

INSTRUCTIONS TO CONTRACTORS

The City of Wooster is requesting proposals for the following contract work: Janitorial Contract for the City of Wooster, City Hall, 538 North Market Street, Wooster, Ohio. Because of the anticipated cost of the contract, this project is exempt from the requirements of the city's competitive bidding ordinance. Nonetheless, proposals are being sought and will be evaluated according to the criteria stated herein.

1. SUBMISSION OF PROPOSALS

Sealed proposals for RFP's will be received by Laurie Hart, Administrative Assistant, on behalf of the Director of Administration of the City of Wooster, State of Ohio in the Municipal Building, 538 North Market Street, Wooster, Ohio 44691, **until noon on November 17, 2014**.

In order to receive consideration, proposals shall be submitted in the following manner:

- a.** Proposals must be received **on or before 12:00 noon on November 17, 2014**. No proposals received after said time of proposal opening will be considered, and the proposals will be returned, unopened, to any contractors failing to submit proposals prior to the time of proposal opening.
- b.** Proposals shall be submitted in a sealed envelope specifying which RFP is being proposed. If forwarded by mail, the envelope shall be sent inside another envelope also marked with the RFP and addressed to the attention of Laurie Hart, Administrative Assistant.
- c.** All proposals shall be signed and submitted on the blanks that are found in the proposal documents. All blanks shall be completed in full.
- d.** All proposals shall be typewritten or filled in with pen and ink, and shall be signed with pen and ink. The proposal must be signed with the firm name and by an officer or employee having the authority to bind the company or firm by his/her signature.

2. REQUEST FOR PROPOSAL DOCUMENTS

Complete sets of Proposal Documents must be used in preparing Proposals; the City assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Proposal Documents.

It is the responsibility of each Contractor before submitting a Proposal to: **(a)** examine the Proposal Documents thoroughly; **(b)** consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the work; **(c)** study and carefully correlate contractor's observations with the Proposal Documents; and **(d)** notify the Contract Manager of all conflicts, errors or discrepancies in the Proposal Documents.

Before submitting a Proposal, each Contractor will, at Contractor's own expense, make or obtain any additional examinations and investigations, and obtain any additional information and data which may affect cost, progress, performance or furnishing of the Work and which

Contractor deems necessary to determine its Proposal for performing and furnishing the Work in accordance with the time, price and other terms and conditions of the Contract Documents.

The submission of Proposal will constitute an incontrovertible representation by Proposalder that Proposalder has complied with every requirement of the Contract Documents, and without exception the Proposal is premised upon performing and furnishing the work required by the Contract Documents and such means, methods, techniques, sequences or procedures of construction as may be indicated in or required by the Contract Documents, and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the work.

3. PRICES TO INCLUDE

The price proposal for all items of work shall include all labor, materials, tools, and equipment (if proposal is for materials only, so state. You may also want to insert any special delivery instructions), etc., necessary to furnish and install in place, complete and in operating condition the items listed, shown and/or specified.

4. VARIATION FROM SPECIFICATIONS

Any items which the bidder wishes the City to consider in evaluation of these bids shall be included in the bid package. Items submitted separately will not be considered by the City.

Items included with the bid and representations made therein shall be considered to be binding upon the bidder.

5. TAXES

The City of Wooster is exempt from any sales or use taxes imposed by the State of Ohio and/or the United States Government.

6. ACCEPTANCE OF PROPOSAL

The City of Wooster, Ohio reserves the right to reject any and all proposals; to waive minor irregularities in the proposal; and to award the contract or contracts which the City deems will best serve the City.

The City reserves the right to reject the Proposal of any Contractor if City believes that it would not be in the best interest of the Contract to make an award to that Contractor, whether because the Proposal is not responsive or the Contractor is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by City.

Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

In evaluating Proposals, the City of Wooster will consider the qualifications of the Contractors, whether or not the Proposals comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Proposal form or prior to the Notice of Award.

The City of Wooster may consider the qualifications and experience of subcontractors, suppliers, and other persons and organizations proposed for those portions of the work as to which the identity of subcontractors, suppliers, and other persons and organizations must be submitted as provided in the Supplementary Conditions. The City also may consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the work when such data is required to be submitted prior to the Notice of Award.

The City of Wooster may conduct such investigations as the City deems necessary to assist in the evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of contractor, proposed subcontractors, suppliers and other persons and organizations to perform and furnish the work in accordance with the Documents to the City's satisfaction within the prescribed time. If the Contract is to be awarded, it will be awarded to the lowest Proposal whose evaluation by the City indicates to the City that the award will be in the best interests of the Contract.

