



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

03/04/2016

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

FROM: THERESA NEWMAN  
PROCUREMENT OFFICER  
302-857-4552

SUBJECT: **AWARD NOTICE**  
**GSS16612-JANITORIAL-Addendum #1 – Removing State Police**  
**Headquarters**  
**Janitorial Services**

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**GOVERNMENT SUPPORT SERVICES – CONTRACTING**  
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202  
PHONE: (302) 857-4550 – FAX: (302) 739-3779 – GSS.OMB.DELAWARE.GOV

## **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, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

### **2. CONTRACT PERIOD**

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Each contractor's contract shall be valid for a twenty-three (23) month period from April 1, 2016 through February 28, 2018. Each contract may be renewed for three (3) one (1) year 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.

### **3. VENDORS**

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<b>Mid-Atlantic Services, A-Team Corp.</b> P.O. Box 708 Seaford, DE 19973  <b>Vendor ID:</b> GSS16612-JANITORIALV01  <b>FSF ID#:</b> 0000026188  <b>Contact Person:</b> Rosemary Everton <b>Phone:</b> (302) 628-3403 <b>Fax:</b> 302-628-3423 <b>Cell Number:</b> 302-249-3795 <b>Email:</b> <a href="mailto:rosemary@ateamcorp.com">rosemary@ateamcorp.com</a>  <b>Contact Name:</b> Jami Everton <b>Phone Number:</b> 302-628-3403 <b>Fax Number:</b> 302-628-3423 <b>Email Address:</b> <a href="mailto:jami@ateamcorp.com">jami@ateamcorp.com</a>	<b>Andrews &amp; Company</b> 30 Sparta Ave, Unit B Sparta, NJ 07871  <b>Vendor ID:</b> GSS16612-JANITORIALV02  <b>FSF ID#:</b> 0000006404  <b>Contract Person:</b> Nadja Meo <b>Phone:</b> 973-383-3193 <b>Fax:</b> 973-726-4118 <b>Cell:</b> 973-219-3353 <b>Email:</b> <a href="mailto:nadjameo@andrewscleaning.biz">nadjameo@andrewscleaning.biz</a>  <b>Contract Person:</b> Joe Paulo <b>Phone:</b> 973-529-2810 <b>Fax:</b> 973-726-4118 <b>Cell:</b> 973-529-2810 <b>Email:</b> <a href="mailto:joe@andrewscelaning.biz">joe@andrewscelaning.biz</a>
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### **4. SHIPPING TERMS**

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F.O.B. destination; freight pre-paid.

## **5. DELIVERY AND PICKUP**

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N/A

## **6. PRICING**

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Prices will remain firm for the term of the contract year.

>See "Pricing Spreadsheet"<

## **ADDITIONAL TERMS AND CONDITIONS**

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## **7. BILLING**

The successful vendor is required to **"Bill as Shipped" to the respective ordering agency(s).** Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

## **8. PAYMENT**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. 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.

## **9. PRODUCT SUBSTITUTION**

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

## **10. ORDERING PROCEDURE**

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. 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.

## **11. PURCHASE ORDERS**

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number GSS16612-JANITORIAL on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

## **12. REQUIREMENTS**

This contract will be issued to cover the Janitorial Services requirements for all State Agencies and shall be accessible to any School District, Political Subdivision, or Volunteer Fire Company.

For a complete list of contract specifications please refer to the original bid solicitation document(s). Any contract specific documentation will be accessible through the hyperlink(s) provided on this contract's details page.

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### **13. HOLD HARMLESS**

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

### **14. NON-PERFORMANCE**

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

### **15. FORCE MAJEURE**

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

### **16. AGENCY'S RESPONSIBILITIES**

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.

- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>.

## **17. SCHEDULE**

This contract will require cleaning services, 5 days or nights a week (excluding holidays), Monday through Friday unless otherwise noted in for specific buildings. 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.

The contractor shall be responsible for obtaining information through the news media regarding the declaration of a State of Emergency. However, in cases in which cleaning services will not be required due to any other unforeseen type of emergency, etc., the Janitorial Superintendent or designee will be responsible for contacting the contractor or their designee as soon as we learn of the emergency. When an unforeseen emergency or day when State offices are closed (such as a Snow closure), the State shall have the following options:

- To reschedule the work on any day satisfactory to both parties. The contractor will be promptly notified of the State's decision by the Janitorial Superintendent or designee.
- Forego the work and reduce the payment due to the contractor accordingly for work not performed. Contractor will notify Agent when janitorial employees are absent, which results in a facility not being cleaned.

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

## **18. 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 or card issued prior to starting work under this contract. The contractor is responsible for providing these items.

### **1. Vendor Background Check Requirements**

Contractor(s) selected for an award that access state property or come in contact with vulnerable populations, including children and youth, shall be required to complete background checks on employees serving the State's on premises contracts. Unless otherwise directed, at a minimum, this shall include a check of the following registry:

Delaware Sex Offender Central Registry at:  
<https://desexoffender.dsp.delaware.gov/SexOffenderPublic/>

Individuals that are listed in the registry shall be prevented from direct contact in the service of an awarded state contract, but may provide support or off-site premises service for contract vendors. Should an individual be identified and the Contractor(s) believes their employee's service does not represent a conflict with this requirement, may apply for a waiver to the primary agency. The Agency's decision to allow or deny access to any individual identified on a registry database is final and at the Agency's sole discretion.

By Agency request, the Contractor(s) shall provide a list of all employees serving an awarded contract, and certify adherence to the background check requirement. Individual(s) found in the central registry in violation of the terms stated, shall be immediately prevented from a return to state property in service of a contract award. A violation of this condition represents a violation of the contract terms and conditions, and may subject the Contractor to penalty, including contract cancellation for cause.

## 2. **SECURITY PROCEDURE:**

The contractor must obtain a security clearance for any current employees, 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. Additional information on completing a background check with State Police can be found at <http://dsp.delaware.gov/StateBureauofIdentification.shtml>.

All potential employees require fingerprinting and from this a criminal history record is obtained. Employees must comply with the security requirements of all departments in which he/she will gain access to. State and/or Federal background checks may be required by each department. It is not the financial responsibility of the state to incur cost responsibility for background checks performed. As fees are subject to change, contact the agency where you plan to submit your forms for current fees. Each candidate is to report to a location below for fingerprinting.

### **Kent County – Primary Facility**

State Bureau of Identification  
Blue Hen Mall & Corporate Center  
655 Bay Rd. Suite 1B  
Dover, DE 19901

Walk-ins accepted: Mon 9 am – 7 pm, Tue - Fri 9 am – 3 pm  
Customer Service: (302) 739-2134

### **New Castle County - Satellite Facility**

State Police Troop Two  
100 LaGrange Ave  
Newark, DE 19702  
(Between Rts. 72 and 896 on Rt. 40)  
By appointment only

Scheduling: (302) 739-2528 (local)(800) 464-4357 (toll free)

### **Sussex County – Satellite Facility**

Delaware State Police Troop Four  
South DuPont Hwy & Shortley Rd.  
Georgetown DE 19947  
(Across from DelDOT & the State Service Ctr.)  
By appointment only

Scheduling: (302) 739-2528 (local) (800) 464-4357 (toll free)

All individuals employed or conducting work for the private contractor/vendor must be cleared through a criminal record screening before being allowed to enter the facility. The contracted vendor will provide the Delaware Capitol Police with SBI report, name, address, last four digits of social security number and date of birth of each individual and/ or photo ID, at least fifteen days prior to the start of the project or employment.

Once the information is received, the Delaware Capitol Police will conduct a criminal record screening on each individual. Any individual found to have the following will be denied access to the state facilities which are under the control of the Delaware Capitol Police.

- Extensive and/or significant criminal history.
- A felony offense conviction.
- A violent offense or other cause for the Delaware Capitol Police to believe the individual poses a risk to the Governor, the Governor's family, State of Delaware staff or property.

For all other facilities, not under the control of the Delaware Capitol Police, a recommendation will be provided to the agency in charge of the facility to make the determination.

In the event access is denied, the Delaware Capitol Police will only inform the Director of Facilities Management/ designee or responsible agency that access for the individual has been denied. Specific reasons WILL NOT be discussed.

The Delaware Capitol Police personnel will complete a detailed memo explaining the decision to deny an individual access which will be submitted for supervisory review.

The Delaware Capitol Police will maintain a record of all contractors/vendors and their employees that have been granted access and those that have been denied. All backgrounds will be repeated every 3 years.

Any employee entering the state facility without appropriate identification will be denied access to the campus. No walk-throughs will be allowed prior to the Delaware Capitol Police screening of an individual. Individual contractor access cards will be issued to the individual and returned upon release from employment. No access cards will be shared among workers or contractors.

New hires must obtain a security clearance before starting work. Personnel not properly cleared will not be allowed in the building.

**Contract staff working in DSCYF locations in the State of Delaware are required to pass a Criminal Background Check completed by the Delaware State Police and a Child Abuse Registry check, completed by DSCYF.**

## **19. SECURITY RULES**

1. No visitors, unauthorized personnel, family members etc. are permitted within the perimeter of the buildings under contract.
2. No visitors, unauthorized personnel, family members etc. are to accompany the contractor's employees to work.

3. No unauthorized use of state computers.
4. All suspicious persons and situations (i.e., suspicious packages, alarm problems, or other safety related details) shall be reported immediately.
5. Day Shift working supervisors of the contractor are to notify the location contact person of irregularities, i.e., defective plumbing, lights out, etc. Night Shift employees are to call State Police dispatch 659-2341.
6. No possession or consumption of intoxicating beverages or illegal drugs or intoxicating quantities of un-prescribed legal drugs are permitted on State property.
7. Security sensitive areas within buildings will be identified with the successful contractor. The location contact will coordinate "Special Requirements" for these areas with the successful contractor.
8. State Service Centers: All exterior doors must be locked at 5:00 p.m. unless otherwise specified. Contractor is responsible for securing the building and turning off all lights and locking all doors when services are complete.
9. No food or beverages consumed in unauthorized areas.
10. No unauthorized use of state telephones, except emergency cases.
  - a. Family emergencies may be called into vendor for proper notification to contractor's employee. It is also the responsibility of vendor to maintain current building list with employee's names for response to these situations.
  - b. Facilities Management Locations: Phones are authorized for use of computer log in and log out procedures only.
  - c. Children Youth and Their Families Locations: Family emergencies may be telephoned to the main phone number for the facility for proper notification to the Vendor's employee.
11. The contractor awarded this contract will be financially responsible for all costs incurred for failing to properly follow deactivation/activation alarm procedures that results in the response by a paid security firm.

## **20. ADDITIONAL SECURITY RULES – CHILDREN YOUTH AND THEIR FAMILIES LOCATIONS**

1. Vendor employees are not allowed to give residents anything. Vendor employees shall not take anything in or out of the buildings for residents. Nothing shall be brought onto or taken off the grounds for residents.
2. Cell phones and other personal items such as penknives, hand tools, matches, lighters, etc. are not permitted in any of the identified residential or treatment buildings.

## **21. TRAINING**

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

The contract 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 listing 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.

## **22. ASSIGNMENT OF JANITORIAL STAFF**

Prior to the placement of any Janitorial Staff in any State Facility, he/she shall be required to complete all applicable background checks.

