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Mobile Area Water and Sewer System
 4725 Moffett Rd Suite A
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 PO Box 180249
 Mobile, AL 36618-0249

**INVITATION FOR BID
 March 25, 2024**

INVITATION FOR BID NUMBER	IFB 24-012
NAME OF BID	Annual Contract for Custodial Services
BIDS WILL BE RECEIVED AT	MAWSS Bid Box Donaghey Business Entrance 4725 Moffett Road or PO Box 180249 Mobile, AL 36618
MANDATORY PREBID MEETING	April 4, 2024 at 10:00 am in the MAWSS Operations Center Board Room
BID OPENING DATE	April 18, 2024
BID CLOSING TIME	10:30 am Central Time
AWARD WILL BE MADE BY	Total Cost
CONTRACT PERIOD	6/1/24 through 5/31/25 with two 1-year extension options
MATERIAL DELIVERED TO	Various Locations
ADDITIONAL INFORMATION CONTACT	Russell Lomax (251) 591-7130 Email: rlomax@mawss.com
APPLICABLE SDP POLICY	17-01

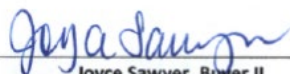
Sealed bids must be in the Purchasing Department no later than the time specified in order to be considered. Submissions received after the deadline will not be considered. Envelopes must bear the name of the supplier, company address and the words "IFB 24-012 Custodial Services" or "IFB 24-012 NO QUOTE." Facsimile or email bids will not be accepted.

All bids must be submitted on the attached forms or your bid will be disqualified. Bidder shall furnish all the information required by the solicitation. The bidder's name must be typed or printed on the bid sheet, and signed by the bidder or appropriate authorized executive officer of the bidder's company. Bidders must initial any changes or erasures. Bidders should retain a copy of bids for their records.

Bidders shall acknowledge receipt of all addenda to this solicitation by signing and returning each addendum or by identifying the addendum number and the date on the bid form. Failure to acknowledge receipt of any addendum by a bidder will result in rejection of the bid if MAWSS determines that the addendum contains information that materially changes the requirements.

All bids shall be quoted FOB Destination, freight prepaid with no additional charges. Unless otherwise specified in the bid, all prices will be on a firm-fixed price basis and are not subject to adjustments based on costs incurred. MAWSS reserves the right to reject any or all bids submitted, to waive any informality in any bid or in the bid process, or to terminate the bid process at any time, if deemed by MAWSS to be in MAWSS's best interest.

This "Invitation for Bid" with "Specifications," "Conditions," "Bid Form," signed by the successful bidder's authorized representative, and all attached drawings and other documents furnished by MAWSS to the bidders with the Invitation for Bid in order to illustrate the contract requirements, will constitute a contract for the goods and/or services to be purchased.


 Joyce Sawyer, Buyer II
 Board of Water and Sewer Commissioners

IFB 24-012 CUSTODIAL SERVICES CONDITIONS

The Board of Water and Sewer Commissioners of the City of Mobile will accept bids for **Custodial Services** in our Purchasing Department Bid Box located in the Business Entrance at 4725 Moffett Road, Mobile, AL 36618 **no later than 10:30 a.m.** local time on **April 18, 2024**. Bids will be opened immediately after bid closing time in the Operations Center Board room located at the Customer Service entrance. Award will be for **Total Cost**. The bidder offers and agrees, if this bid is accepted, to furnish the items/services as defined in the specifications for the unit price set opposite each item. Pricing shall be FOB Mobile, AL. Work is to be performed at the various job sites as specified.

A **mandatory Pre-Bid meeting** will be held between representatives of Contractor and representatives of MAWSS prior to the bid opening. The Pre-Bid meeting is scheduled for **10:00 am on April 4, 2024** in the **MAWSS Operations Center Board Room** located at 4725 Moffett Rd., Mobile, AL 36618 at the Customer Service entrance.

All items provided shall be for commercial use and for the purposes reflected in the contract documents.

MAWSS shall not be committed to the purchase of a pre-established minimum quantity for any one item or service.

Bidder understands that his/her bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

A bidder may not modify its bid after bid opening. Errors in the extension of unit prices stated in a bid or in multiplication, division, addition or subtraction in a bid may be corrected by the MAWSS Purchasing Buyer prior to award. In such cases, unit prices shall not be changed.

It is the responsibility of the bidder to determine prior to the bid opening whether any amendment, additions, deletions or changes of any type have been made to this Invitation for Bid, Conditions, Specifications, Bid Form or any of the other bid documents. Bid documents and any amendments made to this bid will be posted on our website at www.mawss.com.

A copy of the SDP (Supplier Diversity Program) policy that applies to this Invitation For Bid can be furnished upon request. It is the responsibility of the bidder to read and make efforts to meet the goals of this policy. Please contact the Supplier Diversity Department at supplier.diversity@mawss.com for any questions regarding this policy. **Bidders MUST acknowledge receipt of this policy by submitting the SDP Policy Acknowledgement and the Subcontracting Plan/Good Faith Effort form with the bid proposal, regardless if using a Diverse Contractor/Supplier or not.**

Contractors are required to use Contractors/Suppliers only in the areas for which the Contractors/Suppliers are certified.

Reporting Requirements, if using a diverse contractor/supplier:

“The Contractor **must file a written report** with MAWSS’s Supplier Diversity Office with a copy delivered to Accounting **once a month** documenting the Contractor’s continuing compliance with the MAWSS Supplier Diversity Program. This report will list all Diverse Contractor/Supplier’s subcontractors and supplier’s currently performing work or providing supplies for the contract.”

A copy of the SDP (Supplier Diversity Program) policy that applies to this Invitation For Bid can be found on our website by clicking on the following link: [https://www.mawss.com/uploads/final---supplier-diversity-17-01---approved-1-7-21-\(updated-changes-2-3-2021\).pdf](https://www.mawss.com/uploads/final---supplier-diversity-17-01---approved-1-7-21-(updated-changes-2-3-2021).pdf).

Invoicing Requirements: MAWSS is requiring additional information for all work performed and services provided. On the vendor’s invoice for payment should be a detailed listing of work performed, services provided, dates completed, locations involved and any other pertinent information needed to verify the work and/or services were completed in accordance to the bid specs. This additional information can be supplied in the form of detailed invoices, work orders, checklists or any other documents used to track the work performed or services provided but details must be included on the actual invoice. A copy of the invoice and these additional details must be sent to the “ADDITIONAL INFORMATION CONTACT” found on Page 1 of the bid documents and a copy emailed to Accounts Payable at AcctsPayable@mawss.com.

END OF CONDITIONS

IFB 24-012 CUSTODIAL SERVICES GENERAL SPECIFICATIONS

- Contractors submitting bids must have all applicable City, County, and State Licenses.
- All bid requirements listed in the Board of Water & Sewer Commissioners Standard Specifications must be complied with, unless changed by this specific bid document.
- Guarantee will be required with each bid as follows: At least 5% of the amount of the bid, not to exceed \$1,000, shall be filed in the form of a certified check or bid bond, payable to the Board of Water & Sewer Commissioners of the City of Mobile.
- The successful bidder must provide proof of insurance as required in the Board's specifications.
- Bids must be submitted on the forms furnished in this bid package in an envelope clearly marked "IFB 24-012 Custodial Services" on the outside of the envelope.
- The Board of Water and Sewer Commissioners of the City of Mobile retain the right to reject any and all bids.
- The Board reserves the right not to award any location where the cost given is not in the best interest of the Board.
- Bids will be considered only from Contractors with experience in related type work with a proven record of customer satisfaction. The bidder must submit, as part of the bid document, a list of customers where similar work has been performed within the last two (2) years. The following information must be included:
 1. Name and address of customer
 2. Contact person and phone number
 3. Description of Work performed
- The bidder shall have adequate personnel to complete the Work in the time allowed by Mobile Area Water and Sewer System. The workers assigned to this project should have experience and training in custodial work.
- Site visitation to review the locations to be cleaned is **strongly encouraged** and can be arranged at the pre-bid meeting or by contacting Billy McDuffie at (251) 222-8427.
- Two (2) copies of pay estimates for Work completed may be submitted at the end of each month. One should be an **INVOICE** sent to the Accounts Payable Department, PO Box 180249, Mobile, AL 36618-0249 or it can be emailed to acctspayable@mawss.com. One should be a **RECEIPT** sent to Mr. Rusty Lomax, emailed to rlomax@mawss.com, 4725A Moffett Road, Mobile, AL 36618, for all locations. All work must be itemized, per site, on the pay estimate (Invoice) and must be completed and inspected by MAWSS before any payment will be approved.

