

January 18, 2011

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES,
VOLUNTEER FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: ALISHA MCCULLOUGH
STATE CONTRACT PROCUREMENT SUPERVISOR
302-857-4556

SUBJECT: **AWARD NOTICE – ADDENDUM 6**
CONTRACT NO. GSS07069-JANITOR_SERV
JANITORIAL SERVICES - FACILITIES

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OF
KEY CONTRACT INFORMATION**

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KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT:

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REF: Title 29, Chapter 6911(d) Delaware Code. Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, Department of Elections, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

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2. CONTRACT PERIOD:

Each contractor's contract shall be valid for a one year period from December 1, 2007 through November 30, 2008. Each contract may be renewed for Four (4) one year extension periods through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

This contract has been extended for an additional one (1) year period and will now remain in effect until November 30, 2009 under the same terms and conditions.

This contract has been extended for an additional one (1) year period and will now remain in effect until November 30, 2010 under the same terms and conditions with adjusted pricing to include the two (2) previous holidays (President's Day and Columbus Day).

This contract has been extended for an additional one (1) year period and will now remain in effect until November 30, 2011 under the same terms and conditions.

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3. PRICES:

Prices and/or rates shall remain firm for the term of the contract, unless further negotiations are deemed necessary by the State.

The pricing policy that you choose to submit must address the following concerns

- a. The structure must be clear, accountable and auditable.
- b. It must cover the full spectrum of services required.
- c. Costs and compensation must be consistent with the rates established or negotiated as a result of this RFP or P.O. issued based on this contract.

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4. PRICE ADJUSTMENT:

If agreement is reached to extend this contract for the second, optional year, the Division of Government Support Services shall have the option of offering a determined price adjustment and shall not exceed the current Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average. If the CPI-U is used, any increase/decrease shall reflect the change during the previous published twelve (12) month period at the time of renegotiation.

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5. **SHIPPING TERMS:**

F.O.B. destination; freight prepaid.

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6. **PAYMENT:**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt of a correct invoice. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

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7. **PRODUCT SUBSTITUTION:**

All items or services delivered during the life of the contract shall be of the same type and manufacture as specified or accepted as part of the proposal unless specific approval is given by Government Support Services to do otherwise. Awarded vendors are highly encouraged to offer any like substitute product (s), either generic or brand name, at any time during the subsequent contract term, especially if an opportunity for cost savings to the state exists. In all cases, the state may require the submission of written specifications and/or product samples for evaluation prior to any approvals being granted.

8. **VENDOR:**

Mid Atlantic Services, A – Team Corporation
P. O. Box 708 Seaford, DE 19973
Attn: Rosemary Everton Phone:
(302) 628-3403

CONTRACT NO. GSS07069-JANITOR_SERV
JANITORIAL SERVICES – FACILITIES MANAGEMENT

CONTRACT SPECIFICATIONS - APPENDIX A

1. This contract consists of several locations managed by the Division of Facilities.

Contacts for the Division of Facilities Management are:

Kent County Wanda Perry (302) 739-4611

Contacts for the Department of Justice are:

Dover Lindsay Sullenberger (302) 739-4211

Georgetown Carol Wilkins (302) 856-5353

2. **SCHEDULE:**

All work for the Division of Facilities Management is to be done between the hours of 5:00 pm and 6:00 am unless specified otherwise. Janitorial Service team will spend a minimum of 2 hours at each building that is 2,000 sq. ft. or less.

This contract will require cleaning services, five (5) days or nights a week (excluding those weeks with an official State holiday), Monday through Friday unless otherwise noted on Bid Reply Section for specific building. Cleaning services will not be required on days in which a declared State of Emergency has been made by the Governor, or in the event of any other unforeseen type of emergency where State offices are closed.

3. **CONTRACT MANAGER:**

The successful custodial contractor will provide an office in Dover, Delaware (Other than a state owned facility) with an on site contract manager during the length of this contract. Normal working hours for this manager will be 8:00 a.m. – 4:30 p.m. Monday thru Friday.

The contractor shall provide 2 contract evening managers on-site for Kent County and 1 for Sussex County who shall be responsible for the performance of work. The name of this person and an alternate(s) who shall act for the contractor when the manager is absent shall be designated in writing to the Custodial Supervisor or designee prior to contract start date.