Vendor shall not reassign an employee without the approval of the appropriate Agency.

Vendor shall upon notice by the Agent replace any janitorial staff within 24 hours with or without cause shown.

## **23. SUPERVISION**

The supervision of the cleaning operations is key. Supervisors will be responsible for the cleaning operations in those building under their control; it is necessary that they have a thorough knowledge of the job methods, equipment, materials, production rates and frequencies and the performance.

### **1. RANGE OF SUPERVISION**

The assignment of a contract manager and area supervisor shall be interpreted as a mandatory requirement. In many situations a working leader may answer the supervisory need in lieu of these supervisory positions.

### **2. SUPERVISORY POSITIONS**

- a. **Area Supervisor**: An employee in charge of all janitorial employees including subordinate supervisors working on a shift assigned to a building complex. In order to properly inspect and supervise the work, the specific shift assigned is usually designated day or night.
- b. **Working Leader**: A productive employee in charge of a small group of janitorial employees who acts as a pace setter and coordinator in working along with subordinates a majority of the time. Most often used where a minimum of three (3) to a maximum of eight (8) non-supervisory custodial personnel are assigned to a crew as a productive unit (as in daily and scheduled periodic cleaning).

## **24. MEETINGS**

- a. **Facilities Management Locations**: Meetings with the contractor may be called by the Agent or designee. The contractor may request meetings with appropriate personnel as needed. However regularly scheduled meetings will be scheduled amongst Division of Facilities Management.
- b. **Social Service Centers**: The contractor must conduct a formal orientation meeting with the employees hired to work this contract. The Agent or designee will participate with the contractor at a mutually agreed upon date and time.
- f. **All Locations**: Meetings with the contractor may be called by the designee within each agency. The contractor may request meetings with appropriate personnel as needed.

## **25. INSPECTION**

Joint and/or independent building inspections by the contractor or contractor's designee and the agent designee will be performed at frequencies necessary (weekly, monthly, quarterly) to ensure quality housekeeping is being performed. Inspection Reports will be prepared by the agency designee during the inspection. One copy of the report will be given to the contractor or designee for appropriate action. Copies of the monthly inspection sheet will be forwarded to the designated agent. For independent building inspections copy of report will be forwarded to the other party. Inspection frequency maybe adjusted as needed. Spot checking by Department staff may also occur at any time.

Failure to comply with the cleaning standards presented and failure to complete the scope and/or frequency of work described in contracts are grounds for contract termination and/or monetary penalties. Substandard performance shall be documented during the inspection processes and addressed as noncompliance in contracts developed through this RFP process.

## **26. SUPPLIES –ALL LOCATIONS**

The contractor is responsible for providing **all** supplies necessary to perform quality housekeeping as specified in this contract, unless otherwise specified in the locations specifications.

These supplies include, but are not limited to, the following items:

- a. Hand towels, multi-fold and roll type, brown 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), Sami-Fresh (Gentle Lotion in Women's & Heavy Duty in Men's)
- d. Trash Bags
- e. Aerosol
- f. Foam cleaner for waterless urinals

All buildings must use:

- a. Mobile barrels, maid caddies, 10-quart buckets, mop buckets with wringers
- b. All cleaning products including by not limited to quaternary ammonium germicide, lime and scale remover, bowl cleaner, furniture polish, all purpose treated dust cloths, etc.
- c. Plastic liners for waste receptacles (including office areas) and trash disposal containers, etc.
- d. Waxed bags for sanitary napkin disposal receptacles
- e. Carpet spotting kit
- f. 3 oz. untreated paper cups
- g. Towel dispenser and keys
- h. Toilet tissue dispenser

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 Agent or designee reserves the right to inspect products, equipment, etc. and request samples of products for testing purposes. The Agent or designee has the right to reject any items. Material Safety Data Sheets for each product supplied shall be supplied with the proposal response.

Vendor must maintain 2 weeks of paper products and cleaning supplies in each building at all times.

## **27. SUPPLIES – CHILDREN YOUTH AND THEIR FAMILIES LOCATIONS**

The Department will be responsible for providing all trash can liners and consumable products (toilet paper, soaps, paper towels, etc.) used by employees, visitors and residents, and for maintaining adequate inventory of these products at each location. The Contractor(s) will be expected to restock all paper products, soaps, scents, etc in bathrooms and break rooms as part of their daily responsibilities. Tracking use of these consumables as they are restocked is also the responsibility of the Contractor. Soaps, tissues, paper towels, and other materials supplied by DSCYF are for restroom/break room use only and shall not be considered or used as cleaning supplies.

## **28. FACILITIES MANAGEMENT ADDITIONAL REQUIREMENTS**

### **1. 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 an electronic device.

Hours for the Day Porter will be:

8:00 a.m. – 10:00 a.m.	Float between buildings
10:00 a.m. – 1:00 p.m.	James William Service Center
Remaining Shift	Float between buildings

Day Porter Shift Requirements for James William Service Center:

- a. Police all restrooms, check for toilet paper and paper towels, soap, pick up any paper on floor.
- b. Police entranceways and cigarette urns 5 feet pit from the building – remove all debris from all.
- c. Check conference rooms and lobby areas on the first floor – clean tables, floors, entrance glass and remove trash if needed.
- d. Clean all Public Health exam rooms on 1<sup>st</sup> and 2<sup>nd</sup> floor – sweep floors, wipe off counter tops and sinks.
- e. Stairwells

### **2. WEEKLY WALK-THRUS**

It is the contractor's responsibility to provide each county supervisor with a weekly "Quality Control Report" for each building. This will be conducted each Friday and faxed to the attention of Kent County Superintendent/ or designee at 739-3127 no later than 4:00 p.m. of that Friday.

### **3. LOG PROCEDURE**

All employees of the contractor shall call their respective names and time for reporting to work and departing from work by means of computerized phone system same as or equal to the T-Traacs 2000. Log sheet will be provided to facilities management and/or the designated agency along with

weekly Quality control sheet by fax at (302) 739-3127 for Kent county and (302) 856-5984 for Sussex County.

#### **4. EQUIPMENT**

Vacuum – Commercial Model. Bags must be of the disposable type that traps 99.99% (down to 5 microns) of typical dust with electro statically charge line, 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.

### **29. STATE SERVICE CENTER ADDITIONAL REQUIREMENTS**

#### **DEPARTMENTAL WORK CONTROL**

- a. General: The Janitorial Superintendent or their designee responsible for providing a good system of inspection or follow-up necessary to properly control the cleaning operations. Proper procedures and reporting of cleaning inspections will find the problem areas in the building so they can be given special attention in order to: ensure that the cleaning level in the building is meeting the required standard; identify the cleaner who is not doing their job properly; determine the people who need additional instruction or training.
- b. Inspection Procedure: The following comments identify and clarify some of the more important inspection procedures. Detailed instructions for recording these inspections are discussed below:
  1. Inspections shall be regular and systematic. The contractual inspector shall each day or night do appearance checks to identify problems. In addition, they will perform a thorough inspection every 30 days.
  2. Inspect preferably in the presence of the cleaner and the supervisor directly responsible and/or area supervisor. Point out any unsatisfactory cleaning found and explain how it may be corrected. The inspection should provide the employee with constructive assistance in improving their work.
  3. The area supervisor or counterpart shall inspect a portion of assigned areas each night, in addition to the duties of supplying materials, timekeeping, rescheduling, and other required personnel work.
  4. All inspection findings shall be recorded on appropriate forms.
    - a. Notice of Work Required: This form is for use by the inspectors during weekly, monthly and quarterly cleaning assignments. It is used as a record of cleaning inspections.
    - b. Housekeeping Inspection Report: This is a standard inspection form for the use by the inspecting personnel when making and reporting monthly inspections of buildings located within our respective areas. Inspections will be made once a month. Inspection routes shall be varied. A copy is to be left with the supervisor for necessary action.
    - c. Complaints and Requests
  5. The Contract Manager shall meet at least weekly with the designated person within each agency and the inspectors during the first month of the contract. Meetings will be as often as necessary thereafter as determined by the Janitorial Superintendent. However, if the contract requests, a meeting will be held whenever a written complaint is received.

### **30. CHILDREN YOUTH AND THEIR FAMILIES ADDITIONAL REQUIREMENTS**

1. Provide minor cleaning services at no additional charge "on-request" when logged into a "maintenance request" log. Such requests will be limited by each site and reasonable from both the Department and Vendor perspectives. *NOTE: For pricing purposes, assume that such requests will total ½ hour for one person per day to complete.*
  2. Interact appropriately with program staff and residents – inappropriate language, horseplay, pilferage, gambling and other inappropriate behavior will not be tolerated.
  3. Take the initiative for performing additional obviously needed cleaning services when necessary to ensure that a safe and clean environment exists at all times.
  4. Ensure by training, supervision, inspection and any other means necessary that all tasks are completed as required/scheduled/specified and that all rules are followed by all vendor staff. Unacceptable work shall be promptly corrected at the vendor's expense when identified and reported by DSCYF.
  5. Medical/Dental Areas: All surfaces except ceilings shall be cleaned with Quaternary Ammonium Germicide for infection control including sinks, counters, fixtures, cabinet fronts, scales, hard floors, doors, chairs, exam lights and tables. Walls and horizontal surfaces shall be cleaned in this manner at least once monthly.
1. The Department will award one contract for campus-wide services at the following eight locations. Five facilities located on the campus have other services in place and will only be served on an irregular/back-up basis, perhaps not at all. Details for each location follow in Appendix C.
    - a. Administration Building #2
    - b. Multi-Purpose Building
    - c. DSCYF Training Academy (as needed)
    - d. New Castle County Detention Center
    - e. Ferris School
    - f. Grace Cottage
    - g. Mowlds Cottage
    - h. Snowden Cottage

**31. HOLIDAYS:**

In accordance with Title 1, Chapter 5, subsection 501, Delaware Code, please view the following link for are legal holidays in the State of Delaware: <http://www.delawarepersonnel.com/labor/holidays/>