NOTE: The vendor's invoice for payment should be a detailed listing of work performed, services provided, dates completed, locations involved and any other pertinent information needed to verify the work and/or services were completed in accordance to the bid specs. This additional information can be supplied in the form of detailed invoices, work orders, checklists or any other documents used to track the work performed or services provided but details must be included on the actual invoice.

**IFB 24-012 CUSTODIAL SERVICES
GENERAL SPECIFICATIONS (Cont'd)**

- The successful bidder shall stress safety to their employees and shall be responsible for ensuring that all aspects of this Work are conducted in a safe manner.
- The bidder shall provide an emergency telephone number where a company representative can be reached twenty-four hours a day for the duration of the contract.
- The successful bidder **must** provide the cleaning and custodial services detailed in "Cleaning Specifications." These will be reviewed in detail with the successful bidder prior to the start of Work.
- ***Nightly Services are to be performed between the hours of 5:00 p.m. – 8:00 p.m., Monday through Friday.**
***Exception: Pumping Stations will be cleaned during regular business hours.**
- **All employees of the company** winning this contract are to be in **UNIFORM** provided by the contractor and shall maintain a neat appearance.
- This agreement shall remain in effect for a period of one (1) year with the option to renew for two (2), one-year extensions, at the same price, if agreed to in writing by both parties and approved by the Board.

MISCELLANEOUS:

- A. **Lights:** Lights in offices will be turned OFF as each area is completed, except for designated security lights. Lights switches are to be cleaned and damp wiped nightly.
- B. **Doors:** Doors will be locked upon exiting the area and double-checked upon completion of duties.
- C. **Sweeping:** Areas immediately outside of all Building Exit Doors are to be swept nightly.
- D. **Baseboards:** Baseboards/cove material to be wiped clean monthly.
- E. **Maintenance Deficiencies:** Any building maintenance or repair problems that the custodial service note will be reported on a daily basis to the Customer's designated representative, Russell Lomax, can be emailed to rlomax@mawss.com or reached by telephone at 251-591-7130.
- F. **Janitorial Closets:** Workers' closets and storage areas will be neat and orderly, reflecting a professional approach to business.
- G. **Key Security:** All keys will be assigned a coded number.

**IFB 24-012 CUSTODIAL SERVICES
GENERAL SPECIFICATIONS (Cont'd)**

OTHER SERVICES:

- Supervisory staff must be available if needed and must inspect the Work being done at least **TWICE** per week.
- A representative must be available, at the Customer's convenience, to tour the premises with a building representative, for any reason.

SUPPLIES AND EQUIPMENT:

- All cleaning supplies will be provided by MAWSS.

HOLIDAYS:

The following holidays, which are subject to change, will be observed by MAWSS and cleaning will not be required on these nights:

New Year's Day
Dr. Martin Luther King Day
Mardi Gras (Monday and Tuesday)
Memorial Day
Juneteenth Day
Independence Day
Labor Day
Thanksgiving Day (Thursday and Friday)
Christmas (Eve and Day)

The successful bidder will be required to comply with all requirements listed in this IFB. Prompt and satisfactory performance of all Work is essential. If MAWSS determines in its sole discretion that the Work or any part thereof has not been performed in a satisfactory manner, then MAWSS may immediately cancel the Contract by mailing or delivering written notice to Contractor, and all obligations of MAWSS hereunder, other than payment of approved invoices, will immediately cease.

END OF GENERAL SPECIFICATIONS

**IFB 24-012 CUSTODIAL SERVICES
BID BOND**

The undersigned agrees that, in case of failure on his part to execute the said Contract and the bond within ten (10) consecutive calendar days after written notice being given of the award of the Contract, the check or bid bond in the amount of five percent (5%), of this bid, not to exceed \$1,000, accompanying this bid, and the monies payable thereon, shall be paid into the funds of the Board of Water and Sewer Commissioners of the City of Mobile, Alabama as liquidated damages for such failure; otherwise the check or bid bond accompanying this Proposal shall be returned to the undersigned:

Attached hereto is a certified check or notarized bid bond on the Bank of _____
(Name of Bank or Surety)

for the sum of _____ Dollars and _____ (\$_____)

made payable to the Board of Water and Sewer Commissioners of the City of Mobile, Alabama.

KNOW ALL MEN BY THESE PRESENT:

THAT we: _____
(Name of Contractor) By: _____ Title: _____

And _____
(Name of Surety) By: _____ Title: _____

Are held and firmly bound unto The Board of Water and Sewer Commissioners of the City of Mobile, Alabama, as Obligee, in the full and just sum of:

_____ Dollars and _____ (\$_____)

lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

By _____
(Legal Signature)

(Printed Name and Title)

Witness: _____
(Legal Signature)

Witness: _____
(Legal Signature)

SIGNED, SEALED AND DELIVERED ON _____
Date

BIDS WILL NOT BE CONSIDERED, UNLESS ACCOMPANYING BID BOND IS SIGNED BY PRINCIPAL AND SURETY, OR IN LIEU THEREOF, A CERTIFIED CHECK, OR IRREVOCABLE UNCONDITIONAL LETTER OF CREDIT FROM YOUR BANK MUST ACCOMPANY THE PROPOSAL.

BIDDER acknowledges receipt of the following ADDENDA (if applicable):

**IFB 24-012 CUSTODIAL SERVICES
BID SHEET**

<u>ZONE</u>	<u>LOCATION</u>	<u>SQ FT</u>	<u>BID AMOUNT</u>
1.	OPERATIONS CENTER 4725 MOFFETT ROAD, MOBILE, AL 36618	<u>46,000</u>	\$ _____
2.	SHELTON BEACH ROAD FACILITY 1610 SHELTON BEACH ROAD EXT, MOBILE, AL 36618	<u>46,847</u>	\$ _____
3.	CC WILLIAMS WASTE WATER TREATMENT PLANT 1600 YEEND STREET, MOBILE, AL 36603	<u>11,000</u>	\$ _____
4.	WRIGHT-SMITH WASTER WATER TREATMENT PLANT 1879 CONCEPTION ST, MOBILE, AL 33610	<u>2,700</u>	\$ _____
5.	E. MORGAN STICKNEY WATER TREATMENT PLANT 4800 MOFFETT RD, MOBILE, AL 33618	<u>10,407</u>	\$ _____
6.	H.E. MYERS WATER TREATMENT PLANT 1475 HUBERT PIERCE RD, MOBILE, AL 33608	<u>9,150</u>	\$ _____
7.	S. PALMER GAILLARD PUMPING STATION 1450 PUMPING STATION ROAD, MOBILE, AL	<u>6,175</u>	\$ _____
8.	BURTON S. BUTLER PUMPING STATION 198 STATION STREET, SARALAND, AL	<u>1,770</u>	\$ _____
9.	BUCKS PUMPING STATION HIGHWAY 43, BUCKS, AL	<u>3,042</u>	\$ _____
10.	PREMISE HEALTH CARE FACILITY 4799C MOFFETT ROAD, MOBILE, AL 36618	<u>1,050</u>	\$ _____
11.	EMA BUILDING 348 N. MCGREGOR AVE, MOBILE, AL 36618	<u>6,144</u>	\$ _____
Total			\$ _____

Company Name _____ Payment Terms _____

Submitted By _____ Title _____

Please Print

Phone _____ Email Address _____

The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the all of the terms and conditions of this agreement.

