

ATTACHMENT A
PURCHASE ORDER SCOPE OF WORK

1. Description of Service

The Provider must provide the services described within this Scope of Work (Scope).

1.1. The Provider shall deliver comprehensive janitorial and custodial services for the Suncoast Region Headquarters, known as the Tampa Service Center, located at 9393 N. Florida Avenue, Tampa, FL 33612.

1.2. The primary objective is to maintain a clean, sanitary, safe, and professional environment for approximately 600 staff members and a fluctuating number of daily visitors.

1.3. The facility is a two-story office building comprising approximately 135,000 square feet of office space that requires standard janitorial services. The remaining areas, including storage rooms, mechanical spaces, and the loading dock, require limited custodial services.

1.4. Services shall include nightly cleaning and daytime porter support to ensure continuous operations with no service disruptions. Services may also include periodic specialized cleaning.

2. Governance

Based on §287.057(19), Florida Statutes (F.S.), if applicable, Provider(s) under this contract will be prohibited from participating in any other engagement in which the Provider provides related content as this would create a conflict of interest. The Provider shall comply with all applicable state and federal requirements.

3. Term

3.1. The anticipated term of the resulting Contract is July 1, 2026, through June 30, 2031. The term of the resulting Contract is subject to change based on the actual execution date of the resulting Contract.

3.2. In accordance with §287.058(1)(g), F.S., the Contract resulting from this procurement may be renewed for a period that may not exceed three years or the term of the resulting original Contract period, whichever is longer. Renewal of the Contract shall be in writing and subject to the same terms and conditions set forth in the original Contract. A renewal may not include any compensation for costs associated with the renewal. Renewals are contingent upon satisfactory performance as determined by the Department, are subject to the availability of funds, and optional to the Department.

3.3. Funding under this Contract is subject to the availability of funds. The Department reserves the right to expand the Scope performed by the Provider should additional needs and funding become available. Additional services may be included in, or added to, any purchase order(s), upon mutual written agreement, and through issuance of a change order.

4. Composition of the Contract

4.1. This Contract is comprised of the following documents, which are incorporated herein by reference. In the event of a conflict between documents, the conflict shall be resolved in the following order of precedence:

4.1.1. Purchase Order Scope of Work (PMT-57), including Attachment B – Janitorial Services Task List, Attachment C – Inspection Checklist, and all other attached documents. All other attachments, appendices, and exhibits to the Contract referenced in the solicitation shall also be part of the resulting Contract, if any.

4.1.2. Any executed amendments or change orders to the Purchase Order.

4.1.3. The Department's Purchase Order Terms and Conditions, located at:
<https://www.myflfamilies.com/general-information/contracted-client-services/library>.

4.1.4. Department of Children and Families Standard Contract Definitions, located at:
<https://www.myflfamilies.com/general-information/contracted-client-services/library>.

4.1.5. PUR 1000 Form, located at:

https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms.

4.1.6. Provider Response: The Provider's Response and any additional submittals, if incorporated into or attached to the Contract.

4.2. Notwithstanding the order of precedence indicated, for purchases based on a State Term Contract (STC) or an enterprise Alternative Contract Source (ACS) procured for state agency use by the Department of Management Services (DMS), the terms of the underlying STC or DMS enterprise ACS agreement shall prevail over conflicting terms in other documents in the order of precedence, unless by the terms of that underlying STC or ACS agreement the "Customer" is explicitly authorized to vary the terms to the State's detriment.

5. Elements of Services

The Provider is responsible for meeting all requirements set forth in this Scope.

5.1. Service Delivery

5.1.1. Service Delivery Location

All services under this Scope of Work shall be performed at the Suncoast Region Headquarters, known as the Tampa Service Center, located at 9393 North Florida Avenue, Tampa, FL, 33612.

5.2. Equipment

5.2.1. The Provider shall provide all equipment, supplies and materials including cleaners, waxes, deodorants, and other cleaning materials to perform the contracted services.

5.2.2. Equipment will be Underwriter's Laboratory (UL) approved and meet Occupational Safety and Health Administration (OSHA) standards. The Provider must provide all equipment required for the services within this SOW.

5.2.3. All supplies and equipment will be stored in the janitor's assigned closet and kept in a clean, neat, and safe manner.

5.2.4. The Provider will ensure that paper towels, toilet seat covers, and toilet tissue will fit into furnished dispensers. Paper towels shall not be less than four (4) millimeters in thickness; toilet tissue must be at a minimum two-ply and of soft texture and absorbency, comparable to Scotts Professional brand or equivalent.