### 32. BUILDING CONTACTS

LOCATIONS	ADDRESS	Contact Person	County	CONTACT INFO	
				PHONE	EMAIL
DSCYF Admin Building*	1825 Faulkland Road Building #2 Wilmington, DE 19805	Ops: Earl Harrington Contract: Brian Calio	NCC	302.892.6485 302.892.6421	<a href="mailto:J.harrington@state.de.us">J.harrington@state.de.us</a> <a href="mailto:Brian.calio@state.de.us">Brian.calio@state.de.us</a>
DSCYF Training Academy*	1825 Faulkland Road Wilmington	Ops: Earl Harrington Contract: Brian Calio	NCC	302.892.6485 302.892.6421	<a href="mailto:J.harrington@state.de.us">J.harrington@state.de.us</a> <a href="mailto:Brian.calio@state.de.us">Brian.calio@state.de.us</a>
Multi-Purpose Building	1825 Faulkland Road Wilmington	Ops: Earl Harrington Contract: Brian Calio	NCC	302.892.6485 302.892.6421	<a href="mailto:J.harrington@state.de.us">J.harrington@state.de.us</a> <a href="mailto:Brian.calio@state.de.us">Brian.calio@state.de.us</a>
Grace Cottage*	1825 Faulkland Road Wilmington	Ops: Earl Harrington Contract: Brian Calio	NCC	302.892.6485 302.892.6421	<a href="mailto:J.harrington@state.de.us">J.harrington@state.de.us</a> <a href="mailto:Brian.calio@state.de.us">Brian.calio@state.de.us</a>
Snowden Cottage*	1825 Faulkland Road Wilmington	Ops: Earl Harrington Contract: Brian Calio	NCC	302.892.6485 302.892.6421	<a href="mailto:J.harrington@state.de.us">J.harrington@state.de.us</a> <a href="mailto:Brian.calio@state.de.us">Brian.calio@state.de.us</a>
Mowlds Cottage*	1825 Faulkland Road Wilmington	Ops: Earl Harrington Contract: Brian Calio	NCC	302.892.6485 302.892.6421	<a href="mailto:J.harrington@state.de.us">J.harrington@state.de.us</a> <a href="mailto:Brian.calio@state.de.us">Brian.calio@state.de.us</a>
Ferris School*	959 Centre Rd., Wilmington, DE 19805	Ops: Earl Harrington Contract: Brian Calio	NCC	302.892.6485 302.892.6421	<a href="mailto:J.harrington@state.de.us">J.harrington@state.de.us</a> <a href="mailto:Brian.calio@state.de.us">Brian.calio@state.de.us</a>
New Castle Detention Center*	963 Centre Rd., Wilmington, DE 19805	Ops: Earl Harrington Contract: Brian Calio	NCC	302.892.6485 302.892.6421	<a href="mailto:J.harrington@state.de.us">J.harrington@state.de.us</a> <a href="mailto:Brian.calio@state.de.us">Brian.calio@state.de.us</a>
<b>*MEET AT DSCYF ADMINISTRATION BLDG Building #2 - Walk- Throughs will be conducted by personnel to each building - LEAVE ALL ITEMS IN VEHICLE - ONLY BRING:PHOTO ID REQUIRED; CAR KEYS; PEN; NOTEPAD</b>					

Award Notice  
Contract No. GSS16612-JANITORIAL

Ashley Manor	15 Ashley Place Wilmington, DE	Tim Read Ray Knappenberger	NCC	302-255-4488 302-255-9325	<a href="mailto:Timothy.Read@state.de.us">Timothy.Read@state.de.us</a> <a href="mailto:Raymond.Knappenberger@state.de.us">Raymond.Knappenberger@state.de.us</a>
DSAMH-TASC	801 S. Harrison St. Wilmington, DE	Patricia Brooks	NCC		<a href="mailto:Patricia.Brooks@state.de.us">Patricia.Brooks@state.de.us</a>
Office of the Chief Medical Examiner	200 S. Adams St. Wilmington, DE 19801	Doug Minner	NCC	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
Porter	509 West 8th St. Wilmington, DE	Tim Read Ray Knappenberger	NCC	302-255-4488 302-255-9325	<a href="mailto:Timothy.Read@state.de.us">Timothy.Read@state.de.us</a> <a href="mailto:Raymond.Knappenberger@state.de.us">Raymond.Knappenberger@state.de.us</a>
Northeast	1624 Jessup St. Wilmington, DE	Tim Read Ray Knappenberger	NCC	302-255-4488 302-255-9325	<a href="mailto:Timothy.Read@state.de.us">Timothy.Read@state.de.us</a> <a href="mailto:Raymond.Knappenberger@state.de.us">Raymond.Knappenberger@state.de.us</a>
DeLa Warr	500 Rogers Rd. New Castle, DE	Tim Read Ray Knappenberger	NCC	302-255-4488 302-255-9325	<a href="mailto:Timothy.Read@state.de.us">Timothy.Read@state.de.us</a> <a href="mailto:Raymond.Knappenberger@state.de.us">Raymond.Knappenberger@state.de.us</a>
Terry Children's Center*	10 Central Ave New Castle	Ops: Earl Harrington Contract: Brian Calio	NCC	302.892.6485 302.892.6421	<a href="mailto:J.harrington@state.de.us">J.harrington@state.de.us</a> <a href="mailto:Brian.calio@state.de.us">Brian.calio@state.de.us</a>
Lukens Drive (Site Investigation & Restoration)	391 Lukens Drive New Castle, DE 19720	Tim Ratsep	NCC	302.395.2606	<a href="mailto:Timothy.Ratsep@state.de.us">Timothy.Ratsep@state.de.us</a>
New Castle Co. Courthouse Museum	211 Delaware St, New Castle, DE 19720	Cherie Dodge-Biron	NCC		<a href="mailto:Cherie.Dodge-Biron@state.de.us">Cherie.Dodge-Biron@state.de.us</a>
Churchmans – 84A & 84B	84A Christiana Rd New Castle, DE	Tim Read Ray Knappenberger	NCC	302-255-4488 302-255-9325	<a href="mailto:Timothy.Read@state.de.us">Timothy.Read@state.de.us</a> <a href="mailto:Raymond.Knappenberger@state.de.us">Raymond.Knappenberger@state.de.us</a>
Hudson	501 Ogletown Rd. Newark, DE	Tim Read Ray Knappenberger	NCC	302-255-4488 302-255-9325	<a href="mailto:Timothy.Read@state.de.us">Timothy.Read@state.de.us</a> <a href="mailto:Raymond.Knappenberger@state.de.us">Raymond.Knappenberger@state.de.us</a>
Ellendale Crisis Management	700 Main St. Ellendale, DE	John Fox	S		<a href="mailto:John.Fox@state.de.us">John.Fox@state.de.us</a>
Watershed Stewardship– Georgetown	21309 Berlin Road, Unit #6 Georgetown, DE 19947	Matt Grabowski/Robin Weinkam	S	Matt Cell 233-0965 Robin Office 855-1930	<a href="mailto:Robin.Weinkam@state.de.us">Robin.Weinkam@state.de.us</a> <a href="mailto:Matthew.Grabowski@state.de.us">Matthew.Grabowski@state.de.us</a>
TASC Georgetown	21309 Berlin Road, Suite 7 Georgetown, DE 19947	Cathy Leyden	S		<a href="mailto:Cathy.Leyden@state.de.us">Cathy.Leyden@state.de.us</a>
Stockley Campus – State Medical Examiner Complex	26351 Patriots Way Georgetown, DE	Doug Minner	S	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>

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Stockley Campus - ARMS	C-5 Campbell Circle Georgetown, DE 19947	Crystal Baynard	S	302-933-3882	<a href="mailto:Crystal.baynard@state.de.us">Crystal.baynard@state.de.us</a>
Stockley Campus – Wellness Center	23421 Lloyd Lane Georgetown, DE	John Fox	S		<a href="mailto:John.Fox@state.de.us">John.Fox@state.de.us</a>
Thurman Adams (Georgetown)	546 S. Bedford St. Georgetown, DE	John Fox	S		<a href="mailto:John.Fox@state.de.us">John.Fox@state.de.us</a>
P&P Sussex Administrative Service-Georgetown	22883 Dupont Blvd Georgetown, DE 19947	Perry Allfather	S		<a href="mailto:Perry.Allfather@state.de.us">Perry.Allfather@state.de.us</a>
P&P Townsend Building -Georgetown	22855 Dupont Blvd Georgetown, DE 19947	Perry Allfather	S		<a href="mailto:Perry.Allfather@state.de.us">Perry.Allfather@state.de.us</a>
Groundwater Discharge Office	20653 DuPont Boulevard, Unit 5 Georgetown, DE 19947	Jane Greenwell	S	302-856-4561	<a href="mailto:Jane.greenwell@state.de.us">Jane.greenwell@state.de.us</a>
<del>Child Advocate</del>	<del>6 West Market Street, Suite 1 Georgetown, DE 19947</del>	<del>Amanda Sipple</del>	<del>S</del>		
DOJ – Georgetown	114 East Market St Georgetown, DE	Amanda Wright/Thomas Cuccia	S	Amanda ~ 856-5353 Thomas ~ 577-8500	<a href="mailto:Amanda.Wright@state.de.us">Amanda.Wright@state.de.us</a> and <a href="mailto:Thomas.Cuccia@state.de.us">Thomas.Cuccia@state.de.us</a>
Shoreline and Water Management- Lewes Field Office/DNREC Division of Watershed Stewardship	901 Pilottown Road Lewes, DE 19958	Kathy Millman	S	302-855-7290	<a href="mailto:Kathy.Millman@state.de.us">Kathy.Millman@state.de.us</a>
Troop 7	18006 Coastal Highway Lewes, DE 19958	Ben Parsons	S		<a href="mailto:Benjamin.Parsons@state.de.us">Benjamin.Parsons@state.de.us</a>
Indian River Marina per Cottage	39415 Inlet Road Rehoboth Beach, DE 19971	Jill DeFelice or Grant Melville	S	302-227-3071	<a href="mailto:Jill.defelice@state.de.us">Jill.defelice@state.de.us</a> <a href="mailto:Grant.melville@state.de.us">Grant.melville@state.de.us</a>
Pyle State Service Center	Omar Roxana Rd. Frankford, DE	John Fox	S		<a href="mailto:John.Fox@state.de.us">John.Fox@state.de.us</a>
Public Defender Office- Citizens Bank Building	14 The Circle # 2 Georgetown, DE 19947	Denise Matz	S		<a href="mailto:Denise.Matz@staet.de.us">Denise.Matz@staet.de.us</a>
Child Advocate	6 West Market Street, Suite 1 Georgetown, DE 19947	Amanda Sipple	S	302-255-1730	<a href="mailto:Amanda.sipple@state.de.us">Amanda.sipple@state.de.us</a>
Blackbird Creek Reserve	802 Blackbird Landing Road Townsend, DE	Colleen Holstein	NCC	302.739.6377	<a href="mailto:Colleen.Holstein@state.de.us">Colleen.Holstein@state.de.us</a>



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DEMA	165 Brick Store Landing Road Smyrna, De 19977	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
JP Court #8	100 Monrovia Avenue Smyrna, De 19977	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
McKay House	6180 Haypoint Landing Road Smyrna, DE 19977	Julia Adams	K		<a href="mailto:Julia.Adams@state.de.us">Julia.Adams@state.de.us</a>
Aquatic Resource Education Center	4876 Haypoint Landing Road Smyrna, DE 19977	Gary Kreamer	K	302-735-3600	<a href="mailto:Gary.Kreamer@state.de.us">Gary.Kreamer@state.de.us</a>
Mallard Lodge	4876 Haypoint Landing Road Smyrna, DE 19977	Gary Kreamer	K		<a href="mailto:Gary.Kreamer@state.de.us">Gary.Kreamer@state.de.us</a>
Agriculture Building & New Lab	2320 South DuPont Hwy Dover, De 19901	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
State Police Bureau of Identification	1441 N DuPont Hwy PO Box 430 Dover, DE 19901	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
State Police Community Relation Building	1441 N DuPont Hwy PO Box 430 Dover, DE 19901	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
State Police Crime Lab	1441 N DuPont Hwy PO Box 430 Dover, DE 19901	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
State Police Garage	1441 N DuPont Hwy PO Box 430 Dover, DE 19901	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
<del>State Police Headquarters</del>	<del>1441 N DuPont Hwy PO Box 430 Dover, DE 19901</del>	<del>Doug Minner</del>	<del>K</del>	<del>302-739-4611</del>	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
Kent County Family Court	400 Court Street Dover, DE 19901	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
Capitol Police	150 Martin Luther Blvd Dover, De 19901	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
DOJ – Dover	102 W. Water Street Dover, DE 19904	Earl McCloskey	K		<a href="mailto:Earl.McCloskey@state.de.us">Earl.McCloskey@state.de.us</a>
Murphy House	417 South State Street Dover, De 19901	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
Sykes Building	45 The Green Dover, DE 19901	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
Supreme Court Building	55 The Green, Dover, DE 19901	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
JP Court 7/16	480 Bank Lane Dover, De 19904	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
Massey Station	516 W. Loockerman Street Dover, De 19904	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
DNREC State Park Office, Dover	152 S. State St. Dover, DE 19901	Jilana Wilson Necia Beck	K	302-739-9221 302-739-9175	<a href="mailto:Jilana.wilson@state.de.us">Jilana.wilson@state.de.us</a> <a href="mailto:necia.beck@state.de.us">necia.beck@state.de.us</a>