If the Contract is to be awarded, the City will give the successful contractor a Notice of Award within sixty (60) days after the day of the bid review.

7. QUALIFICATIONS OF CONTRACTORS

To demonstrate qualifications to perform the work, each Contractor must be prepared to submit within five (5) days of the City's request written evidence, such as financial data, previous experience, present commitments and other such data as may be called for below (or in the supplementary instructions). In determining the award of Contract, consideration will be given to:

- a. The lowest and best proposal.
- b. The Contractor's record of experience in Contracts of this type.

No bid will be accepted from, nor Contract awarded to, anyone who is in arrears to the City upon debt or contract, or who is a defaulter on surety or otherwise upon any obligation to said City, whose work heretofore has proven unsatisfactory or dilatory.

8. WITHDRAWAL OF PROPOSAL

Any proposal may be withdrawn prior to the scheduled time of the opening, but only by submitting a request to withdraw the proposal in writing and signed by the individual submitting the proposal.

9. CONFLICT OF INTEREST BY THE CITY

No elected official, staff member, or employee of the City shall become directly or indirectly interested personally in this Contract or in any part thereof.

10. REQUIREMENTS OF THE SUCCESSFUL CONTRACTOR

- a.** Pre-award conference to explain any variations from the Specifications or conditions herein.
- b.** Demonstration: The successful bidders may be called upon to demonstrate to the City its ability to perform under the contract.

i. SUBCONTRACTS

Bidders who proposed subcontracts must provide the following information to the City for each subcontractor.

- a.** Delinquent Personal Property Tax Affidavit, and Qualifications Statements.
- b.** A list of references who may be contacted regarding ability to perform Contracts of a similar nature.

The City reserves the right to review the information submitted and must approve, in writing, all subcontractors.

11. “OR EQUAL”

The Contract, if awarded, will be on the basis of materials and equipment described in the Drawings or specified in the Specifications without consideration of possible substitute of "or-equal" items.

Application for such acceptance of “or equal” items will not be considered by the City until after the effective date of the Agreement. The procedure for submission of any such application by Contractor and consideration by City is as set forth in the General Conditions.

Whenever a material, article, or piece of equipment is identified on the drawings or specifications by reference to brand name or catalogue number, it shall be understood that this is referenced for the purpose of defining the performance or other salient requirements and that other products of equal capacities, quality and function shall be considered. The Contractor may recommend the substitution of a material, article, or piece of equipment of equal substance and function for those referred to in the Contract Documents by reference to brand name or catalogue number and, if in the opinion of the City, such material, article, or piece of equipment is of equal substance and function to that specified, the City may approve its substitution and use by the Contractor. Any cost differential shall be deducted from the Contract Price, and the Contract Documents shall be appropriately modified by Change Order. The Contractor warrants that if substitutes are approved, no major changes in the function or general design of the

Contract will result. Incidental changes or extra component parts required to accommodate the substitution will be made by the Contractor without a change in the Contract Price or Contract Time.

12. SIGNING OF AGREEMENT

When City gives a Notice of Award to the Successful Bidder, it will be accompanied by the required number of unsigned counterparts of the Agreement with all other written Contract Documents attached. Within the time stipulated in the "Notice of Award" thereafter, Contractor shall sign and deliver the required number of counterparts of the Agreement and attached documents to the City with the required bonds. Within twenty (20) days thereafter, the City shall deliver one fully signed counterpart to Contractor.

13. PATENTS

The Contractor shall pay all applicable royalties and license fees. He shall defend all suits or claims for infringement of any patent rights and save the City harmless from loss on account thereof, except that the City shall be responsible for any such loss when a particular process, design, or the product of a particular manufacturer or manufacturers is specified; however, if the Contractor has reason to believe that the design, process or product specified is an infringement of a patent, he shall be responsible for such loss unless he promptly gives such information to the City.

GENERAL CONDITIONS

1. PAYMENTS

The contractor shall prepare and present to the City a Payment Request. Payment Requests may be submitted at anytime but not more often than once per month.