The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

The contract manager or alternate shall be available during normal duty hours within sixty (60) minutes to meet at the job site with the Custodial Superintendent or designee to discuss problem areas. After normal duty hours, the manager or alternate shall be available within two (2) hours.

The contractor shall provide the telephone number of the person(s) to call should the need arise. Time for response will be counted from the time the Custodial Supervisor or designee places the call to the contract manager or alternate. The contract manager and alternate(s) shall be able to read, write, speak, and understand English.

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JANITORIAL SERVICES – FACILITIES MANAGEMENT

CONTRACT SPECIFICATIONS - APPENDIX A

4. DAY PORTER:

Division of Facilities Management requires vendor to provide one (1) full time day porter to provide various duties daily on an as needed basis. Day porter will be required to work a 7.5 hour work schedule per day. Day porter will report to work at the James Williams State Service Center and will perform daily work requirements. After work is completed day porter will float between buildings doing work as needed (replace paper products, mop, dust, etc...) Vendor will provide day porter with a pager for easy access and will provide Division of Facilities Management with pager number.

Hours for the Day Porter will be:

8:00 a.m. – 10:00 a.m.	FLOAT BETWEEN BUILDINGS
10:00 a.m. – 2:00 p.m.	JAMES WILLIAM SERVICE CENTER
REMAINING HOURS	FLOAT BETWEEN BUILDINGS

DAY PORTER REQUIREMENTS

JAMES WILLIAMS SERVICE CENTER
DAY PORTER DUTIES
10:00 A.M. TO 2:00 P.M.

1. Police all restrooms, check for toilet paper and paper towels, soap, pick up any paper on floor.
2. Police entranceways and cigarette urns 5 feet pit from the building – remove all debris from all.
3. Check conference rooms and Lobby area on first floor – clean tables, floors, entrance glass and remove trash if needed.
4. Clean all public Health exam rooms on 1st and 2nd floor – sweep floors, wipe off counter tops and sinks.
5. Stairwells

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JANITORIAL SERVICES – FACILITIES MANAGEMENT

CONTRACT SPECIFICATIONS - APPENDIX A

5. MEETINGS:

Meetings with the contractor may be called by the Director or designee for Facilities Management Maintenance. The contractor may request meetings with appropriate personnel as needed. However, regularly scheduled meetings will be held the second Tuesday of each month at 9:00 a.m., location will be Facilities Management Maintenance Office Conference Room.

6. CUSTODIAL SUPERVISION:

The contractor shall provide formal on-the-job training and conduct meetings with the contractor's employees on the contractor's own time. The Custodial Supervisor or his designee SHALL be advised in advance of the scheduled dates and times of these training sessions and may elect to attend.

The contractor shall provide previously trained and experienced housekeeping personnel for use on this contract. Also, the contractor shall supply each employee with a specific duty listing with frequency of performance. A copy of these listings shall be posted by the contractor in all janitors closets and storage rooms. The contractor shall furnish complete copies of the contract Special Provisions and Specifications, etc. to the Contract Manager, Regional Supervisor, Supervisors and Working Supervisors for their use in monitoring the performance of this contract.

Contractor shall provide custodial supervisors for each county. It is required that Kent County have two (2) supervisors represented from awarded vendor.

Custodial Supervisor will notify county contact person when custodial employees are absent, which results in a facility not being cleaned.

7. REMOVAL OF CONTRACTOR'S EMPLOYEES:

The contractor shall, upon notice by the Director of Facilities Management or his designee, replace any employee(s) within twenty-four (24) hours with or without cause shown.

8. WEEKLY WALK-THRU:

It is the contractors responsibility to provide each county supervisor with a weekly "Quality Control Report" (see attached) for each building. This will be conducted each Friday and faxed to the attention of Wanda Perry - Kent County Supervisor at 739-3127 no later than 4:00 p.m. of that Friday.

9. LOG PROCEDURE:

All employees of the contractor shall call their respective names and time or reporting to work and departing from work by means of computerized phone system same as or equal to the T-Traccs 2000. Log sheet will be provided to facilities management along with weekly Quality Control sheet by fax at (302)739-3127 for Kent County and (302)856-5984 for Sussex County.