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W.A.R. Building	60 The Plaza Dover, DE 19901	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
Maintenance Facility	192 Transit Lane Dover, De 19901	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
Rose Cottage	102 South State Street dover,de 19901	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
Public Advocate Office	29 South State Street Dover, DE 19901	Andrea Maucher	K		<a href="mailto:Andrea.Maucher@state.de.us">Andrea.Maucher@state.de.us</a>
James Williams Service Center	805 River Road Dover, De 19901	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
James Williams Service Center-Dental	805 River Road Dover, De 19901 Dental Dept. Floor Maintenance	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
Public Safety Building	303 Public Safety Blvd. Dover, DE	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
Dover Inspection Lane	303 Transportation Circle PO Box 698 Dover, De 19903	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
<del>Air Resource Section - Blue Hen Mall</del>	<del>655 S. Bay Road, Suite 5N Dover, DE 19901</del>		<del>K</del>		
TASC Dover	655 S. Bay Road, 1D Corporate Center Dover, DE 19901	Cathy Leyden	K		<a href="mailto:Cathy.Leyden@state.de.us">Cathy.Leyden@state.de.us</a>
St. Jones Reserve	818 Kitts Hummock Rd Dover, De 19901	Colleen Holstein	K	302.739.6377	<a href="mailto:Colleen.holstein@state.de.us">Colleen.holstein@state.de.us</a>
Fisheries Office	3002 Bayside Dr. Dover, DE 19901	Mike Steiger	K		<a href="mailto:Michael.Steiger@state.de.us">Michael.Steiger@state.de.us</a>
Stone Tavern	254 Main St Little Creek, DE 19961	Nick Couch	K		<a href="mailto:Nick.Couch@gmail.com">Nick.Couch@gmail.com</a>
Little Creek Hunter Ed Center	3018 Bayside Drive Dover, DE 19901	Mark Ostroski	K	302-735-3607	<a href="mailto:mark.ostroski@state.de.us">mark.ostroski@state.de.us</a>
State Police – Starlifter Complex	34 Starlifter Rd Dover, DE	Daniel Meadows	K	302-735-2960	<a href="mailto:Daniel.Meadows@state.de.us">Daniel.Meadows@state.de.us</a>
Mosquito Control Headquarters Building	1161 Airport Road Milford, DE	Anne Newlin	K		<a href="mailto:Anne.Newlin@state.de.us">Anne.Newlin@state.de.us</a>
Stevenson House Detention Center	700 N. DuPont Hwy Milford, DE	Ops: Earl Harrington Contract: Brian Calio	K	302.892.6485 302.892.6421	<a href="mailto:J.harrington@state.de.us">J.harrington@state.de.us</a> <a href="mailto:Brian.calio@state.de.us">Brian.calio@state.de.us</a>
Annex-Milford	13 SW Front St. Milford, DE	John Fox	K		<a href="mailto:John.Fox@state.de.us">John.Fox@state.de.us</a>
Walnut Street - Milford	18 N. Walnut St. Milford, DE	John Fox	K		<a href="mailto:John.Fox@state.de.us">John.Fox@state.de.us</a>

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Windsor Building	24 N. W. Front St., Suite 100 Milford, DE 19963	John Fox	K		
RiverWalk - Milford	253 NE Front St. Milford, DE	John Fox	K		<a href="mailto:John.Fox@state.de.us">John.Fox@state.de.us</a>
Bridgeville Service Center	400 Mills St Bridgeville, DE 19933	John Fox	S		<a href="mailto:John.Fox@state.de.us">John.Fox@state.de.us</a>
Anna C. Shipley State Service Center	350 Virginia Ave. Seaford, DE	John Fox	S		<a href="mailto:John.Fox@state.de.us">John.Fox@state.de.us</a>
Laurel State Service Center	31039 North Poplar Street Laurel	John Fox	S		<a href="mailto:John.Fox@state.de.us">John.Fox@state.de.us</a>
Pre-School Youth & Diagnostic Center	449 N. DuPont Hwy Dover, DE	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
William Penn Building – OIS	801 Silver Lake Blvd Dover DE 19904	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
Fire Marshall Office	1761 Chestnut Grove Road Dover, DE	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
Kent County Fire School (Monday-Friday)	1461 Chestnut Grove Rd Dover De 19904	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
Eden Hill Court	836 West North St. Dover, DE 19901	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
Government Support Services	100 Enterprise Place Suite 4, Dover, DE 19904	N/A	K	302-857-4500	
State Communications	3050 Upper King Rd Dover, De 19904	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
State Police Troop #3	3036 Upper King Rd, Dover, DE 19904	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
State Police Troop #3 Maintenance Garage	3036 Upper King Rd Dover, DE 19904	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>
State Police Troop #3 (NEW Location)	3759 South State St Camden-Wyoming, DE	Doug Minner	K	302-739-4611	<a href="mailto:Doug.Minner@state.de.us">Doug.Minner@state.de.us</a>

### **33. BUILDING SPECIFICATIONS**

#### **SITE SPECIFICATIONS**

##### **Agriculture Building & New Lab**

#### **A. LOCATION**

2320 South DuPont Hwy Dover, De 19901

#### **B. BUILDING SPECS**

Usable Sq. Feet: (Main/Lab)

-Vinyl: 7,040/439

-Carpet: 13,899

-Restroom Sq. Feet (Vinyl): 30

-Restroom Sq. Feet (Ceramic): 890

Total Cleanable Square Feet: 27,800/6,500

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

## **SITE SPECIFICATIONS**

### **Capitol Police**

#### **A. LOCATION**

150 Martin Luther Blvd  
Dover, De 19901

#### **B. BUILDING SPECS**

Total Cleanable Square Feet: N/A

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## SITE SPECIFICATIONS

### DEMA

#### A. LOCATION

165 Brick Store Landing Road  
Smyrna, De 19977

#### B. BUILDING SPECS

Total Cleanable Square Feet: 49,700

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

#### D. SPECIAL REQUIREMENTS

Requires cleaning Sunday through Friday, plus Holidays and State of Emergency days.

## **SITE SPECIFICATIONS**

### **Dover Inspection Lane**

#### **A. LOCATION**

303 Transportation Circle  
Dover, De 19903

#### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Vinyl Tile: 3,172  
-Carpet: 1,144  
-Restroom Sq. Feet (Ceramic): 286  
Total Cleanable Square Feet: 4,602

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## SITE SPECIFICATIONS

### Fire Marshall Office

#### **A. LOCATION**

1761 Chestnut Grove Road  
Dover, DE

#### **B. BUILDING SPECS**

Total Cleanable Square Feet:

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a) Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b) Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c) Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.



## SITE SPECIFICATIONS

### James Williams Service Center

#### **A. LOCATION**

805 River Rd.  
Dover, DE 19901

#### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Vinyl Tile: 12,773  
-Carpet: 22,000  
-Restroom Sq. Feet (Ceramic): 1,329  
Total Cleanable Square Feet: 36,102

#### **C. EQUIPMENT AND SUPPLIES PROVIDED:**

- a) All labor, cleaning materials, and equipment, will be supplied by vendor

#### **D. FREQUENCY**

- a. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
- b. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
- c. Trash removal: Daily
- d. Cleaning and disinfecting: Daily
- e. Polishing: Daily
- f. Dusting:
  - 1. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - 2. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - 3. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all Bathroom floor drains; clean and sanitize all interior of holding cells.

#### **E. SPECIAL REQUIREMENTS**

Cleaning to be done between 5:00pm and 10:00pm – not before 7:00pm on Wednesday. *Except Day Porter hours.*

## **SITE SPECIFICATIONS**

### **James Williams Service Center- Dental Dept. Floor Maintenance**

**A. LOCATION:**

805 River Road Dover, DE19901

**B. BUILDING SPECS:**

**C. DAYS OF SERVICE**

a. Cleaning services shall be provided weekly.

**D. EQUIPMENT AND SUPPLIES PROVIDED:**

a. All labor, cleaning materials, and equipment, will be supplied by vendor.

**E. SCOPE OF WORK:**

d. Weekly machine scrubbing, and quarterly machine scrub and acrylic re-glossing to epoxy flooring in dental area.

## SITE SPECIFICATIONS

### JP Court #8

#### A. LOCATION

100 Monrovia Avenue Smyrna, De 19977

#### B. BUILDING SPECS

Usable Sq. Feet:

-Vinyl: 611.25

-Carpet: 991

Total Cleanable Square Feet: 1,602.25

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### D. SPECIAL REQUIREMENTS

Cleaning is required two (2) days per week; Tuesday, Thursday.

## SITE SPECIFICATIONS

### JP Court 7/16

#### **A. LOCATION**

480 Bank Lane Dover, De 19904

#### **B. BUILDING SPECS**

Total Cleanable Square Feet: 13,362

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

#### **D. SPECIAL REQUIREMENTS**

*Requires cleaning six (6) days a week, excluding Sunday. Holidays and State of Emergencies are required. Cleaning between 5:00am and 7:00am.*

## SITE SPECIFICATIONS

### Kent County Family Court

#### **A. LOCATION**

400 Court Street Dover, DE 19901

#### **B. BUILDING SPECS**

Usable Sq. Feet:

-Carpet: 23,271

-Restroom Sq. Feet:

-Ceramic Tile: 1,341

-Concrete (Plain, Unpainted): 410

-Concrete (Painted): 511

Slate Floors & Stairs: 3,489

Total Cleanable Square Feet: 29,022

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

## **SITE SPECIFICATIONS**

### **Kent County Fire School**

#### **A. LOCATION**

1461 Chestnut Grove Rd  
Dover De 19904

#### **B. BUILDING SPECS**

Total Cleanable Square Feet:

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

## **SITE SPECIFICATIONS**

### **Maintenance Facility**

#### **A. LOCATION**

192 Transit Lane  
Dover, De 19901

#### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Vinyl: 3,046  
-Restroom Sq. Feet (Vinyl): 172.2  
Total Cleanable Square Feet: 3,218.20

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday

## SITE SPECIFICATIONS

### Massey Station

#### **A. LOCATION**

516 W. Loockerman Street  
Dover, De 19904

#### **B. BUILDING SPECS**

Total Cleanable Square Feet: 8,048

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.



