (labeled properly and SDS sheets avail.)	X							
Clean/Polish all metal surfaces and fixtures and mirrors								X
Vacuum and spot clean area rugs	X							X
Spot clean and disinfect all exterior gym wipes, hand sanitizer, toilet seat covers, sanitary liners, paper towels, toilet paper, and soap dispensers	X							
Clean and disinfect partitions and countertops								X
Clean and disinfect urinals and commodes with non - corrosive solution	X							
Sweep, mop, and disinfect floor	X							
Remove fingerprints and grime from all light switches, doors, push plates etc.								X
Low dust all horizontal surfaces to height (60")		X						
Dust on top of lockers and spot clean doors		X						X
High dust all horizontal surfaces 60"-72"height		X						
Place fluid/water down floor drain to prevent drying		X						
Report all items needing repair	X							
Strip VCT floors and apply at least 5 coats of approved floor finish							X	
Top scrub and wax all VCT floors apply 3 coats with approved finish					X			

ATTACHMENT D

❖ Paper

PAPER TOWELS KRAFT ROLL 800' 8 INCH (GREEN)

TOILET SEAT COVERS HALF FOLD (100% RECYCLED PAPER GREEN)

❖ Toilet paper

MORSOFT 2 PLY 9 INCH JUMBO ROLL (GREEN)

❖ Hand soap

(Foamy IQ) CITRUS FRESH HAND & BODY (GREEN)

❖ Hand sanitizer

(Foamy IQ) NON-ALCOHOL-SUNSHINE LEMON

❖ Cleaning Chemicals (ECO LAB)

3 IN 1 CARPET (GREEN)

#34 NEUTRAL CLEANER (GREEN)

#35 ALKALINE FLOOR CLEANER

#36 NO/LOW MAINT. FLOOR CLEANER/PROTECTOR (GREEN)

#40 DAILY DISINFECTANT

#42 RAPID DISINFECTANT

#89 INDUSTRIAL DEGREASER

#92 BATHROOM CLEANER (GREEN)

❖ Liners

12-16 GALLON CAN LINERS .35 MIL (OFFICE & WASTE BASKETS) 24X33

33 GALLON CAN LINERS 1.5 MIL (RESTROOM/STAINLESS STEEL RECEPTACLES) 33X39

60 GALLON CAN LINERS 1.5 MIL (BRUTE TRASH BARRELS) 38X58

40-45 GALLON RECYCLE LINERS 1.2 MIL (BLUE-LARGER RECYCLE CANS) (GREEN)

SANITARY NAPKIN DISPOSAL KRAFT WAX LINERS

❖ Brooms/Dustpans

❖ Brushes

Grout

Toilet

❖ Dust cloths

❖ Rags

❖ Magic Erasers

❖ Urinal Screens

❖ Medium Scouring Pads

❖ Buffing and stripping pads

❖ Wet mops

❖ Dust Mops

❖ Squeegees

❖ Gym Wipes (Flex/Disinfectant)