Said Payment Request shall be in such format and shall include supporting information as may be required by the City. Payment Requests may include request for payment of labor and materials properly incorporated in the Contract, and materials or equipment necessary for the Contract and properly stored at the Contract site less the total amount of previous payments received from the City. Any payment on account of stored materials will be subject to the Contractor providing written proof that the City has title to such materials. Each such Payment Request shall be signed by the Contractor and shall constitute the Contractor's representation that the quantity of work has reached the level for which payment is requested, that the work has been properly installed or performed in strict compliance with this Contract, and that the Contractor knows of no reason why payment should not be made as requested. Thereafter, the Contract Manager shall review the Payment Request and may also review the work at the Contract site or elsewhere to determine whether the quantity and quality of the work is as represented in the Payment Request and is as required by this Contract.

The unit price, as proposed, shall be full compensation for all work performed according to these specifications.

The City shall have the right to refuse to make payment and, if necessary, may demand the return of a portion or the entire amount previously paid to the Contractor due to:

- a.** The quality of a portion, or all, of the Contractor's work not being in accordance with the requirements of this Contract;
- b.** The quantity of the Contractor's work not being as represented in the Contractor's Payment Request, or otherwise;
- c.** The Contractor's rate of progress being such that, in the City's opinion, substantial or final completion, or both, may be inexcusably delayed;
- d.** The Contractor's failure to use Contract funds, previously paid the Contractor by the City, to pay Contractor's Contract-related obligations including, but not limited to, subcontractors, laborers and material and equipment suppliers;
- e.** Claims made, or likely to be made, against the City or its property;
- f.** Loss caused by the Contractor;

Neither payment to the Contractor, utilization of the Contract for any purpose by the City, nor any other act or omission by the City shall be interpreted or construed as an acceptance of any work of the Contractor not strictly in compliance with this Contract.

2. INSURANCE

2.1 Contractor's Liability Insurance:

Contractor shall purchase and maintain such comprehensive general liability and other insurance as is appropriate for the Work being performed and furnished and as will provide protection from claims set forth below which may arise out of or result from Contractor's performance and furnishing of the Work and Contractor's other obligations under the Contract Documents, whether it is to be performed or furnished by Contractor, by any Subcontractor, by anyone directly or indirectly employed by any of them to perform or furnish any of the Work, or by anyone for whose acts any of them may be liable:

Claims under worker's or workmen's compensation, disability benefits and other similar employee benefit acts;

Claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees;

Claims for damages because of bodily injury, sickness or disease, or death of any person other than Contractor's employees;

Claims for damaged insured by personal injury liability coverage that are sustained **(a)** by any person as a result of an offense directly or indirectly related to the employment of such person by Contractor, or **(b)** by any other person for any other reason;

Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property wherever located, including loss of use resulting there from; and

Claims arising out of operation of Laws and Regulations for damages because of bodily injury or death of any person or for damage to property.

The insurance required by this Section shall include the specific overages and be written with limits of liability not less than One Million Dollars (\$1,000,000.00). The comprehensive general liability insurance shall include completed operations insurance. All of the policies of insurance so required to be purchased and maintained (or the certificates or other evidence thereof) shall contain a provision or endorsement that the coverage afforded will not be canceled, materially changed or renewal refused until at least thirty days prior written notice has been given to the City by certified mail. All such insurance shall remain in effect during the term of the contract.

2.2 Contractual Liability Insurance:

The comprehensive general liability insurance required will include contractual liability insurance applicable to Contractor's obligations.

2.3 City's Liability Insurance:

The City shall be responsible for purchasing and maintaining the City's own liability insurance and, at the City's option, may purchase and maintain such insurance as will protect the City against claims which may arise from operations under the Contract Documents.

The City shall not be responsible for purchasing and maintaining any property insurance to protect the interests of the Contractor, Subcontractors or others in the Work. The risk of loss within the deductible amount will be borne by Contractor, Subcontractor or others suffering any such loss, and if any of them wishes property insurance coverage within the limits of such amounts, each may purchase and maintain it at the purchaser's own expense.

2.4 Waiver of Rights:

The City and Contractor waive all rights against each other for all losses and damages caused by any of the perils covered by the policies of insurance provided in response to the requirements herein and any other property insurance applicable to the Work and also waive all such rights against the Subcontractors, and all other parties named as insureds in such policies for losses and damages so caused. Each subcontract between Contractor and a Subcontractor will contain similar waiver provisions by the Subcontractor in favor of the City, Contractor and all other parties named as insureds. None of the above waivers shall extend to the rights that any of the insured parties may have to the proceeds of insurance held by the City as trustee or otherwise payable under any policy so issued.