5.2.5. The Provider assumes all risk of loss. The Department is not responsible for the Provider's equipment due to loss, theft or destruction.

6. Task List

The Provider shall perform all services in accordance with **Attachment B – Janitorial Services Task List**, which is incorporated herein by reference and establishes the required cleaning standards, frequencies, and performance expectations.

7. Provider Responsibilities

The Provider shall perform all functions necessary for the proper delivery of services including, but not limited to, the following:

7.1. ADMINISTRATIVE TASKS

7.1.1. Staffing

The Provider shall ensure sufficient staffing levels to meet all performance requirements and service frequencies defined in this **Scope of Work**. At a minimum, the Provider shall provide:

7.1.1.1. One (1) full-time daytime porter during the hours specified in **Section 11.2**; and

7.1.1.2. Adequate evening janitorial staff to complete all required nightly tasks within the designated service window.

7.1.2. Staffing Changes

Staffing changes involving any administrative/supervisory positions require written notice of anticipated departures or vacancies. Should such a vacancy occur within the supervisory staff, it will be filled promptly within seven (7) working days unless otherwise concurred by the Contract Manager and General Services representative. As vacancies occur in the cleaning personnel, replacement will be within 24 hours. As cleaning personnel leave, they will be required to turn in their badge to on-site Provider supervisor, and the supervisor will be required to notify the General Services representative in writing at the time of their departure.

8. Professional Qualifications

9. The Provider must have a minimum of three (3) years of experience providing janitorial and custodial services of similar size, scope, and complexity and be authorized to conduct business in the State of Florida. Subcontracting

Subcontracting is not permitted without prior written approval from the Department.

10. Records and Documentation

The Provider shall maintain all required records in such manner as to be accessible by the Department upon demand. Where permitted under applicable law, access by the public shall be permitted without delay.

The Provider shall maintain a monthly time schedule for employees designated for the performance of this contract. The Provider must maintain documentation regarding the background screening completed on each employee, which shall be maintained in a confidential employee file.

10.1. Public Records

The Provider shall comply with Chapter 119, Florida Statutes, regarding public records. Records made or received by the Provider in connection with this Purchase Order may be subject to public disclosure. The Provider shall provide access to such records in accordance with applicable law and shall ensure that any confidential or exempt information is protected as required by law. Upon request by the Department, the Provider shall provide copies of public records or allow inspection of such records.

11. GENERAL REQUIREMENTS/CRITERIA

11.1. Staff Background/Criminal Record Checks

11.1.1. The Provider shall ensure that all personnel assigned to perform services under this Purchase Order have passed the Local Law Enforcement Florida Crime Information Center background/criminal records check. These background checks will be conducted by the Provider at the Provider's expense and may occur or re-occur at any time during the Purchase Order period. The Provider is responsible for providing supporting documentation, such as but not limited to: final disposition paper(s) or judgment/sentence to the Contract Manager prior to assigning individual staff. The Department may require removal of any personnel.

11.2. Staff Hours of Work

11.2.1. The assigned day porter work hours are on site from 8:00 AM to 5:00 PM (eight hours of work), Monday through Friday (excluding State Holidays), with one hour for lunch break.

11.2.1.1. Daytime porter services shall ensure that restrooms, common areas, and other high-traffic spaces remain clean, sanitary, fully stocked, and presentable throughout operating hours.

The Provider shall respond to service needs, including but not limited to spills, supply replenishment, and cleanliness issues, within 30 minutes of identification or notification. Day porter services shall be performed in a manner that minimizes disruption to building occupants and maintains continuous facility readiness.

- 11.2.2.** Evening cleaning operations shall commence no earlier than 4:30 PM, Monday through Friday, and shall be performed in accordance with **Attachment B - Janitorial Services Task List**.

11.3. Performance Review and Schedule

- 11.3.1.** 100% of the tasks reviewed during the month, using **Attachment C - Janitorial Services Inspection Checklist**, shall meet satisfactory compliance within two working days following formal inspection. However, isolated minor deficiencies that do not impact health, safety, sanitation, or operations may be addressed through corrective action without financial consequence at the Department's discretion.
- 11.3.2.** Building inspections will be conducted by General Services to evaluate compliance with the requirements defined in **Attachment B - Janitorial Services Task List**. **Attachment C - Janitorial Services Inspection Checklist** will be used monthly, at minimum, and more frequently as deemed required. A follow-up building inspection on any areas that do not meet standards will be conducted by the designated General Services personnel within two (2) working days following the formal inspection. Copies of all inspections will be maintained in the agreement record.
- 12. Deliverables, Minimum Performance Measures, and Financial Consequences**
- 12.1.** The Provider must complete or submit the following deliverables in the time and manner specified herein.
- 12.2.** Pursuant to §287.058, F.S., the Contract must contain financial consequences that will apply if the Provider fails to perform in accordance with the Contract terms.
- 12.3.** All services performed under this Purchase Order, including but not limited to monthly janitorial services and periodic specialized cleaning, shall be completed in accordance with the tasks, standards, and frequencies defined in **Attachment B – Janitorial Services Task List**. Failure to perform in accordance with **Attachment B** shall constitute non-performance and will be subject to the financial consequences set forth in this section. The Department reserves the right to withhold payment until identified deficiencies are corrected and verified through follow-up inspection.