❖ Floor Stripper

❖ Wax

Currently on floor NCL ONE COAT 25/ PICTURE PERFECT

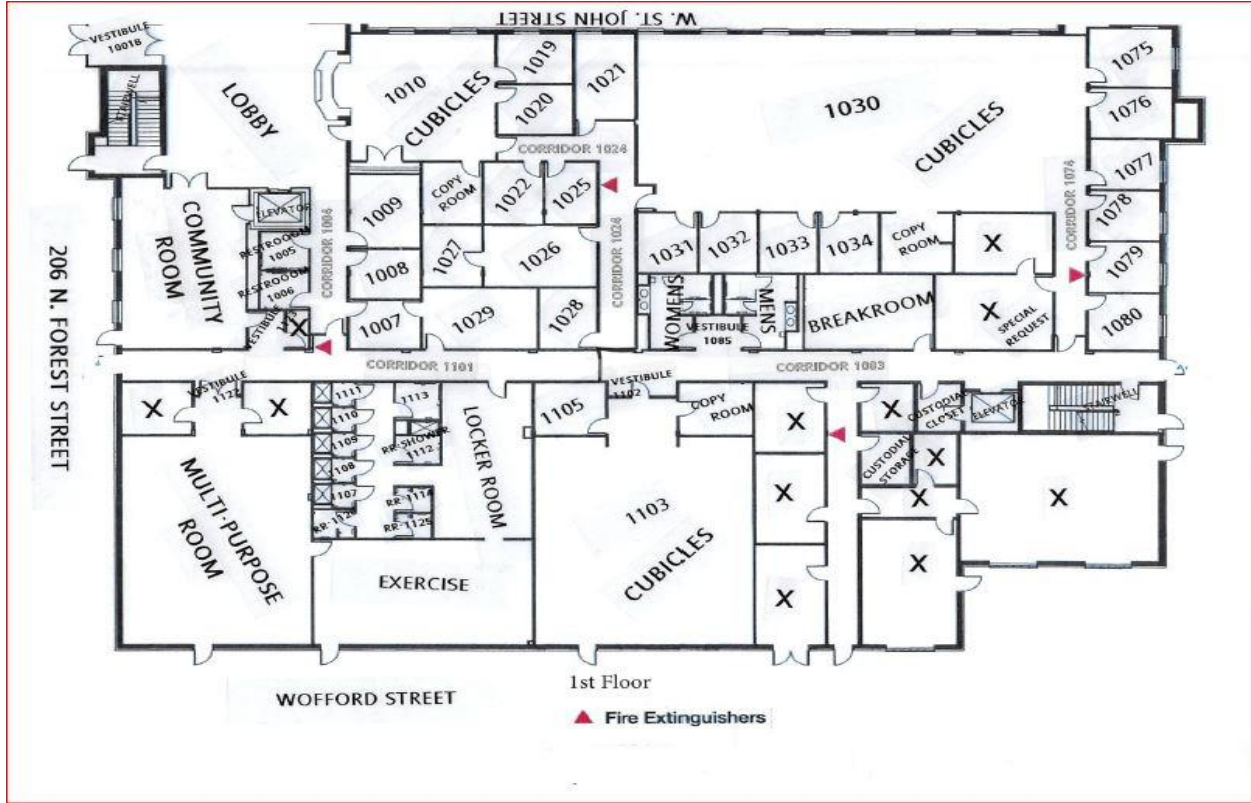
❖ Metal polish

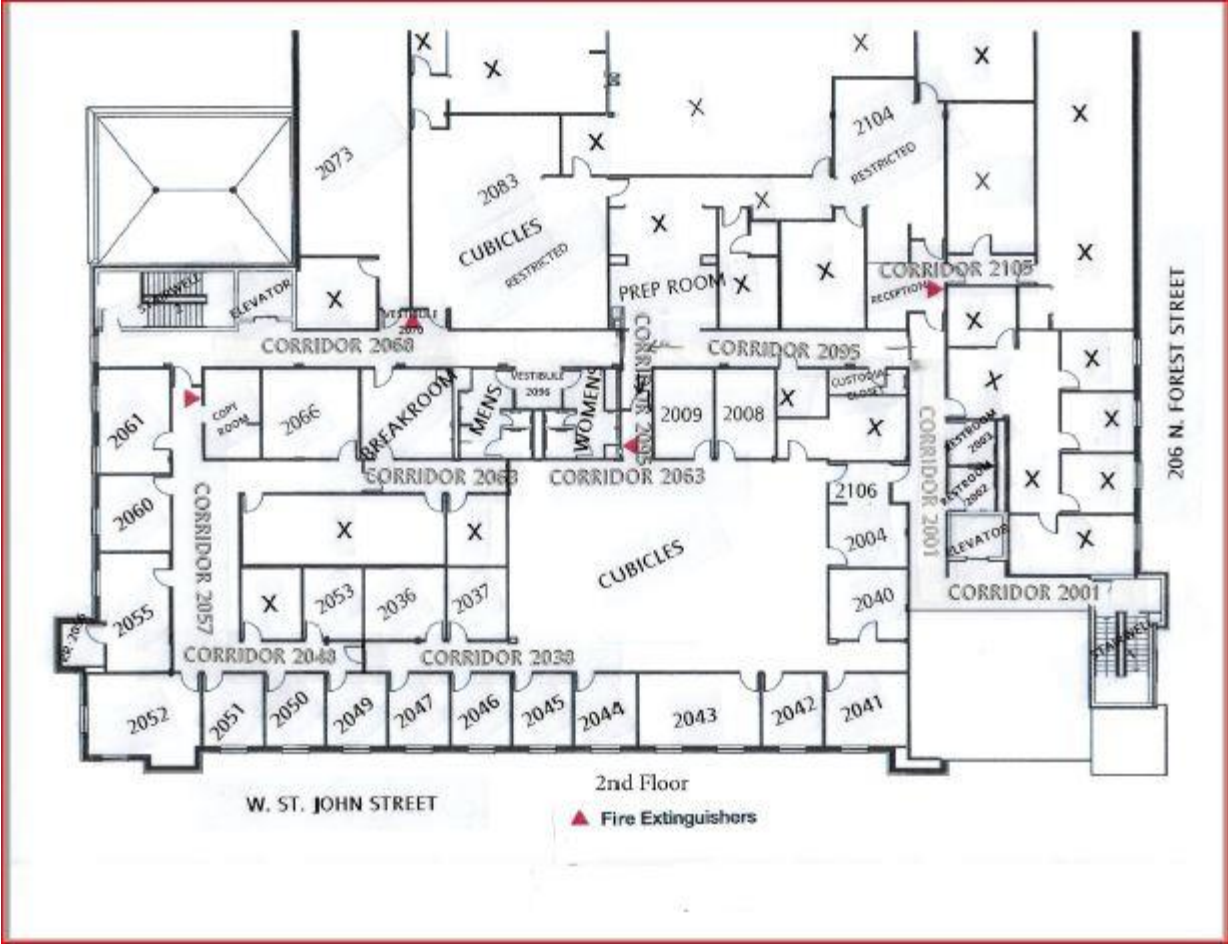
TREE-Z PLANT BASED STAINLESS & RESIDUE CLEANER (GREEN)

❖ Industrial type vacuum cleaner with HEPA filter

- ❖ PPE (Personal protective equipment)
- Any other compounds necessary to properly keep the premises clean and orderly

ATTACHMENT E







Price Page

Request for Proposals
Janitorial Service for
Public Safety Facility

City of Spartanburg
P.O. Box 5107
187 W. Broad Street
Spartanburg, SC. 29304
Email:

cwright@cityofspartanburg.org

September 17, 2024

Proposer has examined this Request for Proposal, the Advertisement for this Request for Proposal, and the following Addenda (receipt of which is hereby acknowledged):

Addenda Number: _____ **Date:** _____

Addenda Number: _____ **Date:** _____

Monthly Cost		Total bid
\$	X 12 Month	=

COMPANY NAME: _____

Contact: _____

Signature: _____

Address: _____

City: _____ State: _____

Cell# : _____ Zip: _____

Email: _____

Contractor References

List only references you have completed work for in the last twelve months.

Company Name: _____ Federal ID or SS# _____
Street Address: _____ Telephone #: _____
City, State, Zip: _____ Fax #: _____

Company Name: _____ Federal ID or SS# _____
Street Address: _____ Telephone #: _____
City, State, Zip: _____ Fax #: _____

Company Name: _____ Federal ID or SS# _____
Street Address: _____ Telephone #: _____
City, State, Zip: _____ Fax #: _____

Company Name: _____ Federal ID or SS# _____
Street Address: _____ Telephone #: _____
City, State, Zip: _____ Fax #: _____

Company Name

Contractor/Owner Signature

Date

Immigration Reform Act:
Read and Sign

Contractor agrees to verify the hiring eligibility of its employees as required under South Carolina's Eligible Immigration Reform Act, S.C. Code Ann., § 41-8-10, et seq. by either registering and participating in the Federal Work Authorization Program (E-Verify) pursuant to the Statute or employ only workers who at the time of their employment possess a valid South Carolina Driver's License or Identification Card or are eligible to obtain same or possess a valid Driver's License or Identification Card from another state deemed by the Director of the Department of Motor Vehicles to have requirements at least as strict as those in South Carolina. Contractor certifies that it will comply with the Statute in its entirety and agrees to provide the Owner with documentation to establish applicability of the Statute to the Contractor and compliance by same.