The City and Contractor intend that any policies provided in response to requirements herein shall protect all of the parties insured and provide primary coverage for all losses and damages caused by the perils covered thereby. Accordingly, all such policies shall contain provisions to the effect that in the event of payment of any loss or damage the insurer will have no rights of recovery against any of the parties named as insureds or additional insureds, and if the insurers require separate waiver forms to be signed by any Subcontractor, Contractor will obtain the same.

2.5 Receipt and Application of Proceeds:

Any insured loss under the policies of insurance required herein will be adjusted with the City and made payable to the City as trustee for the insureds as their interests may appear, subject to the requirements of any applicable mortgage clause. The City shall deposit in a separate account any money so received and shall distribute it in

accordance with such agreement as the parties in interest may reach. If no other special agreement is reached, the damaged Work shall be repaired or replaced, the moneys so received applied on account thereof, and the Work and the cost thereof covered by an appropriate Change Order or Written Amendment.

The City, as trustee, shall have power to adjust and settle any loss with the insurers unless one of the parties in interest shall object in writing within fifteen (15) days after the occurrence of loss to the City's exercise of this power. If such objection be made, the City, as trustee, shall make settlement with the insurers in accordance with such agreement as the parties in interest may reach. If required in writing by any party in interest, the City, as trustee, shall, upon the occurrence of an insured loss, give bond for the proper performance of such duties.

2.6 Acceptance of Insurance:

If the City has any objection to the coverage afforded by or other provisions of the insurance required to be purchased and maintained by Contractor on the basis of its not complying with the Contract Documents, the City shall notify the Contractor, in writing thereof, within ten (10) days of the date of delivery of such certificates to the City. If the Contractor has any objection to the coverage afforded by or other provisions of the policies of insurance required to be purchased and maintained by the City on the basis of their not complying with the Contract Documents, Contractor shall notify the City, in writing thereof, within ten (10) days of the date of delivery of such certificates to Contractor. The City and Contractor shall each provide to the other such additional information in respect of insurance provided by each as the other may reasonably request. Failure by the City or the Contractor to give any such notice of objection within the time provided shall constitute acceptance of such insurance purchased by the other as complying with the Contract Documents.

3. ESTIMATED QUANTITIES

The Contractor agrees that the estimated quantities are only for the purpose of comparing the bids offered for the work under this Contract, and further agrees that he will make no claim for anticipated profits or loss of profits because of a difference between the quantities of the various classes of work actually furnished and the said estimated quantities; and he agrees that the City shall not be held responsible if, in the construction of the work, any of the said estimated quantities should be found to vary from the quantities shown, and that the City may, without alteration or modification of this Contract, increase, decrease, or omit the amount of any class or portion of the work as may be deemed necessary.

4. TIME OF COMPLETION AND LIQUIDATED DAMAGES

It is anticipated that a "Notice to Proceed" will be issued within ten (10) days of execution of the Contract Agreement. All work shall be complete by date listed on RFP.

The Contractor shall diligently continue its performance to and until final completion of the Contract. The Contractor shall accomplish Substantial Completion of the Contract by the date specified on the RFP.

All limitations of time set forth herein are material and are of the essence of this Contract.

5. FINAL COMPLETION

When the Contractor is finally complete, it shall notify the City in writing. Thereupon, the Manager will perform a final inspection of the Contract. If the Contract Manager confirms that the Contract is complete in full accordance with this Contract and that the Contractor has performed all of its obligations to the City hereunder, the Contract Manager will furnish a final Approval for Payment to the City certifying to the City that the Contract is complete and the Contractor is entitled to the remainder of the unpaid Contract Price, less any amount withheld pursuant to this Contract.

6. CEASE AND DESIST ORDER

In the event the Contractor fails or refuses to perform the work as required herein, the City may instruct the Contractor to cease and desist from performing further work in whole or in part. Upon receipt of such instruction, the Contractor shall immediately cease and desist as instructed by the City and shall not proceed further until the cause for the City's instructions has been corrected, no longer exists, or the City instructs that the work may resume. In the event the City issues such instructions to cease and desist and in the further event that the Contractor fails and refuses within seven (7) days of receipt of same to provide adequate assurance to the City that the cause of such instructions will be eliminated or corrected, then the City shall have the right, but not the obligation, to carry out the work with its own forces or with the forces of another contractor, and the Contractor shall be fully responsible and liable for the costs of performing such work by the City. The rights set forth herein are in addition to, and without prejudice to, any other rights or remedies the City may have against the Contractor.