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Deliverable # and Description	Minimum Performance Measure	Supporting Documentation	Financial Consequence
Deliverable 1: Monthly Janitorial Services Monthly Janitorial Services shall consist of all routine cleaning services defined in Attachment B – Janitorial Services Task List and performed at the required daily, weekly, and monthly frequencies.	100% of tasks reviewed during a formal inspection, as documented in Attachment C – Janitorial Services Inspection Checklist, shall meet the required compliance level. Any deficiencies identified during the inspection shall be corrected within two (2) working days from the date of written notification. Isolated minor deficiencies that do not impact health, safety, sanitation, or operations may be addressed through corrective action without financial consequence at the Department's discretion.	Monthly invoice with supporting documentation including staffing logs and incident reports, as applicable. Monthly (or more frequent if necessary) building inspection conducted by the Department's General Services representative and documented on the Janitorial Services Inspection Checklist, confirming satisfactory completion of all tasks in Attachment B - Janitorial Services Task List.	Failure to achieve the minimum performance measure will result in a financial consequence as follows: • A deduction of 2.5% of the monthly invoice amount shall be applied for each inspection category (e.g., daily, weekly, monthly, etc.) rated unsatisfactory. • If multiple categories are rated unsatisfactory within the same inspection period, deductions shall be cumulative. • Total deductions shall not exceed 10% of the monthly invoice amount. Deductions shall be applied based on the results of the formal monthly inspection for the applicable billing period.
Deliverable 2: Periodic Specialized Cleaning Periodic Specialized Cleaning shall consist of non-routine, non-recurring cleaning services not included in the standard daily, weekly, or monthly janitorial services identified in Attachment B – Janitorial Services Task List. These services may include, but are not limited to, deep cleaning, floor stripping and refinishing, carpet extraction, high dusting, and other detailed cleaning tasks. Such services shall be performed at the frequencies specified in Attachment B – Janitorial Services Task List or as otherwise authorized in writing by the Department Contract Manager.	100% of tasks reviewed during a formal inspection, as documented in Attachment C – Janitorial Services Inspection Checklist, shall meet the required compliance level. Any deficiencies identified during the inspection shall be corrected within two (2) working days from the date of written notification. Isolated minor deficiencies that do not impact health, safety, sanitation, or operations may be addressed through corrective action without financial consequence at the Department's discretion.	Monthly invoice with supporting documentation including staffing logs and incident reports, as applicable. Monthly (or more frequent if necessary) building inspection conducted by the Department's General Services representative and documented on the Janitorial Services Inspection Checklist, confirming satisfactory completion of all tasks in Attachment B - Janitorial Services Task List.	Failure to achieve the minimum performance measure will result in a financial consequence as follows: • A deduction of 2.5% of the monthly invoice amount shall be applied for each inspection category (e.g., daily, weekly, monthly, etc.) rated unsatisfactory. • If multiple categories are rated unsatisfactory within the same inspection period, deductions shall be cumulative. • Total deductions shall not exceed 10% of the monthly invoice amount. Deductions shall be applied based on the results of the formal monthly inspection for the applicable billing period.

13. Reports

13.1. The Provider shall adhere to reporting requirements included in this section. The Department reserves the right to direct the Provider to amend or update its reports and/or report formats in accordance with the best interests of the Department and at no cost to the Department. The Department will notify the Provider of such modification, in writing.

13.2. All tasks and activities under this contract shall be documented in the reports described in the Reporting Table below.

13.2.1. Monthly Invoice: Provider must submit a Monthly Invoice by the 10th business day of each month following service, or next business day if Saturday, Sunday, or holiday.