I _____
Contractors Name

certifies that it is compliant with the South Carolina Eligible Immigration Reform Act by either registering and participating in the Federal Work Authorization Program (E-Verify) pursuant to the Statute or employing only workers who at the time of their employment possess a valid South Carolina Driver's License or Identification Card or are eligible to obtain same or possess a valid Driver's License or Identification Card from another state which has been deemed by the Director of the Department of Motor Vehicles to have requirements at least as strict as South Carolina. By the signature below, the Contractor (Subcontractor, etc.) agrees to provide the City with documentation to establish the applicability of the Statute to the Contractor and by the signature below, certifies that it is compliant with the Statute with all regards. This certification and the requirements of this Statute require that the Contractor verify the hiring eligibility of its employees before and during the Project.

Name of Contractor (Subcontractor, etc.)

Contractors Signature

Date

Insurance Requirements

Winner will provide COI

CITY OF SPARTANBURG INSURANCE REQUIREMENTS FOR CONTRACTORS AND VENDORS

Revised July 1, 2016

NOTE: DO NOT BID ON THIS PROJECT IF YOU CANNOT MEET THE FOLLOWING INSURANCE REQUIREMENTS

CONTRACTOR'S/VENDORS LIABILITY AND OTHER INSURANCE: The Contractor/Vendor shall purchase and maintain with a company acceptable to the City and authorized to do business in the State of South Carolina, such insurance as will protect him from claims under workers' compensation laws, disability benefit laws or other similar employee benefit laws; from claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees, including claims insured by usual bodily injury liability coverage; and from claims for injury to or destruction of tangible property, including loss of use resulting there from - any or all of which may arise out of or result from the Contractor/Vendor operation under the contract documents, whether such operations be by himself or any subcontractor or anyone directly or indirectly employed/volunteering by any of them or for whose acts any of them may be legally liable. This insurance shall be written for not less than the limits of liability specified below, or required by law.

Automobile Liability: The amounts of such insurance shall not be less than: **Combined Single Limit - \$1,000,000; Split Limits: Bodily injury per person - \$500,000; Bodily Injury per Occurrence - \$1,000,000; and Property Damage - \$500,000**

Commercial General Liability: The amounts of such insurance shall not be less than: **Each Occurrence - \$1,000,000; Damage to Rented Premises - \$100,000; Med Expenses (per person) \$5,000; Personal & Advertising Injury - \$1,000,000; General Aggregate - \$2,000,000; and Products Completed Operations Aggregate - \$2,000,000.** This coverage shall be on an "Occurrence" basis. Coverage shall include Premises and Operations; Products and Completed Operations; Medical Expense in reference to General Liability, and Contractual Liability. Bodily injury and property damage liability shall protect the Contractor and any subcontractor performing work under this contract from claims of bodily injury, Personal & Advertising injury, and property damage which could arise from operations of this contract whether such operations are performed by the Contractor, any subcontractor or anyone directly or indirectly employed by either.

This insurance shall include coverage for products/completed operations, personal injury liability and contractual liability assumed under the indemnity provision of this contract and broad form property damage, explosion, collapse and underground utility damage stating if policy is written on an occurrence basis. Any policy written on a claim made basis must be approved by the City of Spartanburg in advance.

Property Insurance including Builders Risks-Property coverage will name the City of Spartanburg as loss payee in instances where the City has an interest in the property unless otherwise requested.