Signature _____ Date _____

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONES 1, 2 & 11
OPERATIONS CENTER, SHELTON BEACH RD FACILITY & EMA BUILDING**

OFFICE AREAS, TRAINING, & CONFERENCE ROOMS:

NIGHTLY

- A. Wastebaskets and Trash Containers:** Wastepaper containers and other waste receptacles will be emptied and returned to original locations. Plastic liners will be REPLACED in each wastebasket. All waste will be collected and removed to a central disposal area, and container lids will be cleaned with a treated cloth.
- B. Tile Floors:** All tile floor areas are to be dust mopped with chemically treated dust mops.
- C. Glass/Window:** Will be spot cleaned and dry shined inside and outside.
- D. Walls:** Wall surfaces around light switches, doorknobs, and other heavy traffic areas are to be spot-cleaned.

WEEKLY

- A. Desks, Chairs, and File Cabinets:** Desks will be thoroughly dusted on all horizontal surfaces, and wood desktops will be dusted with soft, treated dust cloths. Vinyl, Formica, and glass tops may be dusted with a treated or damp cloth. Bottle and cup rings and/or any other spillage are to be cleaned as needed. Services to desktops will, of necessity, be limited to those tops that are reasonably clear of work papers. Desktops heavily laden with papers are to be dusted only in the exposed areas. Chairs will be dusted on all horizontal surfaces. Fabric-upholstered seats and arms and side chairs are to be spot-whisked. All chairs are to be replaced in their original positions to maintain an orderly and neat appearance.
- B. General Dusting:** The following surfaces and items will be hand dusted, using a treated cloth or, when needed, a damp cloth: miscellaneous cabinets, window sills, coat racks, ledges and shelves under six feet, telephones, and other desktop accouterments. NOTE: Handling personal desktop effects, such as vases and other decorations, will be limited to a minimum. Glass-top desks will be damp wiped and polished.
- C. Carpets:** Carpets will be vacuumed in traffic lanes and around desks, with particular attention given to knee-well areas of each desk and behind doors.

MONTHLY

- A. High Dusting:** Ceiling vents, air duct vents, air duct returns, light fixtures, and ledges above six feet are to be thoroughly dusted. Treated cloths, soft dust cloths, or vacuums with a brush may be used for this operation.
- B. Upholstered Furniture:** All upholstered furniture will be vacuumed with proper attachments designed for this purpose.
- C. Glass/Windows in Large Meeting Room (Operations Center):** Will be cleaned and dry shined inside and outside.
- D. Glass/Window in Hallways and Offices:** Will be cleaned and dry shined inside and outside.

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONES 1, 2 & 11
OPERATIONS CENTER, SHELTON BEACH RD FACILITY & EMA BUILDING (Cont'd)**

CORRIDORS AND LOBBIES:

NIGHTLY

- A. Wastebaskets and Trash Containers:** Wastepaper containers and other waste receptacles will be emptied and returned to original locations. Plastic liners will be REPLACED in each wastebasket. All waste will be collected and removed to a central disposal area, and container lids will be cleaned with a treated cloth.
- B. Ledges and Handrails:** All ledges, handrails, and other surfaces prone to dust accumulation will be dusted.
- C. Walls:** Wall surfaces around light switches, doorknobs, and other heavy traffic areas are to be spot-cleaned as needed.
- D. Water Fountains:** To ensure clean, healthy conditions at water fountains, the dispensing area and bowls are to be washed with a disinfectant solution and dry-shined. The sides of the metal housing will be damp wiped to remove streaks and runs and dry shined.
- E. Entrance Areas:** All glass doors are to be cleaned on both sides. Side panels are to be cleaned on both sides.
- F. Tile Floors:** All tile floor areas are to be dust mopped with chemically treated dust mops.
- G. Entrance Mats:** Fabric-coated entrance mats are to be vacuumed each night. Rubber or vinyl mats are to be swept or brushed.
- H. Glass/Window:** This area, usually one of the first items visitors will see, will be spot-cleaned and dry-shined on both sides.

MONTHLY

- A. High Dusting and Cleaning:** All high ledges, door frames, ceiling vents, air duct vents, air duct returns, light fixtures, cabinets, nameplates, etc., will be dusted.
- B. Fire Extinguishers:** The outside of all fire extinguisher cabinets will be dusted.

RESTROOMS:

NIGHTLY

- A. Commodes and Urinals:** Commodes and urinals will be thoroughly cleaned and dried inside and outside. Seats will be cleaned on both top and bottom. This work will be performed using an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts are to be dry-shined.
- B. Washbasins:** Washbasins will be cleaned and dried inside and outside. Plastic liners will be REPLACED in each wastebasket each night. Bright metal parts will be cleaned and dry-shined.

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONES 1, 2 & 11
OPERATIONS CENTER, SHELTON BEACH RD FACILITY & EMA BUILDING (Cont'd)**

- C. Waste Receptacles:** All waste receptacles will be emptied and interiors wiped out. Sanitary napkin waste disposal containers will be emptied, sprayed with an approved disinfectant spray, and wiped dry. The contents of the containers will be emptied into special carryout containers for removal from the premises. Bright metal parts are to be dry-shined.
- D. Paper Products:** Toilet tissue, paper and/or cloth hand towels, facial tissues, liquid hand soap or bar soap, and sanitary napkins will be installed by the custodial services. The Contractor will be responsible for assisting the Customer in keeping an accurate inventory of these items. All dispensing units will be kept clean.
- E. Mirrors:** Mirrors will be spot-cleaned and dry-shined.
- F. Walls:** Walls will be spot-cleaned to remove water splashes and runs, soap splashes, fingerprints, and smudges.
- G. Stall Partitions:** The tops of all partitions will be dusted. Partition walls will be spot-cleaned with a detergent disinfectant solution.
- H. Floors:** Loose paper and debris will be swept from floors. Floors will be wet mopped with a detergent disinfectant solution, using a scraper or steel wool pad for stains or adherents.
- I. Counters:** Countertops are to be cleaned and sanitized.

MONTHLY

- A. Floors:** Floors will be machine scrubbed with a detergent disinfectant solution and rinsed thoroughly.
- B. Lavatory Walls and Stall Dividers:** All tile walls and stall dividers will be cleaned and disinfected.
- C. High Dusting:** Ceilings, ceiling vents, light fixtures, and walls will be dusted.
- D. Glass:** Will be cleaned and dry shined.
- E. Walls:** Clean all walls.

FLOOR MAINTENANCE:

WEEKLY

- A. Carpet:** All carpet will be spot-cleaned as needed.

MONTHLY

- A. Tile:** All composition floors will be machine buffed and top coat (if needed) with an approved floor finish.
- B. Laboratory Floors (EMA Building):** Only the main laboratory floors are to be machine scrubbed once a month. **NO** wax shall be used when cleaning laboratory floors. Laboratory floors are to be machine scrubbed with a detergent disinfectant solution and rinsed thoroughly. The microbiology lab floors are **not** to be cleaned.

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONES 1, 2 & 11
OPERATIONS CENTER, SHELTON BEACH RD FACILITY & EMA BUILDING (Cont'd)**

QUARTERLY (To be coordinated with facility manager)

- A. Tile:** All composition floors will be stripped and refinished with an approved floor finish. Corners and baseboards are to be kept free of wax buildup. Please refer to **the FLOOR CARE PROCEDURE for details on** stripping and waxing floors.
- B. Carpet:** All carpet will be machine cleaned.
- C. Ceramic Tile:** All composition floors will be machine scrubbed, with particular attention to baseboards and edges.

BREAK ROOM:

NIGHTLY

- A. Trash Containers:** Trash containers are to be emptied and returned to original locations. Plastic liners will be REPLACED in each wastebasket. All waste will be collected and removed to a central waste disposal area. Trash container tops are to be cleaned with an acceptable disinfectant solution.
- B. Tables, Counters, and Chairs:** Tables, countertops, and chairs are to be cleaned with an acceptable solution.
- C. Floor:** All tile floor areas are to be dust mopped with chemically treated dust mops.
- D. Dusting:** The top of the microwave, refrigerator, and vending machines are to be dusted with a treated cloth.
- E. Walls:** Wall surfaces around light switches, doorknobs, splash boards, and other high-traffic areas are to be cleaned.
- F. Paper Products:** Hand towels and soap will be restocked.
- G. Microwave:** Clean the microwave inside and outside nightly and wipe dry.
- H. Walls:** Wipe the wall near the waste basket.
- I. Glass/Window:** Will be spot cleaned and dry shined inside and outside.