13.2.2. The Provider shall submit the required reports listed in the chart below to the Contract Manager at the following address:

Florida Department of Children and Families
Suncoast Region - General Services
9393 N. Florida Avenue
Tampa, FL 33612

13.2.3. Where the agreement requires the delivery of reports to the Department, mere receipt by the Department shall not be construed to mean or imply acceptance of those reports. It is specifically intended by the parties that acceptance of required reports shall constitute a separate act. The Department reserves the right to reject reports as incomplete, inadequate, or unacceptable according to the parameters set forth in the contract. The Department, at its option, may allow additional time within which the successful Provider may remedy the objections noted by the Department or the Department may, after having given the successful Provider a reasonable opportunity to complete, make adequate or acceptable, declare this agreement to be in default.

13.2.4. The Department reserves the right to modify reporting formats and submission timetables resulting from changing priorities or management direction.

REPORTS			
#	Title	Reporting Frequency	Due Date
1.	Monthly Invoice	Monthly	10 business days following the service month.
2.	Employee List – Including terminated employees	Quarterly	15 business days following the services quarter.
3.	Certificate of Insurance	Annually	July 1
4.	Janitorial Services Inspection Checklist (Attachment C)	Weekly	Weekly
5.	Janitorial Services Inspection Checklist (Attachment C)	Monthly/Quarterly/Semi-Annually/Annually	5 th business day of month following the month or quarter of service

13.3. Executive Compensation Reporting

13.3.1. Annually on or before May 1, the Provider shall complete and return the Executive Compensation Annual Report (Form PCMT-08), located at:
<https://www.myflfamilies.com/general-information/contracted-client-services/library>.

13.4. All reports shall be developed and produced at no cost to the Department.

14. Invoicing and Payments

14.1. General Information

14.1.1. A Purchase Order (PO) will be issued to the Provider.

14.1.2. The method of payment for this purchase is fixed rate.

14.1.3. The Provider will not receive payment in advance for goods or services described in this Scope.

14.2. Invoicing

14.2.1. The Provider must submit an invoice upon completion of goods or services that provides a detailed accounting during the invoice period for which payment is being requested. Invoices must be sufficient for a proper pre-audit and post-audit thereof.

14.2.2. The invoice shall be submitted along with documentation supporting completion of each deliverable, milestone, and/or recurring maintenance and operations monthly cost. Each invoice must include the following information:

14.2.2.1. PO number,

14.2.2.2. Provider name and address,

14.2.2.3. Provider federal identification number,

14.2.2.4. Date(s) and services provided,

14.2.2.5. Identification of any deliverable(s) due during the invoicing period, if applicable,

14.2.2.6. Invoice amount,

14.2.2.7. PO balance after payment of invoice, and

14.2.2.8. Signature of Provider's authorized representative and date signed.

14.2.3. The Department may require any other information from the Provider that the Department deems necessary to verify the completion of services.

14.3. Payments

14.3.1. Frequency of Payment: Monthly

14.3.2. The Provider will receive payment for work described in this Scope after proof of completion is submitted to the Department and is deemed to meet the Department's satisfaction.

14.3.3. Payments to the Provider through this PO will be made through MyFloridaMarketPlace (MFMP), thus it is required that the Provider is registered with MFMP.

14.3.4. MFMP registration instructions are located at:

https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_Providers/requirements_for_Provider_registration

14.3.5. The PO and this document contain all terms and conditions agreed upon by all parties involved, the terms and conditions shall govern all transactions between the Department and the Provider related to this Contract. This Contract may only be modified or amended upon mutual written agreement of the Department and the Provider. Any modification to this PO will be addressed through a change order within MFMP.

14.3.6. Effective July 1, 2024, the MFMP transaction fees imposed for the use of MFMP are equal to seven-tenths of one percent (0.7%) of the payment issued. More information is located at: https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_Providers/transaction_fee_and_reporting.

15. Provider Travel Reimbursement

The Provider will not be reimbursed for any travel expenses under this PO.

16. Definitions

Program or Service Specific Terms and definitions are:

PROGRAM/SERVICE SPECIFIC TERMS	
Term	Definition
Janitorial Services	Comprehensive cleaning and custodial services necessary to maintain a sanitary, safe, and orderly environment, including, but not limited to, trash and regulated waste removal, dusting, surface disinfection, floor care (sweeping, mopping, scrubbing, stripping, waxing, buffing, and carpet cleaning), restroom cleaning and sanitization, replenishment of consumable supplies, and maintenance of custodial equipment. Services shall be performed in accordance with the standards, frequencies, infection control requirements, safety regulations, and performance expectations detailed in this Scope of Work.
Daytime Porter Services	Support services provided Monday through Friday from 8:00 a.m. to 5:00 p.m., including spot cleaning, supply replenishment, and setup for meetings, as detailed in this Scope of Work.
Nightly Cleaning	Core janitorial tasks performed primarily between 4:30 p.m. and 8:00 p.m. Monday through Friday, as detailed in this Scope of Work.
Inspection Category	Inspection Category means Daily, Weekly, Monthly, and Quarterly task groupings.
Performance Percentage	satisfactory tasks / total tasks inspected