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JANITORIAL SERVICES – FACILITIES MANAGEMENT

CONTRACT SPECIFICATIONS - APPENDIX A

10. **EMPLOYEE IDENTIFICATION:**

Contractor personnel shall present a neat appearance and be easily recognized. This may be accomplished by wearing uniforms or clothing bearing the name of the company. Each employee shall wear a photo identification badge call-in issued prior to starting work under this contract. The contractor is responsible for providing these items.

11. **SECURITY PROCEDURE:**

The contractor must obtain a security clearance (Delaware State Police -SBI) of any current, new employees, company officials and any other persons requiring access to the State buildings covered under this contract for the purpose of conducting business on behalf of the contractor, at the contractor's expense of \$30.00 per person, certified check or money order. **Cash cannot be accepted.**

Employees requiring fingerprinting are to report to the location below or any Delaware State Police Troop, Monday through Friday, 9:00 a.m. - 3:00 p.m. for fingerprinting.

Division of State Police
Detective Licensing
Route 13
Dover, DE 19901
Contact: Lt. Charles S. Rynkowski Jr.
Phone: (302) 739-5994
Cost: \$37.50 per person

Fingerprinting cards and data will be forwarded by the respective Delaware State Police Troops to the address above. State Police Headquarters will forward the criminal history report to the applicant. The applicant is responsible for forwarding his or her report to the contractor, who in turn shall forward the report to:

Capitol Police
150 E. Water Street
P.O. Box 1401
Dover, Delaware 19903
Attn: Chief William Jopp
Phone: (302) 739-3211

Capitol Police will evaluate the criminal history report for eligibility for employment under this contract, then notify the Division of Facilities Management of acceptable and unacceptable persons. The Director, or designee of the Division of Facilities Management will notify the contractor, in writing, of those persons acceptable and unacceptable for use on this contract. The processing time for security clearance information and proper written notification from the Director's office to the contractor is approximately fifteen (15) working days. The successful contractor should operate with a sufficient listing of cleared personnel, so that there will not be any shortages.

CONTRACT NO. GSS07069-JANITOR_SERV
JANITORIAL SERVICES – FACILITIES MANAGEMENT

CONTRACT SPECIFICATIONS - APPENDIX A

New hires must obtain a security clearance before starting work. Personnel not properly cleared will not be allowed in the building. The names of all new hires must be reported to the Office of Facilities Management. Employers must have photo identifications.

A complete list of all employees must be provided to facilities management on a monthly basis. List should be faxed to 739-3127 for Kent County and 856-5984, attention Wanda Perry for Kent County.

- Note all custodial staff working in the William Penn Building must have a second security clearance:

Contact Jennifer Dill
William Penn Building
801 Silver Lake Blvd.
Dover, DE 19904
Phone: (302) 739-9816

CONTRACT SPECIFICATIONS JANITORIAL SERVICES

12. SECURITY RULES:

- A. No visitors are permitted within the perimeter of the buildings under contract.
- B. No unauthorized personnel are to accompany the contractor's employees to work.
(i.e. children)
- C. No unauthorized use of state telephone except emergency cases. No food or beverages consumed at unauthorized areas. Phones are authorized for use of computer log in and log out procedure only.
- D. No unauthorized use of state computers.
- E. All suspicious persons and situations (i.e., suspicious packages, alarm problems, or other safety related details) **SHALL** be reported immediately to DEMA by calling State line (302-659-2341).
- F. Day Shift working supervisors of the contractors in Kent County are to notify the Maintenance Office at 739-4611 of irregularities, (i.e., defective plumbing, lights out, etc.) Night Shift employees are to call State Police dispatch at 659-2341 for emergency.
- G. Family Emergencies may be called into vendor for proper notification to contractors employee. It is also the responsibility of vendor to maintain current building list with employees names for response to these situations.
- H. No possession or consumption of intoxicating beverages or illegal drugs or intoxicating quantities of un-prescribed legal drugs are permitted on State property.
- I. Security sensitive areas within buildings will be identified with the successful contractor. The Division of Facilities Management will coordinate "Special Requirements" for these areas with the successful contractor.

13. BUILDING SECURITY:

Vendor is responsible for securing the building and turning off all lights and locking all doors when custodial services are complete within building. All exterior doors must be locked at 5:00 p.m.