MONTHLY

- A. Dusting:** Ceiling vents, air duct vents, light fixtures, and window sills are to be thoroughly dusted.
- B. Windows:** Will be cleaned and dry-shined inside and outside.

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONES 1, 2 & 11
OPERATIONS CENTER, SHELTON BEACH RD FACILITY & EMA BUILDING (Cont'd)**

DESIGNATED SMOKING AREAS:

NIGHTLY

- A. Empty trashcan nightly and change plastic liners (as applicable).

WEEKLY

- A. Empty the cigarette disposal container and clean the outside.
- B. Wipe down tables, chairs, and benches.

SHOWER AREA (Operations Center):

WEEKLY

- A. **Ceramic Tile:** All composition floors will be scrubbed, with particular attention given to baseboards and edges.
- B. **Tile Floors:** All tile floor areas are to be dust mopped with chemically treated dust mops and mopped.

**END OF SPECIFICATIONS FOR ZONES 1, 2 & 11 – OPERATIONS FACILITY,
SHELTON BEACH FACILITY & EMA BUILDING**

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONES 3, 4, 5 & 6
CC WILLIAMS WWTP, WRIGHT-SMITH WWTP, E. MORGAN STICKNEY WTP & H.E. MYERS WTP**

OFFICE AREAS, TRAINING ROOM, CORRIDORS, AND LOBBIES:

NIGHTLY

- A. Wastebaskets and Trash Containers:** Wastepaper containers and other waste receptacles will be emptied and returned to original locations. Plastic liners will be REPLACED in each wastebasket. All waste will be collected and removed to a central waste disposal area.
- B. Ledges and Handrails:** All ledges, handrails, and other surfaces prone to dust accumulation will be dusted.
- C. Walls:** Wall surfaces around light switches, doorknobs, and other heavy traffic areas are to be spot-cleaned as needed.
- D. Water Fountains:** To ensure clean, healthy conditions at water fountains, the dispensing area and bowls are to be washed with a disinfectant solution and dry-shined. The sides of the metal housing will be damp wiped to remove streaks and runs.
- E. Entrance Areas:** All glass doors and side panels are to be spot-cleaned and dry-shined on both sides.
- F. Floors:** Tile or terrazzo areas will be dust mopped with a specially treated mopping tool. During inclement weather, tile or other hard surface floors will be damp mopped around entryways as needed.
- G. Entrance Mats:** Fabric-coated entrance mats are to be vacuumed. Rubber or vinyl mats are to be swept or brushed as the situation warrants.

WEEKLY

- A. Glass, Doors, & Windows:** All windows in the front lobby, offices, and foyer shall be cleaned and dry-shined inside and out once per week.
- B. Window Sills:** Window sills will be hand-dusted using a treated cloth or, when needed, a damp cloth.
- C. Desks:** Desks will be thoroughly dusted on all horizontal surfaces, and wood desktops are to be dusted with soft, treated dust cloths. Vinyl, Formica, and glass tops may be dusted with a treated or damp cloth. Bottle and cup rings and/or any other spillage are to be cleaned as needed. Services to desktops will, of necessity, be limited to those tops that are reasonably clear of work papers. Desktops heavily laden with papers are to be dusted only in the exposed areas. **NOTE:** Handling personal desktop effects, such as vases and other decorations, will be limited to a minimum.

MONTHLY

- A. High Dusting:** Ceiling vents, air duct vents, air duct returns, light fixtures, and ledges above six feet are to be thoroughly dusted. Treated cloths, soft dust cloths, or vacuums with a brush may be used for this operation.
- B. Upholstered Furniture:** All upholstered furniture will be vacuumed with proper attachments designed for this purpose.

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONES 3, 4, 5 & 6
CC WILLIAMS WWTP, WRIGHT-SMITH WWTP, E. MORGAN STICKNEY WTP & H.E. MYERS WTP (Cont'd)**

C. **Fire Extinguishers:** The outside of all fire extinguisher cabinets will be dusted monthly.

SEMI-ANNUALLY

A. **Elevated Windows (H.E. Myers WTP):** All elevated windows that cannot be reached without special equipment shall be cleaned and dry-shined inside and out.

RESTROOMS

NIGHTLY

A. **Commodes and Urinals:** Commodes and urinals will be cleaned and dried inside and outside. Seats will be cleaned on both top and bottom. This Work will be performed using an acceptable, non-pungent, germicidal disinfectant solution. Bright metal parts are to be dry-shined.

B. **Washbasins:** Washbasins will be cleaned and dried inside and outside. Plastic liners will be REPLACED in each wastebasket. Bright metal parts will be dry-shined.

C. **Waste Receptacles:** All waste receptacles will be emptied and interiors wiped out. Sanitary napkin waste disposal containers will be emptied, sprayed with an approved disinfectant spray, and wiped dry. The contents of the containers will be emptied into special carryout containers for removal from the premises. Bright metal parts are to be dry-shined.

D. **Paper Products:** Toilet Tissue, paper and/or cloth hand towels, facial tissues, liquid hand soap or bar soap, and sanitary napkins will be installed by the cleaner. The Contractor will be responsible for assisting the Customer in keeping an accurate inventory of these items. All dispensing units will be kept clean.

E. **Mirrors:** Mirrors will be spot-cleaned and dry-shined.

F. **Walls:** Walls will be spot-cleaned to remove water splashes and runs, soap splashes, fingerprints, and smudges.

G. **Stall Partitions:** The tops of all partitions will be dusted. Partition walls will be spot-cleaned with a detergent disinfectant solution.

H. **Floors:** Loose paper and debris will be swept from floors. Floors will be wet mopped with a detergent disinfectant solution, using a scraper or steel wool pad for stains or adherents.

I. **Air Fresheners:** Air freshener products will be replaced or added to as needed daily.

J. **Counters:** Countertops are to be cleaned and sanitized.

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONES 3, 4, 5 & 6
CC WILLIAMS WWTP, WRIGHT-SMITH WWTP, E. MORGAN STICKNEY WTP & H.E. MYERS WTP (Cont'd)**

MONTHLY

- A. **Floors:** Floors will be machine scrubbed with a detergent disinfectant solution and rinsed thoroughly.
- B. **Lavatory Walls and Stall Dividers:** All tile walls and stall dividers will be cleaned and disinfected.
- C. **High Dusting:** Ceilings, ceiling vents, light fixtures, and walls will be dusted.
- D. **Glass:** Will be cleaned and dry-shined.
- E. **Walls:** Clean all walls.

FLOOR MAINTENANCE:

MONTHLY

- A. **Laboratory Floors:** Only the main laboratory floors are to be machined and scrubbed. **NO** wax shall be used when cleaning laboratory floors. Laboratory floors are to be machine scrubbed with a detergent disinfectant solution and rinsed thoroughly. The microbiology lab floors are **not** to be cleaned.

QUARTERLY

- A. **Tile:** All composition floors will be scrubbed, with particular attention given to baseboards and edges.
- B. **Tile:** All composition floors will be stripped and refinished. Please refer to the **FLOOR CARE PROCEDURE** for details on stripping and waxing floors.
 - **Walls and Base Boards:** All baseboards and walls shall be kept clean of all stripper and wax buildup after floors have been stripped and waxed. All furniture and equipment will be removed and replaced after stripping and waxing floors.
- C. **Carpet:** All carpet will be machine cleaned.

BREAK ROOM:

NIGHTLY

- A. **Trash Containers:** Trash containers are to be emptied and returned to original locations. Plastic liners will be REPLACED in each wastebasket. All waste will be collected and removed to a central waste disposal area. Trash container tops are to be cleaned with an acceptable disinfectant solution every night.
- B. **Tables, Counters, and Chairs:** Tables, countertops, and chairs are to be cleaned with an acceptable solution.
- C. **Floor:** The floor is to be dust mopped with a chemically treated dust mop.