**ATTACHMENT B
JANITORIAL SERVICES TASK LIST**

B.1. Cleaning standards for office areas, conference/training rooms nightly schedule (Monday through Friday)

- B.1.1.** Empty all waste receptacles in the kitchen areas replacing liners.
- B.1.2.** Damp wipe soiled receptacles in kitchen areas.
- B.1.3.** Vacuum carpeted areas in hallways nightly.
- B.1.4.** Sweep or dust-mop all non-carpeted areas.
- B.1.5.** Steam-clean all non-carpeted floors.
- B.1.6.** Spot clean the carpet as needed using hot water extraction.
- B.1.7.** Gather all waste in all designated areas, conference rooms/training rooms and deposit in dumpsters.
- B.1.8.** It is essential to ensure that access to the stairwell exit, corridors, and elevator always remains unobstructed while performing any common area cleaning.
- B.1.9.** Waste collection from suite 600, the Management Information Services Department, and room 901, Legal Department, must be carried out daily by 4:30 pm.

B.2. Cleaning standards for office areas, conference/training rooms daytime schedule (Monday through Friday).

- B.2.1.** Clean partitions and both sides of side light glass windows in front and rear doors of building.
- B.2.2.** Dust all window ledges, chair rails, counters, tables, file cabinets, baseboards, door frames and all flat surfaces, except desks.
- B.2.3.** Thoroughly vacuum all carpeted areas including baseboards, low edges, under and behind furniture.
- B.2.4.** Dust all flat surfaces in all vacated offices.
- B.2.5.** Clean baseboards, corners and edges of all tiled and linoleum floors.
- B.2.6.** Clean and sanitize all fingerprints around door frames, doorknobs and light switches.

B.3. Cleaning standards for the outside area daily schedule

- B.3.1.** Remove debris from perimeter of Headquarters building, parking lots, and covered parking area as needed at a minimum once a day.
- B.3.2.** Clean chairs, tables, and floor in the outside eating area daily.
- B.3.3.** Empty smoking receptacles bi-weekly; replace gravel weekly.
- B.3.4.** Clean garbage cans weekly, inside and out, to remove food and dirt.
- B.3.5.** Remove trash and debris from parking lots, to include items caught against the fence, and building as needed at a minimum once a day.
- B.3.6.** Clean the enclosed plant areas on the north side and in front of the Headquarters building as needed at a minimum monthly.

B.4. Cleaning standards for the Restrooms nightly schedule (Monday through Friday)

- B.4.1.** Sweep and steam clean restroom floors, to include all baseboards, corners, and edges, with germicidal cleaner.
- B.4.2.** Refill all towel, tissue, and hand soap dispensers.
- B.4.3.** Clean area around soap dispensers and walls under towel dispensers.
- B.4.4.** Clean and sanitize all surfaces of vanity tops, wash basins, and shelving.
- B.4.5.** Wash and sanitize both sides of toilet seats with germicidal cleaner.

- B.4.6.** Clean and polish mirrors, frames, basin shelves, faucets, flushers, wash basin traps, and piping.
- B.4.7.** Clean doors, hinges, frames, and door handles; wipe down wall and partitions with a germicidal cleaner.
- B.4.8.** Empty all wastepaper and replace liners as needed.
- B.4.9.** Use non-acid type cleaner to clean the commodes and urinals; never use a caustic or acid type cleaner in the bathrooms.

B.5. Cleaning standards for restrooms weekly schedule

- B.5.1.** Wipe clean all ceiling vents and access doors.
- B.5.2.** Thoroughly clean all fixtures to ensure that no build-up of salt or lime occurs.
- B.5.3.** Remove scuff marks from doors or door kick plates.
- B.5.4.** Thoroughly clean bathroom tile walls and showers.
- B.5.5.** Machine scrub restroom floors or as needed.
- B.5.6.** Wash down partitions and urinal screens including door hinges and seams.