CONTRACT SPECIFICATIONS JANITORIAL SERVICES

14. **SUPPLIES:**

The contractor is responsible for providing ALL supplies necessary to perform quality housekeeping as specified in this contract. These supplies include, but are not limited to, the following items:

- A. Hand towels, multi-fold and roll type, bleached 28 lb. basic weight or better;
- B. Toilet tissue, standard roll count of 1000 sheets per roll, 1 ply 4-1/2 X 4-1/2 or better, Jumbo Rolls;
- C. Hand soap and dispenser (where needed), Sani-fresh (Gentle Lotion in Women's & Heavy Duty in Men's).
- D. Trash Bags (trash can liners, 24" x 33" (8 microns) small and 40" x 48" (16 microns) large.

All Buildings Must Use:

- D. Mobile barrels, maid caddies, 10-quart buckets, mop buckets with wringers;
- E. All cleaning products including but not limited to quaternary ammonium germicide, lime and scale remover, bowl cleaner, furniture polish, all purpose treated dust cloths, etc.;
- F. Plastic liners for waste receptacles (including office areas) and trash disposal containers, etc.
- G. Waxed bags for sanitary napkin disposal receptacles;
- H. Carpet spotting kit;
- I. 3 oz. untreated paper cups.
- J. Towel dispenser and keys
- K. Toilet tissue dispenser

NOTE: The contractor **SHALL**, as part of the proposal, submit a listing of all products and supplies to be used during the term of this contract. The Custodial Supervisor or designee reserves the right to inspect products, equipment, etc. and request samples of products for testing purposes. He also has the right to reject any items. Material Safety Data Sheets for each product supplied **SHALL** be supplied as follows:

County Superintendent
Custodial Supervisor
Contractor's Supervisors
Director's Office
Copies posted in each building

**VENDOR MUST MAINTAIN 2 WEEKS OF PAPER PRODUCTS AND CLEANING SUPPLIES
IN EACH BUILDING AT ALL TIMES.**

EQUIPMENT

Vacuum – Hoover Model 40100100A or approved equal. Bags must be of the disposable type that traps 99.99% (down to 5 microns) of typical dust with electrostatically charge liner, to prevent pollen spores and dust mites from becoming airborne.

Supply adequate amount of vacuums and related janitorial supplies (mops, brooms, buckets) in each building.

CONTRACT SPECIFICATIONS JANITORIAL SERVICES

DAILY REQUIREMENTS

SWEEPING AND DUST MOPPING (UNCARPETED AREAS):

1. Vestibules, lobbies and entries (interior and exterior);
2. Corridors;
3. Stairwells, stairs and landings (interior);
4. Elevators and elevator vestibules;
5. Offices (administrative and clerical) and classrooms;
6. Coatrooms, lunch rooms and conference rooms;
7. Labs and preparation rooms;
8. Computer rooms;
9. Vending machine rooms; and
10. Exterior stairs and loading platforms, and patio areas.

WET MOPPING:

All tile, wooden or hard surface floors.

WET MOPPING STANDARDS:

After dust mopping, all floors shall be cleaned by wet mopping using quaternary ammonium germicide and shall be free from streaks, stains and film from dirt or soap. There shall be no splashes on walls, baseboards, furniture and furnishings. Wet mopping is also required on all stairwells, stairs, stairlandings & elevator hard floors. Mops and water must be clean.

POLISHING:

Clean and polish all brass and stainless steel, i.e. railings, elevators, door knobs, plumbing fixtures, kick plates, etc.

**CONTRACT SPECIFICATIONS
JANITORIAL SERVICES
DAILY REQUIREMENTS**

**VACUUMING (CARPETED AREAS) - MONDAY, WEDNESDAY, FRIDAY:, OR AS NECESSARY
(ex., spills, construction, etc.)**

1. Vestibules, lobbies and entries (interior and exterior); Daily
2. Corridors;
3. Stairwells, stairs and landings (interior);
4. Elevators and elevator vestibules;
5. Offices (administrative and clerical) and classrooms, edges, corners and under furniture;
6. Coatrooms, lunch rooms and conference rooms;
7. Labs and preparation rooms;
8. Computer rooms;
9. Vending machine rooms; and
10. Exterior stairs and loading platforms.

NOTE: Spot cleaning is required before vacuuming (ex. Coffee, soda, etc...)

Also, all removal of chewing gum from carpet, tile floors, etc...