Workers' Compensation and Employer's Liability – This coverage shall meet the **STATUTORY requirement of the State of South Carolina.** Employers Liability shall be in the amount of \$500,000 each accident and disease - each employee and \$500,000 disease - policy limit. Sole Proprietors, Partners, Members of LLC and Corporate officers will not be excluded from coverage.

Employers Liability: Each Accident - \$1,000,000; Disease each employee - \$1,000,000; Disease Policy Limit - \$1,000,000

- This is part of Workers' Compensation coverage

Umbrella Liability: Each Occurrence – TBD; Aggregate – TBD

This coverage should be required for high hazard operations including excavation, roofing, water tower installation, painting, repair and removal, large construction projects. Should also consider for certain high hazard special event activities such as fireworks displays, inflatables, mechanical rides, etc.

Professional Liability: Per Occurrence - \$1,000,000; Aggregate - \$1,000,000

This coverage should be required for professional services such as accountant, attorneys, architects, design, engineering and most consultants.

The Contractor/Vendor shall provide the City with insurance certificates certifying that the foregoing insurance is in force; and such insurance certificates shall include provisions that the insurance shall not be cancelled, allowed to expire or be materially changed without giving the City thirty (30) days advance notice by registered mail.

The City of Spartanburg, its employees, and agents shall be named as additional insured under the Contractor/Vendor's general liability policies.

The Contractor is advised that if any part of the work under the contract is sublet, he shall require the subcontractor(s) to carry insurance as required above. However, this will in no way relieve the Contractor/Vendor from providing full insurance coverage on all phases of the project/event, including any that is sublet.

When certain work is to be performed inside right-of-way owned by railroads, South Carolina Department of Transportation or other Agencies, both the Contractor and any subcontractor may be required to furnish individual insurance certificates made in favor by the controlling agency, with limits as established by that agency.

Cancellation and Re-issuance of Insurance: If any insurance required to be provided by the Contractor should be canceled or changed by the insurance company or should any such insurance expire during the period of this contract, the Contractor shall be responsible for securing other acceptable insurance to provide continuous coverage during the life of this contract.

Failure of the Contractor/Vendor to maintain continuous coverage as specified herein will result in this project/event being shut down and any payments due, or to become due, withheld until such time as adequate, acceptable insurance is restored. This would be in addition to any legal recourse open to the City under breach of contract.

All coverage's and provisions shall be in place, and documentation of such coverage shall be provided to the City of Spartanburg, before any work can began.

**All emailed Certificates of Insurance can be forwarded to:
kbooker@cityofspartanburg.org

** All Certificate of Insurance submitted via postal mail can be sent to:

City of Spartanburg
187 W. Broad St.
Spartanburg, SC 29306
Attn: Kenneth Booker

Sample of Corporate / Company Resolution

A RESOLUTION

FOR THE PURPOSE OF AUTHORIZING _____ TO EXECUTE AN CONTRACT WITH SPARTANBURG CITY

WHEREAS, _____ will or has submitted a bid/proposal to Spartanburg City of Spartanburg for the purpose of providing goods or services; and

WHEREAS, _____ may be or has been awarded a contract to provide good or services to Spartanburg City of Spartanburg ; and

WHEREAS, _____ Type of Organization is :

Check the applicable box):

- Sole Proprietorship
- Partnership
- Corporate entity (not tax-exempt)
- Corporate entity (tax-exempt)
- Government entity (Federal, State or Local)
- Other _____

NOW THEREFORE BE IT RESOLVED that the Board of Directors (or other appropriate governing body) of _____ does hereby approve and authorize _____ (Name of Individual) to execute a contract with Spartanburg City of Spartanburg in an amount not to exceed \$_____.

ADOPTED AND APPROVED this ____ day of _____, 20__.

NAME OF ORGANIZATION [_____]

ATTESTED

By: _____ (signature)

_____ (printed name)

Title: _____

AFFIDAVIT OF NON-COLLUSION

I state that I am _____ (title) of _____ (name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this Offer.