B.6. Cleaning standards for break/lunchrooms nightly schedule (Monday through Friday)

- B.6.1.** Empty trash containers and replace liners, damp wipe soiled receptacles.
- B.6.2.** Wipe down tables, chairs and counters.
- B.6.3.** Thoroughly clean sinks and counter tops; stainless steel must be polished.
- B.6.4.** Steam clean floors with cleaner removing any spots and/or spills.
- B.6.5.** Clean exterior of refrigerator(s) and microwave oven(s).

B.7. Cleaning standards for break/lunchrooms weekly schedule

- B.7.1.** Clean all corners and baseboards placing emphasis on edges where walls meet.
- B.7.2.** Spot clean walls, metal doors, and door frames or as requested/needed.

B.8. Cleaning standards for break/lunchrooms quarterly schedule

- B.8.1.** Strip and finish floors (including serving area and cafeteria)
- B.8.2.** Machine scrub floors (including serving area and cafeteria)

B.9. Cleaning standards for common areas-entries, hallways and stairwell daily schedule (Monday through Friday)

- B.9.1.** Vacuum carpet and spot clean as needed.
- B.9.2.** Clean all trash receptacles.
- B.9.3.** Clean and polish drinking fountains and spouts, including grills and sides; clean splash marks on adjacent walls.
- B.9.4.** Dust all signage in hallways and spot clean if necessary.
- B.9.5.** Pick up trash and debris in stairwell as requested.
- B.9.6.** Dust mop stairwell as needed or as requested; Spot mop as needed.
- B.9.7.** Spot clean doors, door frames, and doorknobs including light switches and kick plates.
- B.9.8.** Spot clean glass.
- B.9.9.** Vacuum entrance mats (interior & exterior).
- B.9.10.** Keep outside and inside entrances free of cobwebs.

B.10. Cleaning standards for common areas - entries, hallways and stairwells monthly schedule

- B.10.1.** Clean all fire equipment, boxes, extinguishers, and standpipes.

B.10.2. Wipe clean all base boards.

B.11.Cleaning standards for lobby area main entrance daily schedule (Monday through Friday).

B.11.1. Dust and wipe down all furniture, fixtures, ledges, and railings.

B.11.2. Clean and wipe trash receptacles.

B.11.3. Clean all glass doors, door frames and handles.

B.11.4. Dust and polish directory boards.

B.11.5. Steam clean and vacuum lobby floor and clean baseboards as needed.

B.11.6. Clean interior and exterior entrance mats.

B.11.7. Dust and clean receptionist desk.

B.12.Cleaning standards for lobby area main entrance weekly schedule.

B.12.1. Clean all corners and baseboards, placing emphasis on edges where walls meet.

B.12.2. Spot clean walls, metal doors, and door frames.

B.13.Cleaning schedule for lobby area main entrance monthly schedule.

B.13.1. Machine scrub floors.

B.13.2. Dust walls.

B.14.Periodic Specialized Cleaning

Periodic Specialized Cleaning shall include non-routine, non-recurring cleaning services not performed as part of the daily, weekly, monthly, or quarterly tasks identified in this Attachment. These services shall be performed at the frequencies specified below or as otherwise directed in writing by the Department, or to address an emergency situation outside of normal business operations.

B.14.1 Carpet Extraction

Carpeted areas shall be deep cleaned using hot water extraction or equivalent method to remove embedded dirt, stains, and debris. Carpets shall be left clean, free of residue, and adequately dried. Semi-annually, or as outlined above in cleaning intervals and otherwise directed by the Department.

B.14.2 Floor Stripping and Refinishing

Non-carpeted floors shall be stripped, refinished, and machine buffed to restore appearance and maintain protective coating. All work shall be performed in accordance with manufacturer recommendations and industry standards. Semi-Annually, or as outlined above and otherwise directed by the Department.

B.14.3 High Dusting

High dusting shall include cleaning of vents, light fixtures, ledges, and other elevated surfaces not accessible during routine cleaning. Surfaces shall be free of dust, cobwebs, and debris upon completion. Annually, or as outlined above and otherwise directed by the Department.

B.14.4 Additional Specialized Cleaning

The Department may require additional specialized cleaning services not listed above, including but not limited to detailed cleaning of specific areas or surfaces. Such services shall be authorized in writing and performed in accordance with the standards established in this Scope of Work. As directed by the Department.