## SITE SPECIFICATIONS

### Murphy House

#### A. LOCATION

417 South State Street  
Dover, De 19901.

#### B. BUILDING SPECS

Usable Sq. Feet:  
-Carpet: 1,559.50  
-Ceramic: 141.25  
-Hardwood Floor: 795  
Total Cleanable Square Feet: 2,495.75

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

## **SITE SPECIFICATIONS**

### **Pre-School Youth & Diagnostic Center**

#### **A. LOCATION**

449 N. DuPont Hwy  
Dover, DE

#### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Vinyl: 2,144  
-Ceramic: 181  
Total Cleanable Square Feet: 2,325

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## **SITE SPECIFICATIONS**

### **Public Safety Building**

#### **A. LOCATION**

303 Public Safety Blvd.  
Dover, DE

#### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Vinyl: 1,704  
-Carpet: 24,969  
-Ceramic: 4,638  
-Rubber Tile: 600  
Total Cleanable Square Feet: 38,254

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

#### **D. SPECIAL REQUIREMENTS**

Cleaning to be done between 5:00pm and 10:00pm – not before 7:00pm on Wednesday.

## **SITE SPECIFICATIONS**

### **Rose Cottage**

#### **A. LOCATION**

102 South State Street  
Dover, De 19901

#### **B. BUILDING SPECS**

Total Cleanable Square Feet: 3,380

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## **SITE SPECIFICATIONS**

### **State Communications**

#### **A. LOCATION**

3050 Upper King Rd  
Dover, De 19904

#### **B. BUILDING SPECS**

Usable Sq. Feet:

-Vinyl: 1,105

-Carpet: 850.5

**Total Cleanable Square Feet: 1,955.50**

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## **SITE SPECIFICATIONS**

### **State Police Community Relation Building**

#### **A. LOCATION**

1441 N DuPont Hwy PO Box 430  
Dover, DE 19901

#### **B. BUILDING SPECS**

Total Cleanable Square Feet: 1,344

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## **SITE SPECIFICATIONS**

### **State Police Bureau of Identification**

#### **A. LOCATION**

1441 N DuPont Hwy PO Box 430  
Dover, DE 19901

#### **B. BUILDING SPECS**

Total Cleanable Square Feet:

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## **SITE SPECIFICATIONS**

### **State Police Crime Lab**

#### **A. LOCATION**

1441 N DuPont Hwy PO Box 430  
Dover, DE 19901

#### **B. BUILDING SPECS**

Total Cleanable Square Feet: 2,960

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.



## **SITE SPECIFICATIONS**

### **State Police Garage**

#### **A. LOCATION**

1441 N DuPont Hwy PO Box 430  
Dover, DE 19901

#### **B. BUILDING SPECS**

Usable Sq. Feet:

-Vinyl: 382

-Carpet: 863

-Restroom Sq. Feet (Vinyl): 140

-Restroom Sq. Feet (Carpet): 18

Total Cleanable Square Feet: 1,403

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

**SITE SPECIFICATIONS**

**State Police Headquarters**

**A. LOCATION**

1441 N DuPont Hwy PO Box 430  
Dover, DE 19901

**B. BUILDING SPECS**

Usable Sq. Feet:  
~~Vinyl: 6,633~~  
~~Quarry: 103~~  
Total Cleanable Square Feet: 6,736

**C. FREQUENCY**

- ~~1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily~~
- ~~2. Vacuuming (carpeted areas): Daily~~
- ~~3. Trash removal: Daily~~
- ~~4. Cleaning and disinfecting: Daily~~
- ~~5. Polishing: Daily~~
- ~~6. Dusting: Daily~~

**D. SPECIAL REQUIREMENTS**

~~Cleaning is required three days per week; Monday, Wednesday, Friday.~~

\*Removed. Service not needed.

.

## **SITE SPECIFICATIONS**

### **State Police Troop #3**

#### **A. LOCATION**

3036 Upper King Rd.  
Dover, DE 19904

#### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Concrete: 714  
-Terrazzo: 846  
-Carpet: 9,938  
-Ceramic: 542  
-Vinyl: 654  
Total Cleanable Square Feet: 8,694

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

#### **D. SPECIAL REQUIREMENTS**

Requires cleaning six (6) days a week; excluding Saturdays. Holidays and State of Emergencies are required.

## SITE SPECIFICATIONS

### State Police Troop #3 Maintenance Garage

#### A. LOCATION

3036 Upper King Rd  
Dover, DE 19904

#### B. BUILDING SPECS

Total Cleanable Square Feet:

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### D. SPECIAL REQUIREMENTS

Cleaning is required one day per week; Wednesday.

**APPENDIX C**

**SITE SPECIFICATIONS**

**Supreme Court Building**

**A. LOCATION**

55 The Green  
Dover, DE 19901

**B. BUILDING SPECS**

Usable Sq. Feet:

-Vinyl: 1,216

-Carpet: 4,500

-Ceramic: 284

-Hardwood Floor: 540

-Tarrazo: 1,332

Total Cleanable Square Feet: 7,872

**C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

## SITE SPECIFICATIONS

### Sykes Building

#### A. LOCATION

45 The Green  
Dover, DE 19901

#### B. BUILDING SPECS

Usable Sq. Feet:  
-Carpet: 3,806.75  
-Ceramic: 156  
-Vinyl: 583  
Total Cleanable Square Feet: 4,545.75

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

## **SITE SPECIFICATIONS**

### **W.A.R. Building**

#### **A. LOCATION**

60 The Plaza  
Dover, DE 19901

#### **B. BUILDING SPECS**

Usable Sq. Feet:  
-Vinyl: 365.5  
-Carpet: 1,378.75  
Total Cleanable Square Feet: 1,744.25

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

#### **D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## **SITE SPECIFICATIONS**

### **William Penn Building - OIS**

#### **A. LOCATION**

801 Silver Lake Blvd  
Dover DE 19904

#### **B. BUILDING SPECS**

Total Cleanable Square Feet: 45, 178

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.



## SITE SPECIFICATIONS

### Ashley Manor

#### A. LOCATION

15 Ashley Place  
Wilmington, DE

#### B. BUILDING SPECS

a. Sq. Feet: 6,565

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

## **SITE SPECIFICATIONS**

### **Churchmans – 84A & 84B**

#### **A. LOCATION**

84A Christiana Rd  
New Castle, DE

#### **B. BUILDING SPECS**

84A Sq. Feet: 41,465  
84B Sq. Feet: 10,971

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

## SITE SPECIFICATIONS

### DeLa Warr State Service Center

#### A. LOCATION

500 Rogers Rd.  
New Castle, DE

#### B. BUILDING SPECS

Sq. Ft: 9,210

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

#### D. ADDITIONAL REQUIREMENTS

1. Monthly - Clean all public health exam room walls.
2. Quarterly – Machine scrub all restrooms other than vinyl flooring.
3. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January - March, SSW; April-June, scrub and recoat; July – September, SSW; October – December, scrub and recoat.

Machine Scrub restrooms and adjacent lounge area floors with stripper, rinse a minimum of three (3) times. Vinyl tile shall receive three (3) coats of metal cross-linked floor finish. Other tiles do not require a finish.

## SITE SPECIFICATIONS

### DSAMH-TASC

#### A. LOCATION

801 S. Harrison St.  
Wilmington, DE

#### B. BUILDING SPECS

Sq. Feet: 8,499

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

## **SITE SPECIFICATIONS**

### **Ellendale Crisis Management**

#### **A. LOCATION**

700 Main St.  
Ellendale, DE

#### **B. BUILDING SPECS**

Sq. Feet: 9,210

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

#### **D. ADDITIONAL REQUIREMENTS**

1. Monthly - Clean all public health exam room walls.
2. Quarterly – Machine scrub all restrooms other than vinyl flooring.
3. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January - March, SSW; April-June, scrub and recoat; July – September, SSW; October – December, scrub and recoat.

Machine Scrub restrooms and adjacent lounge area floors with stripper, rinse a minimum of three (3) times. Vinyl tile shall receive three (3) coats of metal cross-linked floor finish. Other tiles do not require a finish.

## **SITE SPECIFICATIONS**

### **Hudson State Service Center**

#### **A. LOCATION**

501 Ogletown Rd.  
Newark, DE

#### **B. BUILDING SPECS**

Sq. Feet: 42,840

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

#### **D. ADDITIONAL REQUIREMENTS**

1. Monthly - Clean all public health exam room walls.
2. Quarterly – Machine scrub all restrooms other than vinyl flooring.
3. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January - March, SSW; April-June, scrub and recoat; July – September, SSW; October – December, scrub and recoat.

## **SITE SPECIFICATIONS**

### **Northeast**

#### **A. LOCATION**

1624 Jessup St.  
Wilmington, DE

#### **B. BUILDING SPECS**

Sq. Feet: 24, 300

#### **C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

#### **D. ADDITIONAL REQUIREMENTS**

1. Monthly - Clean all public health exam room walls.
2. Quarterly – Machine scrub all restrooms other than vinyl flooring.
3. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January - March, SSW; April-June, scrub and recoat; July – September, SSW; October – December, scrub and recoat.

## **SITE SPECIFICATIONS**

Porter

**A. LOCATION**

509 West 8th St.  
Wilmington, DE

**B. BUILDING SPECS**

Sq. Feet: 21,000

**C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

**D. ADDITIONAL REQUIREMENTS**

1. Monthly - Clean all public health exam room walls.
2. Quarterly – Machine scrub all restrooms other than vinyl flooring.
3. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January - March, SSW; April-June, scrub and recoat; July – September, SSW; October – December, scrub and recoat.



## SITE SPECIFICATIONS

### Stockley Campus - State Medical Examiners Complex

#### A. LOCATION

26351 Patriots Way  
Georgetown, DE 19947

#### B. BUILDING SPECS - N/A

#### C. DAYS OF SERVICE

- a. Cleaning services will be provided two times per week, Tuesday and Friday.

#### D. EQUIPMENT AND SUPPLIES PROVIDED:

- a. Cartridges for waterless urinals are provided by State. All paper towels, toilet paper, soap, and trash liners provided by vendor. Cleaning materials, tools and equipment will be provided by vendor.

#### E. SCOPE OF WORK:

##### a. Daily

1. Sweeping, dust mopping and wet mopping (uncarpeted areas).
2. Empty and replace liners as needed on interior and exterior trash receptacles).
3. Vacuuming (carpeted areas)
4. Cleaning and disinfecting.
5. Polishing.
6. Clean all restroom, and exam rooms:
  - Clean all fixtures with germicidal cleaner.
  - Clean all partitions including hi-low areas.
  - Refill all paper and soap products.
  - Spot clean mirrors and partitions.
  - Remove dirt/debris from hard surface, and damp mop.
  - Low dusting under six feet.

##### b. Quarterly

1. Machine scrub all restroom floors
2. High dusting over 6ft.

## SITE SPECIFICATIONS

### Stockley Campus – Wellness Center

#### A. LOCATION

23421 Lloyd Lane  
Georgetown, DE

#### B. BUILDING SPECS

Sq. Feet: 9,210

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

#### D. ADDITIONAL REQUIREMENTS

1. Monthly - Clean all public health exam room walls.
2. Quarterly – Machine scrub all restrooms other than vinyl flooring.
3. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January - March, SSW; April-June, scrub and recoat; July – September, SSW; October – December, scrub and recoat.