I state that:

- (1) The price(s) and amount of this Offer have been arrived at **independently and** without consultation, communication or agreement with any other Proposer or potential Proposer.
- (2) That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor approximate amount of this Offer, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or noncompetitive Offer or other form of complementary Offer.
- (4) The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.
- (5) _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important and will be relied on **by the City of Spartanburg** in awarding the contract(s) for which this Offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the **City of Spartanburg** of the true facts relating to the submission of Offers for this contract.

(Authorized Signature)

(Name of Company/Position)

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary

My Commission Expires: _____

GOOD FAITH DOCUMENTATION MUST ACCOMPANY THE BID DOCUMENT

City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award. Each proposer shall attest that they engaged in good faith efforts in an endeavor to achieve the City's M/WBE goal of 10%.

INTENT TO PERFORM CONTRACT WITH OWN WORKFORCE

I HERBY CERTIFY THAT IT IS OUR INTENT TO PERFORM 100% OF THE WORK REQUIRED FOR THE ABOVE PROJECT. IN MAKING THIS CERTIFICATION, THE BIDDER STATES THAT THE BIDDER DOES NOT CUSTOMARILY SUBCONTRACT ELEMENTS OF THIS TYPE OF PROJECT, AND NORMALLY PERFORMS AND HAS THE CAPACITY TO PERFORM AND WILL PERFORM ALL ELEMENTS OF THE WORK PROJECT WITH HIS/HER OWN CURRENT WORK FORCES; AND IF THE BIDDER DOES NOT PERFORM 100% OF THE WORK REQUIRED, THE BIDDER WILL PROVIDE A LIST OF SUBCONTRACTORS

THE BIDDER AGREES TO PROVIDE ANY INFORMATION OR DOCUMENTATION TO THE CITY OF SPARTANBURG IN SUPPORT OF THE ABOVE STATEMENT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE OR SHE HAS READ THIS DOCUMENTATION AND IS AUTHORIZED TO BIND THE BIDDER TO THE COMMITMENTS HEREIN SET FORTH.

The listing of an MWBE shall constitute a representation by the bidder/responder to City of Spartanburg that such MWBE has been contacted and properly apprised of the upcoming City of Spartanburg project. Bidders/Responders are advised that the information contained herein is subject to verification by the Minority & Women Business Enterprise Program Coordinator and that submission of said information is an assertion of its accuracy. These documents are a part of this solicitation and contract. You are required to fill out this information.

I certify that the above information is true to the best of my knowledge:

Signature: _____

Title: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____ 20____.

Notary Signature

Notary Seal

THIS DOCUMENT MUST BE PROVIDED WITH THE SUBMITTAL AND SIGNED BY THE PERSON SIGNING THE SUBMITTAL

MWBE Good Faith Effort Participation Commitment Contract

This form should be filled out completely and *included in your bid document*. This form should also be accompanied by an executed Letter of Intent from each Sub-Contractor firm listed in this form. You may use additional sheets if necessary.

BID NO: _____		DATE: _____	
PROJECT NAME: _____		ADDRESS: _____	
PRIME CONTRACTOR: _____		CITY: _____	STATE: _____
CONTACT PERSON: _____		EMAIL: _____	
TELEPHONE: () _____		FAX: () _____	

MWBE SUBCONTRACTORS

COMPANY	MWBE CLASS	CITY, STATE	CONTACT	PHONE	TYPE OF WORK TO BE PERFORMED	SUBCONTRACT AMOUNT	% OF WORK
						\$	%
						\$	%
						\$	%
						\$	%
Total MWBE Participation						\$	%
Total Contract Amount						\$	
MWBE CLASSIFICATION							
MBE-B - African American MBE-S - Asian American MBE-H - Hispanic American WBE - American Woman MBE N/A - Native American							

NON-MWBE SUBCONTRACTORS

COMPANY	MWBE CLASS	CITY, STATE	CONTACT	PHONE	TYPE OF WORK TO BE PERFORMED	SUBCONTRACT AMOUNT	% OF WORK
						\$	%
						\$	%
						\$	%
						\$	%
Total Non-MWBE Participation						\$	%
Total Contract Amount						\$	