ATTACHMENT C
JANITORIAL SERVICES INSPECTION CHECKLIST

Date of Inspection: _____

Inspection to be conducted utilizing **Attachment B — JANITORIAL SERVICES TASK LIST** for:
DAILY, WEEKLY, MONTHLY, and QUARTERLY TASKS
COMPLIANCE LEVEL (MAKE NOTATIONS AS APPROPRIATE)

TASKS PERFORMED DAILY/NIGHTLY	SATISFACTORY	UNSATISFACTORY
Cleaning standards for the outside area daily schedule (Monday through Friday).		
Remove debris from perimeter of Headquarters building, parking lots, and covered parking area as needed at a minimum once a day.		
Clean chairs, tables, and floor in the outside eating area daily.		
Empty smoking receptacles bi-weekly; replace gravel weekly.		
Clean garbage cans weekly, inside and out, to remove food and dirt.		
Remove trash and debris from parking lots, to include items caught against the fence, and building as needed at a minimum once a day.		
Clean the enclosed plant areas on the north side and in front of the Headquarters building as needed at a minimum monthly.		
Cleaning standards for lobby area main entrance daily schedule (Monday through Friday).		
Dust and wipe down all furniture, fixtures, ledges, and railings.		
Clean and wipe trash receptacles.		
Clean all glass doors, door frames and handles.		
Dust and polish directory boards.		
Steam clean and vacuum lobby floor and clean baseboards as needed.		
Clean interior and exterior entrance mats.		
Dust and clean receptionist desk.		
Cleaning standards for common areas-entries, hallways and stairwell daily schedule (Monday through Friday).		
Vacuum carpet and spot clean as needed.		
Clean all trash receptacles.		
Clean and polish drinking fountains and spouts, including grills and sides; clean splash marks on adjacent walls.		
Dust all signage in hallways and spot clean if necessary.		
Pick up trash and debris in stairwell as requested.		
Dust mop stairwell as needed or as requested; Spot mop as needed.		

TASKS PERFORMED DAILY/NIGHTLY	SATISFACTORY	UNSATISFACTORY
Spot clean doors, door frames, and doorknobs, including light switches and kick plates.		
Spot clean glass.		
Vacuum entrance mats (interior & exterior).		
Keep outside and inside entrances free of cobwebs.		
Cleaning standards for office areas, conference/training rooms daytime schedule (Monday through Friday).		
Clean partitions and both sides of side light glass windows in front and rear doors of building.		
Dust all window ledges, chair rails, counters, tables, filing cabinets, baseboards, door frames and all flat surfaces, except desks.		
Thoroughly vacuum all carpeted areas including baseboards, low edges, under and behind furniture.		
Dust all flat surfaces in all vacant offices.		
Clean baseboards, corners and edges of all tiled and linoleum floors.		
Clean and sanitize all fingerprints around door frames, doorknobs and light switches.		
Cleaning standards for office areas, conference/training rooms nightly schedule (Monday through Friday)		
Empty all waste receptacles in the kitchen areas replacing liners.		
Damp wipe soiled receptacles in kitchen areas.		
Vacuum carpeted areas in hallways nightly.		
Sweep or dust-mop all non-carpeted areas.		
Steam-clean all non-carpeted floors.		
Spot clean the carpet as needed using hot water extraction.		
Gather all waste in all designated areas, conference rooms/training rooms and deposit in dumpsters.		
Cleaning standards for the Restrooms nightly schedule (Monday through Friday)		
Sweep and steam clean restroom floors, to include all baseboards, corners, and edges, with germicidal cleaner.		
Refill all towel, tissue, and hand soap dispensers.		
Clean area around soap dispensers and walls under towel dispensers.		
Clean and sanitize all surfaces of vanity tops, wash basins, and shelving.		
Wash and sanitize both sides of toilet seats with germicidal cleaner.		
Clean and polish mirrors, frames, basin shelves, faucets, flushers, wash basin traps, and piping.		

TASKS PERFORMED DAILY/NIGHTLY	SATISFACTORY	UNSATISFACTORY
Clean doors, hinges, frames, and door handles; wipe down wall and partitions with a germicidal cleaner.		
Empty all wastepaper and replace liners as needed.		
Use non-acid type cleaner to clean the commodes and urinals; never use a caustic or acid type cleaner in the bathrooms.		
Cleaning standards for break/lunchrooms nightly schedule (Monday through Friday)		
Empty trash containers and replace liners, damp wipe soiled receptacles.		
Wipe down tables, chairs and counters.		
Thoroughly clean sinks and counter tops; stainless steel must be polished.		
Steam clean floors with cleaner removing any spots and/or spills.		
Clean exterior of refrigerator(s) and microwave oven(s).		