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONES 3, 4, 5 & 6
CC WILLIAMS WWTP, WRIGHT-SMITH WWTP, E. MORGAN STICKNEY WTP & H.E. MYERS WTP (Cont'd)**

- D. **Walls:** Wall surfaces around light switches, doorknobs, splash boards, and other high-traffic areas.
- E. **Paper Products:** Hand towels and soap will be restocked.
- F. **Microwave:** Clean the microwave inside and outside and wipe dry as needed.
- G. **Walls:** Wipe the wall near the waste basket.

MONTHLY

- A. **Dusting:** Ceiling vents, air duct vents, light fixtures, the top of the refrigerator, vending machines, and window sills are to be thoroughly dusted.
- B. **Windows:** Will be cleaned and dry-shined inside and outside.

DESIGNATED SMOKING AREAS:

NIGHTLY

- A. Empty trashcan nightly and change plastic liners (as applicable).

WEEKLY

- A. Empty the cigarette disposal container and clean the outside.
- B. Wipe down tables, chairs, and benches.

SHOWER AREA:

WEEKLY

- A. **Ceramic Tile:** All composition floors will be scrubbed, with particular attention given to baseboards and edges.
- B. **Tile Floors:** All tile floor areas are to be dust mopped with chemically treated dust mops.

**END OF SPECIFICATION FOR ZONES 3, 4, 5 & 6
CC WILLIAMS WWTP, WRIGHT-SMITH WWTP, E. MORGAN STICKNEY WTP & H.E. MYERS WTP**

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONE 7
S. PALMER GAILLARD PUMPING STATION**

RESTROOMS

WEEKLY

- A. Commodes and Urinals:** Commodes and urinals will be cleaned and dried inside and outside. Seats will be cleaned on both top and bottom. This Work will be performed using an acceptable, non-pungent, germicidal disinfectant solution. Bright metal parts are to be dry-shined.
- B. Washbasins:** Washbasins will be cleaned and dried inside and outside. Plastic liners will be REPLACED in each wastebasket. Bright metal parts will be dry-shined.
- C. Waste Receptacles:** All waste receptacles will be emptied and interiors wiped out. Sanitary napkin waste disposal containers will be emptied, sprayed with an approved disinfectant spray, and wiped dry. The contents of the containers will be emptied into special carryout containers for removal from the premises. Bright metal parts are to be dry-shined.
- D. Paper Products:** Toilet Tissue, paper and/or cloth hand towels, facial tissues, liquid hand soap or bar soap, and sanitary napkins will be installed by the cleaner. The Contractor will be responsible for assisting the Customer in keeping an accurate inventory of these items. All dispensing units will be kept clean.
- E. Mirrors:** Mirrors will be cleaned and dry-shined.
- F. Walls:** Walls will be spot-cleaned to remove water splashes and runs, soap splashes, fingerprints, and smudges.
- G. Stall Partitions:** The tops of all partitions will be dusted. Partition walls will be spot-cleaned with a detergent disinfectant solution.
- H. Floors:** Loose paper and debris will be swept from floors. Floors will be wet mopped with a detergent disinfectant solution, using a scraper or steel wool pad for stains or adherents.
- I. Air Fresheners:** Air freshener products will be replaced or added as needed.
- J. Counters: Countertops** are to be cleaned and sanitized.

MONTHLY

- A. Floors:** Floors will be machine scrubbed with a detergent disinfectant solution and rinsed thoroughly.
- B. Lavatory Walls and Stall Dividers:** All tile walls and stall dividers will be cleaned and disinfected.
- C. High Dusting:** Ceilings, ceiling vents, light fixtures, and walls will be dusted.
- D. Glass:** Will be cleaned and dry-shined.
- E. Walls:** Clean all walls.

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONE 7
S. PALMER GAILLARD PUMPING STATION (Cont'd)**

CONTROL ROOM, CORRIDORS, & OFFICE AREAS:

WEEKLY

- A. Wastebaskets and Trash Containers:** Wastepaper containers and other waste receptacles will be emptied and returned to original locations. Plastic liners will be REPLACED in each wastebasket. All waste will be collected and removed to a central waste disposal area.
- B. Desks:** Desks will be thoroughly dusted on all horizontal surfaces, and wood desktops are to be dusted with soft, treated dust cloths. Vinyl, Formica, and glass tops may be dusted with a treated or damp cloth. Bottle and cup rings and/or any other spillage are to be cleaned as needed. Services to desktops will, of necessity, be limited to those tops that are reasonably clear of work papers. Desktops heavily laden with papers are to be dusted only in the exposed areas. **NOTE:** Handling personal desktop effects, such as vases and other decorations, will be limited to a minimum.
- C. Ledges and Handrails:** All ledges, handrails, and other surfaces prone to dust accumulation will be dusted.
- D. Walls:** Wall surfaces around light switches, doorknobs, and other heavy traffic areas are to be spot-cleaned as needed.
- E. Water Fountains:** To ensure clean, healthy conditions at water fountains, the dispensing area and bowls are to be washed with a disinfectant solution and dry-shined. The sides of the metal housing will be damp wiped to remove streaks and runs.
- F. Entrance Areas:** All glass doors and side panels are to be cleaned and dry-shined on both sides.
- G. Floors:** Tile or terrazzo areas will be dust mopped with a specially treated mopping tool. During inclement weather, tile or other hard surface floors will be damp mopped around entryways as needed.
- H. Entrance Mats:** Fabric-coated entrance mats are to be vacuumed. Rubber or vinyl mats are to be swept or brushed as the situation warrants.
- I. Glass & Doors:** Clean and dry shine inside and out.
- J. Window sills:** Window sills will be hand-dusted using a treated cloth or, when needed, a damp cloth.

MONTHLY

- A. High Dusting:** Ceiling vents, air duct vents, air duct returns, light fixtures, and ledges above six feet are to be thoroughly dusted. Treated cloths, soft dust cloths, or vacuums with a brush may be used for this operation.
- B. Upholstered Furniture:** All upholstered furniture will be vacuumed with proper attachments designed for this purpose.

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONE 7
S. PALMER GAILLARD PUMPING STATION (Cont'd)**

- C. **Fire Extinguishers:** The outside of all fire extinguisher cabinets will be dusted monthly.
- D. **Windows:** Shall be cleaned and dry-shined on the inside.

PUMP ROOM

MONTHLY

- A. **Pump Dock:** Shall be vacuumed.
- B. **Discharge Pipes:** To be wiped down using an acceptable solution.
- C. **Windows and screens:** To be cleaned and dry-shined on the inside.
- D. **Vacuum:** The shop is to be vacuumed.

SEMI-ANNUALLY

- A. **Windows:** Wash outside windows.

ATS BUILDING

MONTHLY

- A. **High Dusting:** Ceiling vents, air duct vents, air duct returns, light fixtures, and ledges above six feet are to be thoroughly dusted. Treated cloths, soft dust cloths, or vacuums with a brush may be used for this operation.
- B. **Floors:** Tile or terrazzo areas will be dust mopped with a specially treated mopping tool. During inclement weather, tile or other hard surface floors will be damp mopped around entryways as needed. Any carpet will be vacuumed.

FLOOR MAINTENANCE:

SEMI-ANNUALLY

- A. **Tile:** All composition floors will be stripped and refinished. Please refer to the **FLOOR CARE PROCEDURE** for details on stripping and waxing floors.
 - **Walls and Base Boards:** All baseboards and walls shall be kept clean of all stripper and wax buildup after floors have been stripped and waxed. All furniture and equipment will be removed and replaced after stripping and waxing floors.

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONE 7
S. PALMER GAILLARD PUMPING STATION (Cont'd)**

DESIGNATED SMOKING AREAS:

WEEKLY

- A. Empty the cigarette disposal container and clean the outside.
- B. Wipe down tables, chairs, and benches.
- C. Empty trashcan weekly and change plastic liners (as applicable).

SHOWER AREA:

WEEKLY

- A. **Ceramic Tile:** All composition floors will be scrubbed, with particular attention given to baseboards and edges.
- B. **Tile Floors:** All tile floor areas are to be dust mopped with chemically treated dust mops.