DUSTING AND - TUESDAY & THURSDAY

1. All furniture and fixtures (i.e.) Tuesday & Thursday (personal desktops), file cabinets, desks, remove fingerprints, tables, etc.
2. Window sills, ledges, etc.
3. Vending machines; and
4. Stairwells, stairs, landings and railings (interior).

MONTHLY – SECOND WEEK OF EACH MONTH

1. Clean and sanitize all restroom walls from floor to ceiling.
2. Clean and sanitize all restrooms partitions (all sides)
3. Wash baseboards
4. Dust and clean all ceiling vents
5. Clean and remove all debris from light fixtures (bugs, paper, dust)

WEEKLY REQUIREMENTS

1. Clean and polish all brass.
2. Dust venetian blinds.
3. Pour clean water in all bathroom floor drains
4. Clean and sanitize all interior of holding cells.

**CONTRACT SPECIFICATIONS
JANITORIAL SERVICES
DAILY REQUIREMENTS**

TRASH REMOVAL:

1. Empty all trash containers, replace liners as needed;
2. Dispose of trash in sealed and/or tied plastic bags in outside dumpster or compactor;
3. All liners must be secured when removed from trash cans to prevent any spillage.
4. Empty and clean all ashtrays, urns and smokadors and surrounding areas.
5. Custodial contractor is responsible to transfer trash to trash compactor at 150 E. Water Street.

WASHING:

1. Clean and sanitize urinals inside and out;
2. Clean and sanitize commodes inside and out;
3. Clean mirrors;
4. Clean and sanitize wash basins (washrooms and clinic areas, etc.) inside and out;
5. Clean and sanitize miscellaneous restroom and toilet fixtures (towel dispensers, soap dispenser)
6. Clean and sanitize restroom and toilet floors;
7. Clean and sanitize restroom wash basin wall area and toilet wall area;
8. Clean and sanitize shower rooms;
9. Damp wipe all restroom and locker room ledges and sills;
10. Spot clean walls, doors and trim;
11. Clean exterior and interior glass doors and frames and other interior glass, plastic and frames;
12. Clean and sanitize water fountains.
13. Clean and sanitize kitchenette areas (tables, chairs, countertops, external areas of appliances).
14. Clean and sanitize all interior holding cells.

DISINFECTING STANDARDS:

Urinals and commode surfaces shall be disinfected with a concentration of quaternary disinfectant-detergent. It shall be allowed to stand in the fixtures for at least ten minutes. Bowl cleaner shall be used once weekly for lime and iron stain removal except where water conditions require more frequent applications. In these cases, bowl cleaner shall be used twice weekly.

WASHING STANDARDS:

Washed surfaces shall be clean and free from all dirt, grease and film including embedded dirt and grease. All small and narrow openings shall be cleaned to the same degree as other surfaces. Surfaces shall be dried and left clean.

A. Washing Glass

Glass shall be washed by application of glass cleaner, rubbed with a cloth and finally polished with a clean soft dry cloth or textile disposable wipers. Use only soft cloths on plexiglass. The washing shall not contaminate adjacent non-glass areas. Glass shall be left clean and dry, free from film or streaks and any contamination visible when looking through the glass towards natural light source. Sills and frames shall be damp wiped.

CONTRACT SPECIFICATIONS JANITORIAL SERVICES

B. Washing Except Glass

All surfaces shall be washed with a mild neutral detergent or quaternary disinfectant-detergent solution following manufacturer's dilution ration. They shall be left clean without streaks. Scrub brush or scour pad shall be used where necessary to loosen the dirt.

C. Washing in Restroom, Public and Patient Areas

Restroom floors, walls, chairs, tables and mirrors shall be cleaned as specified with quaternary disinfectant-detergent. Commodes and urinals shall be washed clean with disinfectant-detergent and toilet brush then wiped dry with textile disposable wipers or clean cloths.

D. Accidental Chemical Spills

Any floor surface area damaged by bleach, bowl cleaner or other stainable products becomes the responsibility of vendor for reimbursement/replacement determined by Division of Facilities Management.

E. Construction

At some point there will be periodic construction being performed at different facilities. It is the custodial contractor's responsibility to make sure that the upkeep to the buildings is not affected by this construction. Additional damp wiping, mopping, and vacuuming will be needed.