7. DUTIES, OBLIGATIONS AND RESPONSIBILITIES OF THE CONTRACTOR

If the Contractor performs work knowing or believing it involves an error, inconsistency or omission in the Contract without first providing written notice to the City, the Contractor shall be responsible for such work and pay the cost of correcting same;

All work shall strictly conform to the requirements of this Contract. The work shall be strictly supervised, the Contractor bearing full responsibility for any and all acts or omissions of those engaged in the work on behalf of the Contractor;

The Contractor warrants that all labor furnished under this Contract shall be competent to perform the tasks undertaken, that the product of such labor shall yield only first-class results, that all materials shall be new and of high quality, that the completed work will be complete, of high quality, without defects, and that all work strictly complies with the requirements of this

Contract. Any work not strictly complying with the requirements of this Subparagraph shall constitute a breach of the Contractor's warranty;

The Contractor shall obtain and pay for all required permits, fees and licenses. The Contractor shall comply with all legal requirements applicable to the work;

The Contractor shall employ and maintain at the Contract site only competent supervisory personnel. The Contractor shall give written notice to the City of key supervisory personnel assigned by the Contractor to this Contract.

The Contractor shall maintain the Contract site in a reasonably clean condition during performance of the work.

The Contractor will supervise and direct the work and shall be solely responsible for the means, methods, techniques, sequences and procedures of construction.

8. TAXES

The Contractor will pay all sales, consumer, use and other similar taxes required by the law of the place where the work is performed.

9. CHANGE ORDERS AND CHANGES TO WORK

The City may, at any time, as the need arises, order changes within the scope of the work without invalidating the Contract. If such changes increase or decrease the amount due under the Contract Documents or in the time required for performance of the work, an equitable adjustment shall be authorized by Change Order.

The City Contract Manager may, at any time, by issuing a Field Order, make changes in the details of the work. The Contractor shall proceed with the performance of any changes in the work so ordered by the City unless the Contractor believes that such Field Order entitles him to a change in Contract Price or time, or both, in which event he shall give the City Contract Manager written notice thereof within seven (7) days after the receipt of the ordered change. Thereafter, the Contractor shall document the basis for the change in Contract Price or time within thirty (30) days. The Contractor shall not execute such changes pending the receipt of an executed Change Order or further instruction from the Owner.

The value of any work covered by a Change Order or of any claim for increase or decrease in the Contract Price shall be determined by one or more of the following methods in the order of precedence listed below:

- a. Unit prices previously approved;
- b. An agreed lump sum;
- c. The actual cost for labor, direct overhead, materials, supplies, equipment and other services necessary to complete the work.

10. CORRECTION OF WORK

The Contractor shall promptly remove from the premises all work rejected by the City for failure to comply with the Contract Documents, whether incorporated in the construction or not, and the Contractor shall promptly replace and re-execute the work in accordance with the Contract Documents and without expense to the Owner and shall bear the expense of making good all work of other contractors destroyed or damaged by such removal or replacement.

All removal and replacement work shall be done at the Contractor's expense. If the Contractor does not take action to remove such rejected work within ten (10) days after receipt of written Notice, the Owner may remove such work and store the materials at the expense of the Contractor.

11. ACCEPTANCE OF FINAL PAYMENT AS RELEASE

The acceptance by the Contractor of final payment shall be and shall operate as a release to the Owner of all claims and all liability to the Contractor other than claims in stated amounts as may be specifically excepted by the Contractor for all things done or furnished in connection with this work and for every act and neglect of the Owner and others relating to or arising out of this work. Any payment, however, final or otherwise, shall not release the Contractor or his sureties from any obligations under the Contract Documents or the Performance Bond and Payment Bonds.

**Specifications for Janitorial Contract for the
City of Wooster
City Hall
538 North Market Street
Wooster, Ohio 44691**

General Intent:

The City of Wooster desires to obtain janitorial services for City Hall which includes day-to-day cleaning of the common areas of the building as described in these specifications with a minimum interference with the operation of the occupants of this building.

Insurance:

The contractor will be required to have commercial general liability with CSL limits of at least \$500,000, and an employee's theft and larceny bond of at least \$25,000 shall be provided.

Proof of Worker's Compensation coverage and certificates of insurance (described in the preceding paragraphs) shall be submitted to the City before an award is made. The City of Wooster shall be named additional insured on the certificates.

Compliance with Laws:

The contractor shall comply with all federal, state and local laws and regulations including, but not limited to, Ohio Safety and Health Agency (OSHA) rules. Product sheets and material safety data sheets must be submitted on all chemicals proposed to be used. The City of Wooster has the right to reject the use of any chemicals for any reason.