END OF SPECIFICATIONS FOR ZONE 7 – S. PALMER GAILLARD PUMPING STATION

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONES 8 & 9
BURTON S. BUTLER PUMPING STATION & BUCKS PUMPING STATION**

RESTROOMS

MONTHLY

- A. Commodes and Urinals:** Commodes and urinals will be cleaned and dried inside and outside. Seats will be cleaned on both top and bottom. This Work will be performed using an acceptable, non-pungent, germicidal disinfectant solution. Bright metal parts are to be dry-shined.
- B. Washbasins:** Washbasins will be cleaned and dried inside and outside. Plastic liners will be REPLACED in each wastebasket. Bright metal parts will be dry-shined.
- C. Waste Receptacles:** All waste receptacles will be emptied and interiors wiped out. Sanitary napkin waste disposal containers will be emptied, sprayed with an approved disinfectant spray, and wiped dry. The contents of the containers will be emptied into special carryout containers for removal from the premises. Bright metal parts are to be dry-shined.
- D. Paper Products:** Toilet Tissue, paper and/or cloth hand towels, facial tissues, liquid hand soap or bar soap, and sanitary napkins will be installed by the cleaner. The Contractor will be responsible for assisting the Customer in keeping an accurate inventory of these items. All dispensing units will be kept clean.
- E. Mirrors:** Mirrors will be cleaned and dry-shined.
- F. Stall Partitions:** The tops of all partitions will be dusted. Partition walls will be spot-cleaned with a detergent disinfectant solution.
- G. Air Fresheners:** Air freshener products will be replaced or added as needed.
- H. Counters:** Countertops are to be cleaned and sanitized.
- I. Floors:** Floors will be machine scrubbed with a detergent disinfectant solution and rinsed thoroughly.
- J. Lavatory Walls and Stall Dividers:** All tile walls and stall dividers will be cleaned and disinfected.
- K. High Dusting:** Ceilings, ceiling vents, light fixtures, and walls will be dusted.
- L. Glass:** Will be cleaned and dry-shined.
- M. Walls:** Clean all walls.

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONES 8 & 9
BURTON S. BUTLER PUMPING STATION & BUCKS PUMPING STATION (Cont'd)**

CONTROL ROOM

MONTHLY

- A. Wastebaskets and Trash Containers:** Wastepaper containers and other waste receptacles will be emptied and returned to original locations. Plastic liners will be REPLACED in each wastebasket. All waste will be collected and removed to a central waste disposal area.
- B. Desks:** Desks will be thoroughly dusted on all horizontal surfaces, and wood desktops are to be dusted with soft, treated dust cloths. Vinyl, Formica, and glass tops may be dusted with a treated or damp cloth. Bottle and cup rings and/or any other spillage are to be cleaned as needed. Services to desktops will, of necessity, be limited to those tops that are reasonably clear of work papers. Desktops heavily laden with papers are to be dusted only in the exposed areas. **NOTE:** Handling personal desktop effects, such as vases and other decorations, will be limited to a minimum.
- C. Ledges and Handrails:** All ledges, handrails, and other surfaces prone to dust accumulation will be dusted.
- D. Walls:** Wall surfaces around light switches, doorknobs, and other heavy traffic areas are to be spot-cleaned as needed.
- E. Water Fountains:** To ensure clean, healthy conditions at water fountains, the dispensing area and bowls are to be washed with a disinfectant solution and dry-shined. The sides of the metal housing will be damp wiped to remove streaks and runs.
- F. Entrance Areas:** All glass doors and side panels are to be cleaned and dry-shined on both sides.
- G. Floors:** Tile or terrazzo areas will be dust mopped with a specially treated mopping tool. During inclement weather, tile or other hard surface floors will be damp mopped around entryways as needed.
- H. Entrance Mats:** Fabric-coated entrance mats are to be vacuumed. Rubber or vinyl mats are to be swept or brushed as the situation warrants.
- I. Window sills:** Window sills will be hand-dusted using a treated cloth or, when needed, a damp cloth.
- J. High Dusting:** Ceiling vents, air duct vents, air duct returns, light fixtures, and ledges above six feet are to be thoroughly dusted. Treated cloths, soft dust cloths, or vacuums with a brush may be used for this operation.
- K. Upholstered Furniture:** All upholstered furniture will be vacuumed with proper attachments designed for this purpose.
- L. Fire Extinguishers:** The outside of all fire extinguisher cabinets will be dusted monthly.
- M. Windows:** Shall be cleaned and dry shined on the inside and outside.

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONES 8 & 9
BURTON S. BUTLER PUMPING STATION & BUCKS PUMPING STATION (Cont'd)**

SURGE RELIEF BUILDING and EMERGENCY PUMP BUILDING (Burton Butler P.S.):

MONTHLY

- A. Floors:** Tile or terrazzo areas will be dust mopped with a specially treated mopping tool. During inclement weather, tile or other hard surface floors will be damp mopped around entryways as needed.
- B. High Dusting:** Ceiling vents, air duct vents, air duct returns, light fixtures, and ledges above six feet are to be thoroughly dusted. Treated cloths, soft dust cloths, or vacuums with a brush may be used for this operation.

PUMP ROOM (Bucks P.S.):

MONTHLY

- A. Floors:** Tile or terrazzo areas will be dust mopped with a specially treated mopping tool. During inclement weather, tile or other hard surface floors will be damp mopped around entryways as needed.
- B. High Dusting:** Ceiling vents, air duct vents, air duct returns, light fixtures, and ledges above six feet are to be thoroughly dusted. Treated cloths, soft dust cloths, or vacuums with a brush may be used for this operation.

FLOOR MAINTENANCE (ALL Facilities):

ANNUALLY

- A. Tile:** All composition floors will be stripped and refinished. Please refer to the **FLOOR CARE PROCEDURE** for details on stripping and waxing floors.
- **Walls and Base Boards:** All baseboards and walls shall be kept clean of all stripper and wax buildup after floors have been stripped and waxed. All furniture and equipment will be removed and replaced after stripping and waxing floors.

SPECIAL NOTE – A sign-in sheet will be provided at the Burton and Bucks stations to verify the cleaning date.

**END OF SPECIFICATIONS FOR ZONES 8 & 9 –
BURTON S. BUTLER PUMPING STATION & BUCKS PUMPING STATION**

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONE 10
PREMISE HEALTHCARE FACILITY**

RESTROOMS

4 TIMES WEEKLY

- A. Commodes and Urinals:** Commodes and urinals will be cleaned and dried inside and outside. Seats will be cleaned on both top and bottom. This Work will be performed using an acceptable, non-pungent, germicidal disinfectant solution. Bright metal parts are to be dry-shined.
- B. Washbasins:** Washbasins will be cleaned and dried inside and outside. Plastic liners will be REPLACED in each wastebasket. Bright metal parts will be dry-shined.
- C. Waste Receptacles:** All waste receptacles will be emptied and interiors wiped out. Sanitary napkin waste disposal containers will be emptied, sprayed with an approved disinfectant spray, and wiped dry. The contents of the containers will be emptied into special carryout containers for removal from the premises. Bright metal parts are to be dry-shined.
- D. Paper Products:** Toilet Tissue, paper and/or cloth hand towels, facial tissues, liquid hand soap or bar soap, and sanitary napkins will be installed by the cleaner. The Contractor will be responsible for assisting the Customer in keeping an accurate inventory of these items. All dispensing units will be kept clean.
- E. Mirrors:** Mirrors will be cleaned and dry-shined.
- F. Walls:** Walls will be spot-cleaned to remove water splashes and runs, soap splashes, fingerprints, and smudges.
- G. Stall Partitions:** The tops of all partitions will be dusted. Partition walls will be spot-cleaned with a detergent disinfectant solution.
- H. Floors:** Loose paper and debris will be swept from floors. Floors will be wet mopped with a detergent disinfectant solution, using a scraper or steel wool pad for stains or adherents.
- I. Air Fresheners:** Air freshener products will be replaced or added as needed.
- J. Counters:** Countertops are to be cleaned and sanitized.