Machine Scrub restrooms and adjacent lounge area floors with stripper, rinse a minimum of three (3) times. Vinyl tile shall receive three (3) coats of metal cross-linked floor finish. Other tiles do not require a finish.

4. Cleaning is required three days per week; Monday, Wednesday, Friday and is to take place between the hours of 4:00pm and 11:00pm.

**APPENDIX C**

**SITE SPECIFICATIONS**

**Thurman Adams, Bridgeville, Laurel, Pyle, Shipley, Walnut Street, Milford Annex, Milford Riverwalk**

**A. LOCATION, BUILDING SPECS & CLEANING HOURS**

Thurman Adams	546 S. Bedford St. Georgetown, DE	Usable Sq. Feet: -Carpet: 50,504 -Tile: 9,001 Vinyl: 1,600 Total Sq. Feet: 61,105	4:30 – 11:00PM Monday - Friday
Bridgeville	400 Mills St Bridgeville, DE 19933	Usable Sq. Feet: -Carpet: 2,788 -Tile: 212 Total Sq. Feet: 3,000	5:00 – 11:00PM Monday - Friday
Laurel	31039 North Poplar Street Laurel	Usable Sq. Feet: -Carpet: 8,000 -Tile: 1,560 Total Sq. Feet: 9,560	7:30 – 11:00PM Monday – Friday
Pyle	Omar Roxana Rd. Frankford, DE	Usable Sq. Feet: -Carpet: 12,407 -Tile: 2,636 Total Sq. Feet: 15,043	4:30 – 11:00PM Monday – Friday
Shipley	350 Virginia Ave. Seaford, DE	Usable Sq. Feet: -Carpet: 9,321 Tile: 4,865 Total Sq. Feet: 14,186	4:30 – 11:00PM Monday – Friday
Walnut Street	18 N. Walnut St. Milford, DE	Usable Sq. Feet: -Carpet: -Tile: -Vinyl: Total Sq. Feet:	4:30 – 11:00PM Monday – Friday
Milford Annex	13 SW Front St. Milford, DE	Usable Sq. Feet: -Carpet: -Tile: -Vinyl: Total Sq. Feet:	4:30 – 11:00PM Monday – Friday
Milford Riverwalk	253 NE Front St. Milford, DE	Usable Sq. Feet: -Carpet: -Tile: -Vinyl: Total Sq. Feet:	4:30 – 11:00PM Monday – Friday

**B. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: two times per week
  - b. High Cleaning – Over 6ft: quarterly
7. Spray Buffing: Weekly

**C. ADDITIONAL REQUIREMENTS**

1. Monthly - Clean all public health exam room walls.
2. Quarterly – Machine scrub all restrooms other than vinyl flooring.
3. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January - March, SSW; April-June, scrub and recoat; July – September, SSW; October – December, scrub and recoat.

## SITE SPECIFICATIONS

### DSCYF Administration Buildings (Main #2 and Murphy Cottage #1)

#### A. LOCATION

1825 Faulkland Road Building #2  
Wilmington, DE 19805

#### B. BUILDING SPECS

1. 26,390SQFT

#### C. DAILY

1. Empty trash cans and recyclables daily. Change can liners, as needed.
2. Vacuum entrance mats and Cabinet Secretary's office.
3. Dust mop or sweep hard surface floors and entrance stairs. Spot clean, if necessary.
4. Clean/sanitize water fountains.
5. Complete minor tasks recorded in maintenance request log. *NOTE: For pricing purposes, assume that requests will total ½ hour for one person per day to complete.*
6. Clean restrooms.

#### D. WEEKLY

1. Vacuum all carpets in common areas, conference and break rooms.
2. Clean entry area glass.
3. Clean break room countertops, sinks and faucets.
4. Wet mop hard surface floors.

#### D. MONTHLY RESPONSIBILITIES

1. Sweep all stairwells.
2. Clean and disinfect shower areas.

#### E. ADDITIONAL REQUIREMENTS

Cleaning services will be scheduled daily Monday through Friday to begin no earlier than 5:00 PM daily. Vendor staff may need to reset the building alarm system upon departure.

## SITE SPECIFICATIONS

### Multi-Purpose Building

#### A. LOCATION

1825 Faulkland Road  
Wilmington, DE 19805

#### B. BUILDING SPECS

1. 10, 926 SQFT

#### C. DAILY

1. Empty trash cans and recyclables daily. Change can liners, as needed.
2. Vacuum carpeted areas, dust mop or sweep hard surface floors and spot clean, if necessary.
3. Damp wipe student and instructor desks, chairs, tables.
4. Clean/sanitize water fountains.
5. Clean restrooms.

#### C. ADDITIONAL REQUIREMENTS

Cleaning services will be scheduled daily Monday through Friday while school is in session. Services will be suspended on days when the school is on break or otherwise not in session as determined by the Education Unit of the Department. Monthly schedules to identify breaks will be provided to the vendor. Cleaning services shall begin no earlier than 5:00 PM daily. Vendor staff may need to reset the building alarm system upon departure.

#### D. RATE REQUIREMENT

The Department seeks a Monthly price with a per diem deduction for servicing this location as described above. Payment will be monthly based on the number of days during the billing month on which services were provided.

## **SITE SPECIFICATIONS**

### **DSCYF Training Academy**

#### **A. LOCATION**

1825 Faulkland Road Building #2  
Wilmington, DE 19805

#### **B. BUILDING SPECS**

1. 1144 SQFT

#### **C. DAILY**

1. Empty trash cans and recyclables daily. Change can liners, as needed.
2. Vacuum carpeted areas, dust mop or sweep hard surface floors and spot clean, if necessary.
3. Damp wipe student and instructor desks, chairs, tables.
4. Clean/sanitize water fountains.
5. Clean restrooms.

#### **C. ADDITIONAL REQUIREMENTS**

The DSCYF Training Academy is part of the Ferris School building, a secure facility. Cleaning services will be provided only on days when training sessions are scheduled and held, and shall begin no earlier than 5:00 PM. The training administrator or designee shall provide the vendor with monthly training schedules in advance showing dates that cleaning will be necessary.

#### **D. RATE REQUIREMENT**

The Department seeks a per diem cost for servicing this location as described above. Payment will be monthly based on the number of days during the billing month on which services were provided.

## SITE SPECIFICATIONS

### Ferris School

#### A. LOCATION

959 Centre Rd.  
Wilmington, DE 19805

#### B. BUILDING SPECS

1. 22.879 sqft

#### C. DAILY

1. Empty trash cans and recyclables daily. Change can liners, as needed.
2. Vacuum entrance mats, carpets in Administrative area, carpeted floors in education area, library and some classrooms.
3. Dust mop or sweep hard surface floors in front lobby, break room and education area.
4. Wet mop medical area floors using disinfectant.
5. Clean/sanitize water fountains.
6. Clean break room countertops, cabinets, sinks and faucets.
7. Complete minor tasks recorded in maintenance request log. *NOTE: For pricing purposes, assume that requests will total ½ hour for one person per day to complete.*
8. Clean restrooms.

#### C. WEEKLY

1. Vacuum carpets in Carp Center and conference rooms.
2. Wet mop hard floors in front lobby, central corridor, administrative and education areas and break room.
3. Clean entry area glass.
4. Clean Dental and Medical areas for infection control.

#### D. ADDITIONAL REQUIREMENTS

Cleaning services will be scheduled daily Monday through Friday to begin no earlier than 5:00 PM. *NOTE: Individual sleeping quarters, the Gymnasium and Kitchen are excluded. Cleaning services are NOT required for the Education areas when school is on break.*

#### E. RATE REQUIREMENT

The Department seeks a Monthly price with a per diem deduction (education areas) for servicing this location as described above. Payment will be monthly based on the number of days during the billing month on which services were provided.



## SITE SPECIFICATIONS

### New Castle County Detention Center

#### A. LOCATION

963 Centre Rd.  
Wilmington, DE 19805

#### B. BUILDING SPECS

1. APPROXIMATELY OVER 11,964 SQFT

#### C. DAILY

1. Restrooms 108, 113, 114, 116A, 117, 602, Break room #512 and 2 adjacent bathrooms.
  - Empty trash, change can liners and restock restrooms and break room.
  - Clean and sanitize toilets, urinals, partitions, sinks, mirrors, counters and fixtures.
  - Sweep and wet mop floors using disinfectant.
2. Classrooms 102, 103, 104, 109, 110, 111 and Offices 107, 112, 115, 116
  - Empty trash and recyclables and change can liners as needed.
  - Vacuum carpeted floors in Education area.
  - Sweep or dust mop hard floors in Education area and spot clean as needed.
3. Administration and Medical Areas
  - Empty trash and recyclables and change can liners as needed.
  - Vacuum and sweep floors and spot clean as needed.
4. Clean/sanitize water fountains.

#### C. WEEKLY

1. Vacuum carpets in common areas.
2. Clean entry door glass.
3. Wet mop hard floors in common areas.
4. Clean Medical Area for infection control.

#### D. ADDITIONAL REQUIREMENTS

Services will be scheduled daily Monday through Friday to begin no earlier than 5:00PM. *NOTE: Residence areas, the Gymnasium and the Kitchen are excluded.* Cleaning services are not required for the Education areas when school is on break.

#### E. RATE REQUIREMENT

The Department seeks a Monthly price with a per diem deduction (education areas) for servicing this location as described above. Payment will be monthly based on the number of days during the billing month on which services were provided.

## **SITE SPECIFICATIONS**

### **Grace Cottage**

#### **A. LOCATION**

1825 Faulkland Road  
Wilmington, DE

#### **B. BUILDING SPECS**

1. 7,664 SQFT

#### **C. DAILY**

1. Sweep or dust mop all hard surface floors and stairwells.
2. Dust all window sills and ledges.
3. Clean restrooms.

#### **C. QUARTERLY**

1. Strip and wax all hard surface floors.

#### **D. ADDITIONAL REQUIREMENTS**

Cleaning services will be scheduled three (3) days per week – Monday, Wednesday, Friday between the hours of 9:00 AM to 1:00 PM or 2:00 PM to 5:00 PM.

## SITE SPECIFICATIONS

### Snowden Cottage

#### A. LOCATION

1825 Faulkland Road  
Wilmington, DE

#### B. BUILDING SPECS

1. 5,668 SQFT

#### C. DAILY

1. Sweep or dust mop all hard surface floors and stairwells.
2. Dust all window sills and ledges.
3. Clean restrooms.

#### C. QUARTERLY

1. Strip and wax all hard surface floors.

#### D. ADDITIONAL REQUIREMENTS

Cleaning services will be scheduled three (3) days per week – Monday, Wednesday, Friday between the hours of 9:00 AM to 1:00 PM or 2:00 PM to 5:00 PM.

## SITE SPECIFICATIONS

### Mowlds Cottage

#### A. LOCATION

1825 Faulkland Road  
Wilmington, DE

#### B. BUILDING SPECS

1. 6,358 SQFT

#### C. DAILY

1. Sweep or dust mop all hard surface floors and stairwells.
2. Dust all window sills and ledges, cabinets, shelves.
3. Vacuum carpeted areas and HVAC intake vents.
4. Clean restrooms.

#### C. QUARTERLY

1. Strip and wax all hard surface floors.

#### D. ADDITIONAL REQUIREMENTS

Cleaning services will be scheduled three (3) days per week – Monday, Wednesday, Friday between the hours of 9:00 AM to 1:00 PM or 2:00 PM to 5:00 PM.