JANITORIAL SERVICES - FACILITIES
CONTRACT NO. GSS07069-JANITOR_SERV

LOCATION	DAYS PER WEEK	MONTHLY COST
1. James Williams Service Center Rt. 113, Dover (Cleaning to be done between 5:00 p.m. & 10:00 p.m. - not before 7:00 p.m. on Wednesdays.) EXCEPT DAY PORTER HOURS	5	\$4,722.22
2. Dover Inspection Lane Rt. 113, Dover Includes Bldg. 4 & 5	3	\$426.80
3. Maintenance Facility Rt. 113, Dover	3	\$672.14
4. Agriculture Building & new Lab Rt. 13, South Near Camden-Wyoming	5	\$3,042.84
5. State Police Garage Rt. 13, N. DuPont Hwy. Dover	3	\$673.06
6. State Police ISS Building Headquarters, Rt. 13 Dover	3	\$708.77
7. State Police Troop #3 Woodside	6 + Holidays M-T-W-TH-F-SUN	\$1,408.23
8. State Communications Near Troop #3 Woodside	3	\$674.36
9. State Police Crime Lab Headquarters Rt. 13 Dover	5	\$437.36
10. Public Safety Building Rt. 113 Dover (Cleaning to be done between 5:00 p.m. & 10:00 p.m., not before 7:00 p.m. Wednesdays)	5	\$3,702.12
11. Kirk Building 15 The Green, Dover	3	\$606.65
12. J.P. Court #7 – 16 Bank Lane Dover	6 + Holidays M-T-W-TH-F-SUN	\$1408.23

LOCATION	DAYS PER WEEK	MONTHLY COST
13. Kent County Family Court River Road, Dover	5	\$2,925.70
14. William Penn Building - DTI 801 Silver Lake Blvd. Dover	5	\$3,771.31
15. Short Building 56 The Green, Dover	3	\$608.31
16. W.A.R. Building 60 The Plaza, Dover	3	355.34
17. Sykes Building 45 The Green, Dover	5	\$889.02
18. Supreme Court Building 55 The Green, Dover	5	\$1,118.94
19. Rose Cottage 102 S. State Street, Dover	3	\$674.36
20. Pre-School Youth & Diagnostic Center 449 N. DuPont Highway Dover	3 T-W-TH	\$674.22
21. Murphy House State Street, Dover	2 T&F	\$503.32
22. J.P. Court # 8 Smyrna	2	\$505.56
23. State Police Community Relation Building	3	\$673.74
24. Capitol Police	3	\$438.15
25. DEMA 165 Brick Store Landing Road Smyrna	5 M-F No Holidays	\$3,042.84
26. Massey Station 516 Lockerman Street Dover	5	\$1,119.61
27. Fire Marshall – Kent County	5	\$739.42
28. Fire School – Kent County	5	\$2,747.33
29. TMC	5	\$2,220.09

**JANITORIAL SERVICES – DEPARTMENT OF JUSTICE
CONTRACT NO. GSS07069-JANITOR_SERV**

LOCATION	DAYS PER WEEK	MONTHLY COST
1. Department of Justice Building 102 W. Water Street Suite 3 Dover	5	\$1397.33
2. Department of Justice Building 114 E. Market Street Georgetown	5	\$1432.00

**CONTRACT SPECIFICATIONS
JANITORIAL SERVICES DEPARTMENT OF JUSTICE**

Daily (5 times per week)

1. Clean all restrooms
2. Restock all paper and soap in restrooms
3. Sweep and Mop all tile and ceramic flooring
4. Vacuum all carpeted area
5. Empty (replace liners as needed) trash.
6. Clean all interior glass, i.e. entrance glass, office partition windows, etc....
7. Dust all furnishings, cabinets, tables and desk tops
8. Clean kitchen area, table counter tops, and sink (upon absence of dishes)
9. Sweep stairwell – as needed
10. Empty and clean out smoking urns and outside trash receptacles.

The contractor shall provide previously trained and experienced housekeeping personnel for use on this contract. Also, the contractor shall supply each employee with a specific duty listing with frequency of performance. A copy of these listings shall be posted by the contractor in all janitors closets and storage rooms. The contractor shall furnish complete copies of the contract Special Provisions and Specifications, etc. to the Contract Manager, Regional Supervisor, Supervisors and Working Supervisors for their use in monitoring the performance of this contract.

All labor, supplies and equipment will be provided by Mid Atlantic Services, A-Team Corp.