TASKS PERFORMED WEEKLY	SATISFACTORY	UNSATISFACTORY
Cleaning standards for restrooms weekly schedule		
Wipe clean all ceiling vents and access doors.		
Thoroughly clean all fixtures to ensure that no build-up of salt or lime occurs.		
Remove scuff marks from doors or door kick plates.		
Thoroughly clean bathroom tile walls and showers.		
Machine scrub restroom floors or as needed.		
Wash down partitions and urinal screens including door hinges and seams.		
Cleaning standards for break/lunchrooms weekly schedule		
Clean all corners and baseboards placing emphasis on edges where walls meet.		
Spot clean walls, metal doors, and door frames or as requested/needed.		
Cleaning standards for lobby area main entrance weekly schedule.		
Clean all corners and baseboards, placing emphasis on edges where walls meet.		
Spot clean walls, metal doors, and door frames.		

TASKS PERFORMED MONTHLY	SATISFACTORY	UNSATISFACTORY
Cleaning standards for common areas - entries, hallways and stairwells monthly schedule		
Clean all fire equipment, boxes, extinguishers, and standpipes.		
Wipe clean all base boards.		
Cleaning schedule for lobby area main entrance monthly schedule.		
Machine scrub floors.		
Dust walls.		

TASKS PERFORMED QUARTERLY	SATISFACTORY	UNSATISFACTORY
Cleaning standards for break/lunchrooms quarterly schedule		
Strip and finish floors (including serving area and cafeteria)		
Machine scrub floors (including serving area and cafeteria)		

PERIODIC SPECIALIZED CLEANING Complete the rows below as needed.	SATISFACTORY	UNSATISFACTORY

Specific instructions to Provider on items marked "Unsatisfactory"

Inspected By: _____

Name

Title

APPENDIX III COST PROPOSAL

The Respondent shall submit its Cost Proposal in response to this Solicitation using the pricing table(s) provided below. In accordance with the Solicitation Instructions, the Department **will not** accept altered terms or conditions submitted by a Respondent.

TOTAL COSTS - INITIAL TERM						
DESCRIPTION	PAYMENT FREQUENCY	TOTAL YEARLY COST (FY 26/27)	TOTAL YEARLY COST (FY 27/28)	TOTAL YEARLY COST (FY 28/29)	TOTAL YEARLY COST (FY 29/30)	TOTAL YEARLY COST (FY 30/31)
<u>Deliverable 1:</u> Monthly Janitorial Services	Monthly					
<u>Deliverable 2:</u> Periodic Specialized Cleaning	Varies					
SUB-TOTAL:		\$	\$	\$	\$	\$
INITIAL TERM TOTAL BASE BID: (all fiscal years)		\$				
DESCRIPTION	PAYMENT FREQUENCY	TOTAL YEARLY COST (FY 26/27)	TOTAL YEARLY COST (FY 27/28)	TOTAL YEARLY COST (FY 28/29)	TOTAL YEARLY COST (FY 29/30)	TOTAL YEARLY COST (FY 30/31)
<u>*Add Alternate:</u> Cost for Provider to provide: • Toilet paper, paper towels • Restroom seat liners, trash liners, and soap dispenser refills	Monthly					
SUB-TOTAL:		\$	\$	\$	\$	\$
INITIAL TERM TOTAL ALTERNATE BID: (all fiscal years)		\$				
TOTAL BASE BID & ADD ALTERNATE		\$				

TOTAL COSTS – POTENTIAL RENEWAL TERM						
DESCRIPTION	PAYMENT FREQUENCY	TOTAL YEARLY COST (FY 31/32)	TOTAL YEARLY COST (FY 32/33)	TOTAL YEARLY COST (FY 33/34)	TOTAL YEARLY COST (FY 34/35)	TOTAL YEARLY COST (FY 35/36)
<u>Deliverable 1:</u> Monthly Janitorial Services	Monthly					
<u>Deliverable 2:</u> Periodic Specialized Cleaning	Varies					
SUB-TOTAL:		\$	\$	\$	\$	\$
RENEWAL TERM TOTAL BASE BID: (all fiscal years)		\$				
DESCRIPTION	PAYMENT FREQUENCY	TOTAL YEARLY COST (FY 31/32)	TOTAL YEARLY COST (FY 32/33)	TOTAL YEARLY COST (FY 33/34)	TOTAL YEARLY COST (FY 34/35)	TOTAL YEARLY COST (FY 35/36)
*Add Alternate: Cost for Provider to provide: • Toilet paper, paper towels • Restroom seat liners, trash liners, and soap dispenser refills	Monthly					
SUB-TOTAL:		\$	\$	\$	\$	\$
RENEWAL TERM TOTAL ALTERNATE BID: (all fiscal years)		\$				
TOTAL RENEWAL BID & ADD ALTERNATE		\$				