MONTHLY

- A. Floors:** Floors will be machine scrubbed with a detergent disinfectant solution and rinsed thoroughly.
- B. Lavatory Walls and Stall Dividers:** All tile walls and stall dividers will be cleaned and disinfected.
- C. High Dusting:** Ceilings, ceiling vents, light fixtures, and walls will be dusted.
- D. Glass:** Will be cleaned and dry-shined.
- E. Walls:** Clean all walls.

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONE 10
PREMISE HEALTH CARE FACILITY (Cont'd)**

ALL OTHER ROOMS

4 TIMES A WEEK

- A. Wastebaskets and Trash Containers:** Wastepaper containers and other waste receptacles will be emptied and returned to original locations. Plastic liners will be REPLACED in each wastebasket. All waste will be collected and removed to a central waste disposal area.
- B. Desks, Counters, & Similar Surfaces:** Desks will be thoroughly dusted on all horizontal surfaces, and wood desktops are to be dusted with soft, treated dust cloths. Vinyl, Formica, and glass tops may be dusted with a treated or damp cloth. Bottle and cup rings and/or any other spillage are to be cleaned as needed. Services to desktops will, of necessity, be limited to those tops that are reasonably clear of work papers. Desktops heavily laden with papers are to be dusted only in the exposed areas. **NOTE:** Handling personal desktop effects, such as vases and other decorations, will be limited to a minimum.
- C. Ledges and Handrails:** All ledges, handrails, and other surfaces prone to dust accumulation will be dusted.
- D. Walls:** Wall surfaces around light switches, doorknobs, and other heavy traffic areas are to be spot-cleaned as needed.
- E. Water Fountains:** To ensure clean, healthy conditions at water fountains, the dispensing area and bowls are to be washed with a disinfectant solution and dry-shined. The sides of the metal housing will be damp wiped to remove streaks and runs.
- F. Entrance Areas:** All glass doors and side panels are to be cleaned and dry-shined on both sides.
- G. Floors:** Tile or terrazzo areas will be dust mopped with a specially treated mopping tool. During inclement weather, tile or other hard surface floors will be damp mopped around entryways as needed.
- H. Entrance Mats:** Fabric-coated entrance mats are to be vacuumed. Rubber or vinyl mats are to be swept or brushed as the situation warrants.

MONTHLY

- A. High Dusting:** Ceiling vents, air duct vents, air duct returns, light fixtures, and ledges above six feet are to be thoroughly dusted. Treated cloths, soft dust cloths, or vacuums with a brush may be used for this operation.
- B. Upholstered Furniture:** All upholstered furniture will be vacuumed with proper attachments designed for this purpose.
- C. Fire Extinguishers:** The outside of all fire extinguisher cabinets will be dusted.
- D. Windows:** Shall be cleaned and dry shined on the inside and outside

**IFB 24-012 CUSTODIAL SERVICES
CLEANING SPECIFICATIONS FOR ZONE 10
PREMISE HEALTH CARE FACILITY (Cont'd)**

FLOOR MAINTENANCE:

QUARTERLY

- A. Tile:** All composition floors will be stripped and refinished. Please refer to the **FLOOR CARE PROCEDURE** for details on stripping and waxing floors.
- **Walls and Base Boards:** All baseboards and walls shall be kept clean of all stripper and wax buildup after floors have been stripped and waxed. All furniture and equipment will be removed and replaced after stripping and waxing floors.

END OF SPECIFICATIONS FOR ZONE 10 – PREMISE HEALTH CARE FACILITY

**IFB 24-012 CUSTODIAL SERVICES
CUSTODIAL FLOOR CARE PROCEDURE
FOR ALL LOCATIONS**

PURPOSE:

This Standard Operating Procedure aims to enhance the understanding of the custodial floor care procedure, ensuring that all cleanliness and safety standards are upheld and in line with MAWSS requirements.

METHOD:

This SOP outlines the procedures for waxing and stripping the floors of MAWSS properties.

REQUIRED TOOLS AND EQUIPMENT:

- A. Mops (2)
- B. Mop Heads (2)
- C. Bucket
- D. Hi-Speed Buffer
- E. Beige Pad for Waxing
- F. Black Pad for Stripping
- G. Broom
- H. Wet/Dry Vacuum
- I. Wax
- J. Degreaser

PROCEDURE:

A. Safety Standards

- 1. Let the department head know when and where the floors will be worked on.
- 2. Set out **'WET FLOOR'** signs at all doors where the floor maintenance is performed.

B. Stripping

- 1. Begin by sweeping the area clear of dust and debris.
- 2. In the bucket, mix 2 parts water to 1 part stripper.
- 3. Mop this mixture onto a small area.
- 4. Using the Hi-Speed Buffer with black pad, the speed adjusted to **High**; proceed by working the mixture back and forth across the floor.
- 5. Using the Wet/Dry Vacuum, vacuum any excess water off the floor. **THIS WILL LEAVE A DULL FINISH ON THE FLOOR.**
- 6. Mop the entire floor with water and allow it to dry.

**IFB 24-012 CUSTODIAL SERVICES
CUSTODIAL FLOOR CARE PROCEDURE
FOR ALL LOCATIONS (Cont'd)**

C. Waxing

1. After following the procedure for stripping floors, ensure that the bucket has been cleaned thoroughly and the mop head has been changed. **DO NOT USE THE SAME MOP HEAD FOR BOTH WAXING AND STRIPPING.**
2. Apply wax using a mop to work back and forth across the floor.
3. Complete the entire area with **3** to **4** coats of wax.
4. Allow to dry.
5. Using the Hi-Speed Buffer with beige pad, with speed adjusted to **Low**, continue by buffing the area.

SPECIAL NOTE – This Procedure is an example of proper floor care maintenance. If you desire a different method, please provide that method in writing for approval.

END OF SPECIFICATIONS FOR CUSTODIAL FLOOR CARE PROCEDURES

**IFB 24-012 CUSTODIAL SERVICES
INSURANCE REQUIREMENTS**

- A. **General:** The Supplier shall provide insurance in accordance with the required specifications. A current certificate of insurance must be provided with your bid. MAWSS does not need to be named as an additional insured on this certificate.
- B. **Supplier Coverage:** The Supplier shall not commence work under this Contract until he has obtained all insurance required under the following paragraphs and until such insurance has been approved by the Owner, nor shall the Supplier allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been obtained and approved. If the subcontractor does not take out insurance in his own name, the Supplier shall provide such insurance protection for the subcontractor and such subcontractor's employees.
- C. **Casualty Insurance:** The following insurance coverages (with limits not less than specified herein) shall be maintained by the Supplier for the duration of the Contract, affording coverage for any claim arising out of Supplier's operations herein, whether by the Supplier or by any subcontractor or by any Employee or Agent of either:
1. Claims of employees under Worker's Compensation and other similar employee benefit acts, including claims because of bodily injury, occupational sickness or disease, or death.
 2. Claims arising out of bodily injury, sickness, disease, or death of any person other than employee.
 3. Claims for damages arising out of libel, slander, false arrest, detention or imprisonment, malicious prosecution, defamation or violation of right of privacy, wrongful entry or eviction or other right of private occupancy, including claims as a result of an offense related to the employment of a claimant by Contractor (so-called "Personal Injury").
 4. Claims arising out of damage to or destruction of tangible property, including loss of use.
 5. The Supplier shall furnish certification of insurance and policies verifying that the above coverages are in effect before commencing any work, and that each policy is endorsed to give the Owner 30 days notice in writing in the event of cancellation or material change therein.

Policies of Insurance shall state that the Owner and the Owner's employees be named as additional insureds on the Supplier's Automobile Liability and Commercial General Liability policies. In respect to Worker's Compensation, a Waiver of Subrogation shall be issued in favor of the Owner. Where applicable, the U.S. Longshore and Harborworkers Compensation Act Endorsement shall be attached to the policy. Where applicable, the Maritime Coverage Endorsement (to include coverage under Jones Act) shall be attached to the policy. Both the U. S. Longshore and Harborworkers and the Maritime Coverage shall have limits equal to or greater than the employer's liability coverage.

6. Rated by AM Best – A- or better. For nonadmitted companies, a rating of A or better by AM Best.
 - a. At the discretion of the Board, worker's compensation insurance may be placed through a qualified worker's compensation self-insurance fund.