Duration:

The City intends to award a contract for a period of three years beginning January 1, 2015 through December 31, 2017.

Building Inspection Prior to Bid Opening:

The City will make the building available for inspection prior to bidding on **Monday, October 6, 2014 from 8:00 a.m. until 12:00 noon** and again on **Monday, October 20 from 12:00 noon until 4:30 p.m.** Any questions with regard to the bid should be directed to **Tim Monea, Chief Building Official, 330.263.5258** or to **Laurie Hart, Administrative Assistant, at 330.263.5200 X304.**

Termination:

Either party may terminate this contract by serving on the other party a sixty (60) day notice, in writing, of its intent. Such notice shall be served by registered mail.

Responsibility of the City:

The City of Wooster shall supply all toilet paper, paper towels, hand towels, hand soap, and bowl disinfectants. The City will provide an area for storage of equipment and supplies. It is the contractors' responsibility to inform the City of supply needs.

Responsibility of the Contractor:

The contractor shall provide proper training on the use and care of all cleaning material, chemicals and equipment. The contractor shall supply all items necessary to complete all janitorial tasks described in this contract. These include, but are not limited to: cleaning soaps, polishes, waxes, floor care products, dust rags and trash bags.

The contractor shall provide his/her own equipment including, but not limited to: brooms, mops and vacuum cleaners.

The contractor will be held accountable for daily assigned work. If work performed is not acceptable, the contractor shall be notified. Time will be provided to correct deficiencies. The contractor shall prepare and submit a monthly checklist to verify work completed each month.

The contractor shall not permit unauthorized persons in the building (friends, relatives, etc.).

Added Considerations:

All holidays observed by the City may be observed by the contractor except that the building must be cleaned before the start of the next working day following the holiday.

Detailed Cleaning Duties:

The detailed cleaning duties described below are meant to be a guide to complete cleaning and not a prescriptive list of activities.

A. Lobby, halls (including upper hallway), Stairs (including enclosed stairwell in south end of building), Council meeting room, Glass (both sides of glass in lobby area, ED and BSD area and Council area)

1. Daily
 - a. Damp/wet mop floors and steps. Vacuum other floor surfaces
 - b. Clean debris out of containers, plants, display stands
 - c. Clean glass and clean/polish bright work, doors and woodwork
 - d. Dust polish front desk and council desk, tables and furniture as needed
 - e. Empty wastebaskets

B. Carpeted areas (Building Standards, Engineering, Administration, Finance)

1. Weekly
 - a. Vacuum floor

C. Elevator

1. Daily
 - a. Vacuum floor
 - b. Clean/polish bright work and woodwork including call boxes, each floor

D. Restrooms (1st floor men and women's in lobby, 2nd floor men and women's off hallway, unisex ADA restroom in basement, ED private, BSD private, Admin 2 private).

1. Daily
 - a. Empty wastebaskets
 - b. Damp mop
 - c. Clean sinks, toilets, countertops and mirrors
 - d. Clean walls around urinals, toilets and sinks
 - e. Sanitize toilets and urinals
 - f. Replace paper goods and soap as needed
2. Weekly
 - a. Wet mop floors with disinfectant
 - b. Wipe doors, casings, partitions and walls

E. Lower level kitchen and lunch room and hallways

1. Daily
 - a. Empty wastebaskets
 - b. Wipe off counters and clean sink
 - c. Clean/wipe off outside of refrigerator, stove and vending machines
 - d. Clean/polish bright work, doors and woodwork
 - e. Damp/wet mop floors

F. Outside front walk and entry area and lower rear covered entry areas (2)

1. Daily
 - a. Clean and empty ashtray and waste receptacles
 - b. Pick up trash
 - c. Light sweeping
 - d. Empty Waste Receptacles on back portico area
2. Weekly
 - a. Thorough sweeping

The following items need to be priced separately per occurrence.

1. Window washing. Wash all building windows inside and out. This is typically done once per year in the spring.
2. Wash all of the long plastic window blinds. Each panel washed in place on both sides.
3. Strip, wax and polish all hard surface floors. Price each lettered item separately:
 - a. Lobby/stair/public restrooms area
 - b. Basement hall/lunch room/ADA bathroom
 - c. IT Division floor/bathroom
 - d. Admin bathrooms (2) and kitchen area/upper hallway and bathrooms (2)
 - e. BSD bathroom/ED bathroom and kitchen area