## SITE SPECIFICATIONS

### Terry Children's Center

#### A. LOCATION

10 Central Ave  
New Castle, DE

#### B. BUILDING SPECS – N/A

#### C. DAILY

1. Empty all trash cans and recyclables daily and change liners as needed.
2. Vacuum entrance and lobby area, education hallway and classrooms.
3. Clean and sanitize water fountains.
4. Wipe down/disinfect desktops and door handles in education area.
5. Complete minor tasks recorded in maintenance request log. *NOTE: For pricing purposes, assume that requests will total ½ hour for one person per day to complete.*
6. Clean restrooms.

#### C. TWICE WEEKLY

1. Clean glass at entrance foyer and lobby.
2. Vacuum POD 3 hallway and 2 therapy rooms.
3. Wet mop entrance foyer and floor area at bus/student unloading area.
4. Dust window sills in lobby, and window sills and air vents in large and small conference rooms located on the Administrative (white) hallway.

#### D. ONCE WEEKLY

1. Vacuum Blue hallway and offices.
2. Vacuum White (Administrative) hallway and offices.

#### E. ADDITIONAL REQUIREMENTS

Cleaning services will be scheduled daily Monday through Friday to begin no earlier than 3:30 PM. *NOTE: Residential bedrooms and bathrooms and the Kitchen are excluded.*

**APPENDIX C**  
**SITE SPECIFICATIONS**

**Stevenson House Detention Center**

**A. LOCATION**

700 N. DuPont Hwy  
Milford, DE

**B. BUILDING SPECS**

1. 22,722sqft

**C. DAILY**

1. Empty all trash cans and recyclables daily and change liners as needed.
2. Clean glass at building entrance and lobby.
3. Vacuum entrance mats and dust mop hard surface floors.
4. Clean counters, tables, microwaves and sinks in break room and administration areas.
5. Damp wipe desks and chairs in classrooms only and all water fountains.
6. Complete minor tasks recorded in maintenance request log. *NOTE: For pricing purposes, assume that requests will total ½ hour for one person per day to complete.*
7. Clean restrooms.

**C. TWICE WEEKLY**

1. Vacuum carpet in administration and education common areas, medical and dental areas, conference rooms and library.

**D. WEEKLY**

1. Dust cabinets, desks, chairs, office machines (excluding computers and screens), bookcases, shelves, tables, ledges, vending machines.
2. Fridays – clean dental area and intake area showers for infection control.
3. Dust mop control room.
4. Spot clean glass along main corridor and control room area.
5. Clean medical area for infection control.

**E. ADDITIONAL REQUIREMENTS**

Cleaning services will be scheduled daily Monday through Friday between 3:00 PM and 10:00 PM, with Administration and Education areas to be completed by 4:30 PM. Residence areas, the Gymnasium and the Kitchen are excluded. Cleaning services are not required for the Education area when school is on break.

**F. RATE REQUIREMENT**

The Department seeks a Monthly price with a per diem deduction (education areas) for servicing this location as described above. Payment will be monthly based on the number of days during the billing month on which services were provided.

**APPENDIX C**  
**SITE SPECIFICATIONS**

**Eden Hill Farm**

**A. LOCATION**

836 West North St.  
Dover, DE 19901

**B. BUILDING SPECS – N/A**

Usable Sq. Feet:  
-Vinyl Tile:  
-Carpet:  
-Restroom Sq. Feet:  
Total Cleanable Square Feet:

**C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Three days a week (Monday, Wednesday, Friday)
2. Vacuuming (carpeted areas): Three days a week (Monday, Wednesday, Friday)
3. Trash removal: Three days a week (Monday, Wednesday, Friday)
4. Cleaning and disinfecting: Three days a week (Monday, Wednesday, Friday)
5. Polishing: Three days a week (Monday, Wednesday, Friday)
6. Dusting:
  - a. Low Cleaning – Under 6 ft.: one time per week
  - b. High Cleaning – Over 6ft: quarterly

**APPENDIX C**  
**SITE SPECIFICATIONS**

**DOJ - Dover**

**A. LOCATION**

102 W. Water St.  
Dover, DE 19904

**B. BUILDING SPECS**

Total Cleanable Square Feet: N/A

**C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.



**APPENDIX C**  
**SITE SPECIFICATIONS**

**DOJ - Georgetown**

**A. LOCATION**

114 East Market St.  
Georgetown, DE

**B. BUILDING SPECS**

Total Cleanable Square Feet: N/A

**C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting:
  - a. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc.; vending machines; stairwells, stairs, landings, railings, etc.
  - b. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.

**APPENDIX C**  
**SITE SPECIFICATIONS**

**State Police – Starlifter Complex**

**A. LOCATION**

34 Starlifter Rd  
Dover, DE

**B. BUILDING SPECS**

Total Cleanable Square Feet:

**C. FREQUENCY**

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
2. Vacuuming (carpeted areas): Daily
3. Trash removal: Daily
4. Cleaning and disinfecting: Daily
5. Polishing: Daily
6. Dusting: Daily

**D. SPECIAL REQUIREMENTS**

Cleaning is required three days per week; Monday, Wednesday, Friday.

## **SITE SPECIFICATIONS**

### **DNREC Fisheries Office**

#### **A. LOCATION**

3002 Bayside Dr. Dover, DE 19901

#### **B. BUILDING SPECS – N/A**

#### **C. DAYS OF SERVICE**

- a. Cleaning will be provided once per week

#### **D. SCOPE OF WORK**

- a. Weekly
  - 1. Sweeping, dust mopping (uncarpeted areas)
  - 2. Empty and replace liners as needed on interior and exterior trash receptacles
  - 3. Vacuuming (carpeted areas)
  - 4. Cleaning of all interior glass
  - 5. Cleaning all restrooms:
    - Clean all fixtures with germicidal cleaner
    - Clean all partitions including hi-low area
    - Refill all paper products
    - Spot clean mirrors and partitions
    - Remove dirt/debris from hard surfaces, and damp mop
  - 6. Low dusting under six feet

## SITE SPECIFICATIONS

### ADMINISTRATIVE SERVICES / PROBATION & PAROLE

#### A. LOCATION

- a. 22883 DUPONT BLVD.  
GEORGETOWN, DE 19947

#### B. BUILDING SPECS

- a. Usable Sq. Feet:
- b. -Vinyl:
- c. -Carpet: -Restroom Sq. Feet (Vinyl):
- d. -Restroom Sq. Feet (Ceramic):
- e. **Total Cleanable Square Feet: 4160**

#### C. FREQUENCY

- a. Sweeping, dust mopping and wet mopping (uncarpeted areas): 3 TIMES PER WEEK
- b. Vacuuming (carpeted areas): Vestibules, lobbies and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
- c. Trash removal: 3 TIMES PER WEEK
- d. Cleaning and disinfecting: 3 TIMES PER WEEK
- e. Polishing: 3 TIMES PER WEEK
- f. Dusting:
  - a. 3 TIMES PER WEEK: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.(under 6ft)
  - b. WEEKLY – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - c. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize all interior of holding cells.
- g. MONTHLY: Buff all vinyl floors
- h. SEMI ANNUALLY: Strip, Seal and Wax vinyl tile floors

## **SITE SPECIFICATIONS**

### **Aquatic Resource Education Center (AREC)**

#### **A. LOCATION**

4876 Hay Point Landing Road  
Smyrna, DE 19977

#### **B. BUILDING SPECS**

- Total Cleanable Square Feet: 3,891.25

#### **C. FREQUENCY (Weekly)**

- Vacuum all carpeted areas (both floors) and spot clean carpet as needed.
- Sweep, dust mop and wet mop foyer, kitchen, bathrooms and any other uncarpeted floors.
- Thorough cleaning of all bathrooms:
  - a) Two on the first floor
  - b) Two on the second floor
- Cleaning of the bathrooms includes the floors, mirrors, walls, sanitizing inside and outside of toilets, urinals, shower (on the second floor), sinks, tile floors, all wall areas and bathroom fixtures.
- Thoroughly clean kitchen area, including sanitizing sinks and counter tops.
- Refill all paper towel and toilet paper holders.
- Dust all furniture, window sills, baseboards and woodwork.
- Empty all trash bins and replace all trash can liners.
- Dust all window blinds and woodwork.

## SITE SPECIFICATIONS

### Blackbird Creek Reserve

#### A. LOCATION

- a. 802 Blackbird Landing Road
- b. Townsend, DE 19734

#### B. BUILDING SPECS

- a. Usable Sq. Feet:
- b. -Vinyl:
- c. -Carpet: -Restroom Sq. Feet (Vinyl):
- d. -Restroom Sq. Feet (Ceramic):
- e. **Total Cleanable Square Feet: 1,768**

#### C. FREQUENCY

##### a. EVERY OTHER WEEK

- 1.Sweeping, dust mopping and wet mopping (uncarpeted areas including, lab, kitchen, meeting room, bathrooms)
- 2.Vacuuming (carpeted areas including foyer, halls, offices), spot clean carpet as necessary.
- 3.Trash and recycling removal: empty all trash, replace liners, clean and sanitize receptacles as needed.
- 4.Cleaning and disinfecting restrooms: clean and sanitize toilets, sinks, showers, fixtures, mirrors  
Clean and sanitize all restroom walls from floor to ceiling; wash baseboards;
- 5.Cleaning and disinfecting kitchen: clean and sanitize sink, countertops; Wipe down cabinets; clean stovetop, hood, inside and outside of microwave.
- 6.Dusting: All furniture and fixtures including window blinds – remove fingerprints and cob webs; window sills, ledges; stairwells, stairs, landings, railings, etc; wipe down all area furniture and table tops; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
- 7.Clean all interior and exterior door glass.

##### a. ANNUALLY

1. Strip, seal and wax the lab, kitchen and bathroom floors.

#### D. SPECIAL REQUIREMENTS

- a. All paper goods, soap, liners, cleaning materials, tools and equipment will be provided by vendor.
- b. Vendor staff will need to disarm/arm alarm system.

## SITE SPECIFICATIONS

### DNREC Site Investigation and Restoration Section

#### A. LOCATION

391 Lukens Drive  
New Castle, DE 19720

#### B. BUILDING SPECS

- a. 21,150 Usable Sq. Feet:
- b. Vinyl: 400 (in addition to restrooms)
- c. Carpet: 17,000
- d. Restroom Sq. Feet (Vinyl): 1,500
- e. Restroom Sq. Feet (Ceramic): 0
- f. **Total Cleanable Square Feet: 18,900**

#### C. FREQUENCY

- a. Sweeping, dust mopping and wet mopping (uncarpeted areas): Daily
- b. Vacuuming (carpeted areas): Vestibules, lobbies, conference rooms, and entries completed daily. All other vacuuming tasks completed Monday, Wednesday, Friday or as necessary (ex. spills, construction, etc.)
- c. Trash & recycle removal: Daily
- d. Cleaning and disinfecting restrooms: Daily
- e. Polishing: Daily
- f. Dusting:
  - 1. Tuesday & Thursday: All furniture and fixtures – remove fingerprints; window sills, ledges, etc; vending machines; stairwells, stairs, landings, railings, etc.
  - 2. Monthly (2<sup>nd</sup> Week of each month) – clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - 3. Weekly: dust venetian blinds; clean and sanitize all interior of holding cells.
- g. Showers (Five total): Weekly
- h. Kitchen: Weekly
- i. Wax Vinyl Floors: Bi-Annual

#### D. SPECIAL REQUIREMENTS

- a. No vacuuming prior to 4:30 pm

## SITE SPECIFICATIONS

### Government Support Services

a. **LOCATION:**

- a. 100 Enterprise Place, Suite 4
- b. Dover, DE 19901

b. **BUILDINGSPECS**

- a. Square Footage:  
Carpet: 9,516  
VCT: 680  
Concrete: 5,436  
**Total Cleanable Square Feet: 15,632**

c. **DAYS OF SERVICE**

- A. Scope of work is for cleaning 5 times per week, excluding state holidays

B. **EQUIPMENT AND SUPPLIES PROVIDED:**

- a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor.