**IFB 24-012 CUSTODIAL SERVICES
INSURANCE REQUIREMENTS (Cont'd)**

b. Limits of Liability:

Worker's Compensation	Statutory
Employers' Liability	\$500,000 Each Accident \$500,000 by Disease, Policy Limit \$500,000 by Disease, Each Employee
Commercial Automobile	\$1,000,000 Each Accident Bodily Injury and Property Damage Combined Business Auto Includes All Owned, Leased, Hired and Non-Owned Automobiles
Commercial General Liability	\$1,000,000 per Occurrence \$1,000,000 Personal & Advertising Injury \$2,000,000 General Aggregate per Project \$2,000,000 Products & Completed Operations Aggregate \$100,000 Fire Damage Liability

Umbrella Liability: In addition to the basic limits previously set out for Commercial General Liability, Products and Completed Operations, Automobile Liability and Worker's Compensation, coverage shall be issued with a "pay on behalf of" wording, including Personal Injury and other extensions, and provide coverage at least as broad as that afforded by the primary insurance policies.

Extensions (only if applicable):

Blanket Contractual Liability	Blanket Collapse and Underground Coverage
Personal Injury	Broad Form Property (including Completed
Host Liquor Liability	Operations)
Non-owned Watercraft Liability	Employees as Additional Insureds
Worldwide Products	Incidental Medical Malpractice
Fire Legal Liability	Extended Bodily Injury (Assault and Battery)
Newly Acquired Organizations	

When and if the use of explosives for blasting purposes appears necessary or desirable, such methods shall not be undertaken without written authorization of the Owner, and then only provided that acceptable extensions of liability coverage have been obtained specifically to include the explosion ("X") hazard and the collapse ("C") hazard. The policy of general liability shall include the special underground property damage coverage (providing the so-called "U" hazard) on a blanket basis.

D. **Owner's Protective Liability:** The Supplier shall furnish from a carrier acceptable to the Owner, a policy of liability insurance, commonly called "Owner's Protective Liability" in the name of the Board of Water and Sewer Commissioners of the City of Mobile, d/b/a MAWSS, providing "Independent Contractor's Coverage" for the operations embraced by this Contract with limits of \$1,000,000 bodily injury and \$1,000,000 property damage. Policy shall be endorsed that the premium is to be paid by the named Supplier.

END OF INSURANCE

**IFB 24-012 CUSTODIAL SERVICES
SDP POLICY ACKNOWLEDGEMENT***

A copy of the SDP (Supplier Diversity Program) policy that applies to this Invitation For Bid has been included in this package. It is the responsibility of the bidder to read and make efforts to meet the goals of this policy. Please contact the Supplier Diversity Department at supplier.diversity@mawss.com for any questions regarding this policy.

Bidders MUST acknowledge receipt of this policy and submit the documentation with the bid proposal.

Bidders shall take all necessary and reasonable steps in accordance with this Policy to ensure that Diverse Contractors/Suppliers have the maximum allowable opportunity to compete for subcontracts and contracts for services, supplies, or other goods. Bidders shall not discriminate in awarding subcontracts and supplier contracts on the basis of race, color, national origin, ethnicity, or sex, during the bid process as well as during performance of a MAWSS contract.

The following documentation must be included in the bid proposal.

- SDP Policy Acknowledgement **and**
- Subcontracting Plan

Please refer to the attached policy for more information regarding these requirements as well as all other requirements, if participating in the SDP Program.

The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the all of the requirements of this policy.

Company Name _____

Submitted By _____ Title _____
Please Print

Signature _____ Date _____

***Required to sign and return with bid**

**IFB 24-012 CUSTODIAL SERVICES
SUBCONTRACTING PLAN/GOOD FAITH EFFORT***

In order for your proposal to be considered, must complete all blanks in this Subcontracting Plan and sign with a handwritten signature where indicated below and include this form in your proposal.

Failure to fill in the blanks on this Subcontracting Plan and/or to include a handwritten signature may cause for rejection of your bid.

It is MAWSS's goal that in all contracts, contractors shall make a demonstrated good faith effort to award 15% of the contract amount to certified Diverse Contractors/Suppliers as subcontractors and/or suppliers performing commercially useful functions which are consistent with contract requirements.

Copies of MAWSS SDP Policy 16-01 (for public works projects), SDP/Supplier Diversity Policy 17-01 (for contracts for other goods and services), MAWSS's list of certified Disadvantaged Business Enterprises (SDPs) / Diverse Suppliers, and lists of organizations that have information on SDPs/Diverse Suppliers are available from MAWSS's Supplier Diversity Office by emailing supplier.diversity@mawss.com.

STATE WHAT PERCENTAGE OF THE WORK FOR THIS CONTRACT YOU PLAN TO AWARD TO SDP/DIVERSE SUPPLIER SUBCONTRACTORS AND/OR VENDORS	TOTAL %
ESTIMATED TOTAL DOLLAR AMOUNT TO BE AWARDED TO SDP/DIVERSE SUPPLIER	TOTAL \$
AMOUNT BID FOR THIS CONTRACT	TOTAL \$

Please list below all subcontractors and suppliers which you plan to use for this contract. Also indicate which of these are SDPs / Diverse Suppliers by writing "Yes" or "No" where indicated. Also list for each the percentage of the total contract amount to be performed by each and the certification group the SDP / Diverse Supplier is certified with. Attach additional sheets if needed.

SUBCONTRACTOR/VENDOR NAME	SDP/DIVERSE SUPPLIER (Yes or No)	% OF CONTRACT	CERTIFICATION GROUP (MAWSS, ALDOT, ADECA, SRMSDC, BCIA)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CAUTION: ACCURATELY COMPLETE ALL PARTS OF THIS FORM AND SIGN BELOW.

GOOD FAITH EFFORT ACKNOWLEDGEMENT/AFFIDAVIT

I/WE EXERCISED GOOD FAITH TO COMPLY WITH THIS PLAN AND MAWSS' SDP REQUIREMENTS.

BIDDER/COMPANY

BY (Signature)

***Required to sign and return with bid**

**IFB 24-012 CUSTODIAL SERVICES
CONTRACTOR INFORMATION SHEET**

LIST OF CONTACT PERSONS, PHONE NUMBERS & EMAIL:

Customer Service: _____

Accounts/Receivable: _____

Emergencies/After Hours: _____

On-Site Service Representative Name: _____

On-Site Service Representative Phone Number: _____

Company-Owned Equipment? _____

Company: _____

By: _____
(Print Name)

Address: _____ City, St, Zip: _____

Phone: _____ Email: _____

Signature Title Date

**IFB 24-012 CUSTODIAL SERVICES
REFERENCES**

The following is a list of customers where the bidder has done related work:

Name of Customer	Address
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Contact Person	Phone	Email
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Type of Work

Name of Customer	Address
------------------	---------

Contact Person	Phone	Email
----------------	-------	-------

Type of Work

Name of Customer	Address
------------------	---------

Contact Person	Phone	Email
----------------	-------	-------

Type of Work

Name of Customer	Address
------------------	---------

Contact Person	Phone	Email
----------------	-------	-------

Type of Work



IFB 24-012 Custodial Services Purchasing Bid Checklist

Vendor must initial each section below indicating compliance with statement. Failure to complete this form and provide requested documentation could result in rejection of your company's bid.

- _____ 1. All licenses required per the bid specs and any other state and local licenses and copy provided (if applicable).
- _____ 2. Insurance Requirements met and copy provided.
- _____ 3. Bid Bond included.
- _____ 4. Supplier Diversity Acknowledgement & Subcontracting Plan form signed and enclosed.
- _____ 5. Understand Proposal, General Requirements, Conditions, Specifications, Summary/Scope outlined in bid package.
- _____ 6. Agree to invoicing requirements outlined in bid package.
- _____ 7. Addendum signed & enclosed (if applicable).
- _____ 8. Contractor Info sheet & References forms completed and enclosed.

By signing below, bidder agrees they have read and understand the terms of this bid.

Business Name of Bidder

Signature of Bidder or Authorized Agent

Date