C. **SCOPE OF WORK:**

a. **Daily**

- 1. Empty all recycle cans from each desk, leaving regular trash cans for building staff, replace liners as needed. Empty large trash and recycle containers.
- 2. Clean all glass doors and lobby glass (inside & outside)
- 3. Vacuum lobby and entrance area
- 4. Clean all rest rooms:
  - Clean and disinfect all toilet fixtures
  - Clean and disinfect all sinks
- 5. Removal of all finger marks from walls, stalls, doors and light switches
- 6. Damp wipe all ledges and sills
- 7. Polish all stainless steel and chrome fixtures
- 8. Clean all mirrors
- 9. Damp mop all floors
- 10. Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
- 11. Clean and sanitize break room
- 12. Clean and disinfect counter tops and sink
- 13. Damp wipe, spot clean, and sanitize all tables and chairs
- 14. Sweep and damp mop floor
- 15. Sweep back concrete floor in production areas with deck brushii.

b. **Once Weekly**

- 1. Low dusting – under 6ft

c. **3x WEEKLY on M, W, F**



1. Vacuum clean all carpeted floors including, but not limited to offices, hallways, conference rooms and open areas

**d. 2x WEEKLY on T, TH**

1. Dust all office areas, including but not limited to offices, conference rooms, and common areas

**e. MONTHLY (production area excluded in monthly duties)**

1. Wash all restroom walls and partitions
2. Edge around walls, corners, baseboards, and under desks and other furniture
3. Clean all lights and vents (high dusting)
4. Clean outside office windows

## SITE SPECIFICATIONS

### Mallard Lodge

#### A. LOCATION

5128 Hay Point Landing Road  
Smyrna, DE 19977

#### B. BUILDING SPECS

- Total Cleanable Square Feet: 4, 289.05

#### C. FREQUENCY (Weekly)

- Vacuum all area rugs and carpets and spot clean carpet as needed.
- Sweep, dust, mop and wet mop all uncarpeted areas on all three floors (paying close attention to the grooves in the hardwood floors.
- Thorough cleaning of all bathrooms:
  - a) Four on the first floor (only one with shower)
  - b) Two on the second floor
  - c) Two on the third floor
- Cleaning of the bathrooms includes the floors, mirrors, switch plates, walls, sanitizing inside and outside of toilets, urinals, showers, sinks, tile floors, all wall areas and bathroom fixtures
- Clean kitchen sinks, countertops, floors, switch plates, doors and walls.
- Refill all paper towel and toilet paper holders.
- Dust all furniture, window sills, baseboards and woodwork.
- Wipe down doors, counter tops and walls.
- Empty recycling and trash bins and replace all trash can liners.
- Clean sliding glass doors inside and out and dust all window blinds.

#### D. SPECIAL REQUIREMENTS

- Inform the AREC staff of any problems regarding the condition of how the Lodge was left by the previous user group.

## **SITE SPECIFICATIONS**

### **Milford Mosquito Control Headquarters**

### **Division of Fish & Wildlife**

#### **A. LOCATION**

1161 Airport Rd  
Milford, DE 19963

#### **B. BUILDING SPECS**

Usable Sq. Feet:

- Tile – Main Office: 511 Sq. Feet
- Carpet: - Main Office: 297 Sq. Feet
- Restroom Sq. Feet (Tile) - Shop: 120
- Breakroom Sq. Feet (Concrete): 49
- Total Cleanable Square Feet: 977**

#### **C. FREQUENCY**

##### **a. Weekly**

1. Empty all trash cans and change liners as needed.
2. Clean glass at building entrance and lobby.
3. Dust cabinets, desks, office machines, bookcases in main office building.
4. Vacuum entrance mat and carpeted offices in main office building.
5. Wet mop hard surface floors including main office, restrooms, & break room.
6. Clean counters and sink in break room.
7. Clean and disinfect restrooms.

##### **b. Yearly**

1. Strip and wax floor in main office.

## **SITE SPECIFICATIONS**

### **New Castle Court House Museum**

### **Division of Historical and Cultural Affairs**

#### **A. LOCATION**

211 Delaware Street  
New Castle, DE 19720

#### **B. BUILDING SPECS**

**Total Cleanable Square Feet:** N/A

#### **C. FREQUENCY**

1. Cleaning services will be provided per week on Thursday or Friday starting between 8-9 a.m.
2. Empty and replace liners in all receptacles
3. Remove dust/dirt and wet mop all hard finished surfaces not including unfinished hardwood flooring.
4. Vacuum all carpeted areas.
5. Sanitize all desk, countertops, and light switches.
6. Dust all surfaces under 6' including windows blinds and ledges.
7. Dust and sweep all unfinished hardwood flooring.
8. Sanitize restrooms to include restocking of all paper products and hand soaps, clean all fixtures, partitions, toilets/urinals, removing dirt/dust and wet mopping floor surfaces, and clean all glass mirrors.

#### **D. SPECIAL REQUIREMENTS**

All paper goods, soaps, liners will be provided by the New Castle Court House Museum and all cleaning materials, tools, and equipment will be provided by Vendor.

## SITE SPECIFICATIONS

### Lewes Field Office/DNREC Division of Watershed Stewardship

#### A. LOCATION

901 Pilottown Road  
Lewes, DE 19958

#### B. BUILDING SPECS

-Vinyl: 1,286

-Carpet: 2,483

-Restroom Sq. Feet (Ceramic): 821

**Total Cleanable Square Feet: 4,590**

#### C. FREQUENCY

##### a. WEEKLY

2. Vacuum all carpeted areas
3. Sweep and mop all tile areas
4. Clean and sanitized restrooms (4)
5. Wipe down appliances, tabletops and countertops
6. Dust furniture & fixtures
7. Take trash out to dumpster
8. Make sure recycling goes into proper receptacles
9. Clean offices, wipe down desks and phones

##### b. MONTHLY

1. Burnish floors
2. Clean corners of walls/ceilings to remove cob webs, etc.
3. Pour clean water in all bathroom floor drains

##### c. QUARTERLY

1. Clean light fixtures
2. Wipe down walls in restrooms and break room from floor to ceiling
3. Clean windows
4. Dust and clean all ceiling vents

##### d. ANNUALLY

1. Steam clean carpets
2. Wax VCT floors

#### D. SPECIAL REQUIREMENTS

Secure facility that requires key card access

## SITE SPECIFICATIONS

### New Troop 3

#### A. LOCATION

New Troop 3  
South State Street  
Dover, DE 19901

#### B. BUILDING SPECS

##### Usable Sq. Ft:

- a. Carpet: 8,021
- b. VCT Tile: 948
- c. Resin: 13,968
- d. Concrete: 2,800
- e. RAF: 707

**Total Cleanable Square Feet: 26,444**

#### C. DAYS OF SERVICE

- a. Cleaning service will be provided 6 days per week, Sunday thru Friday, Day Porter Services plus evening custodial staff (No Day Porter Services on Sundays or Holidays)

#### D. EQUIPMENT AND SUPPLIES

- a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by Vendor

#### E. SCOPE OF WORK

##### a. **DAILY (6x per week, Sunday-Friday)**

- 1. Trash Removal
- 2. Cleaning interior entry door glass to remove fingerprints, etc.
- 3. Sweeping and dust mopping of all hard surface floors.
- 4. Wet mopping of hard surface floors in entranceways, lobby, break room(s), and all restrooms
- 5. Vacuuming of high traffic areas
- 6. Cleaning, re-stocking, and disinfecting of all restrooms
- 7. Cleaning and Disinfecting of all countertops and tables in break/kitchen area

##### b. **3x PER WEEK – Mon, Wed, Fri (or as necessary i.e. spills, construction, etc.)**

- 1. Vacuuming of all carpeted areas in accessible office areas, cubicles, and conference rooms
- 2. Wet mopping in conference rooms and offices with hard surface flooring

##### c. **2x PER WEEK – Tues, Thu**

1. Dusting/Polishing of hallways and entrances, including but not limited to:  
window sills, ledges, tables and chairs.
2. Dusting/Polishing of office areas and conference/training rooms, including but not limited to:  
window sills, ledges, tables, chairs, and accessible desk areas

d. **WEEKLY**

1. Clean and Disinfect Cells

e. **MONTHLY**

- A. Clean and sanitize all restroom walls, from floor to ceiling
- B. Clean and sanitize restroom partitions
- C. Wash Baseboards
- D. Edge baseboards, corners, and under desks with vacuum

f. **SEMI-ANNUALLY**

1. Machine Scrub and Finish Resin Flooring
- 2.

g. **ANNUALLY**

1. Carpets Extracted

**D. DAY PORTER SERVICES (5 days per week, Mon-Fri, excluding Holidays)**

- a. Daily cleaning tasks to be split between daytime and evening, to best serve needs of client.
- b. Day Porter duties to include, but not limited to:
  1. Entry and lobby area (no wet mopping will be done during this time for the safety of staff & visitors)
  2. Remove fingerprints from entry glass, touching up floors with dust mop/broom as needed
  3. Check Restrooms at the beginning and of each shift to insure paper products adequately stocked, as well as routine monitoring/maintenance of public restrooms throughout shift.
  4. Trash removal from all public areas and staff break areas
  5. Clean/disinfect of holding cells
  6. Overall monitoring/maintenance of high traffic/public areas
  7. Remove trash and clean/stock restroom in Maintenance Garage

## SITE SPECIFICATIONS

### Office of the Child Advocate

#### A. LOCATION

6 West Market Street, Suite 1  
Georgetown, DE 19947

#### B. BUILDING SPECS – N/A

#### C. DAYS OF SERVICE

- a. Cleaning services shall be provided one time per week. (Friday after 5:00 pm)

#### D. EQUIPMENT AND SUPPLIES PROVIDED:

- a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by Contracted Cleaning Services.

#### E. SCOPE OF WORK:

- a. Sweep, dust mop and wet mop all uncarpeted areas
- b. Vestibules, lobbies and entries (interior and exterior)
- c. Corridors
- d. Stairwells, stairs and landings (interior)
- e. Offices (administrative and clerical) and classrooms
- f. Clean and disinfect
- g. -Clean and sanitize urinals inside and out
- h. Clean and sanitize commodes inside and out
- i. Clean mirrors
- j. Clean and sanitize wash basins (washrooms and clinic areas, etc.) inside and out
- k. Clean and sanitize miscellaneous restroom and toilet fixtures (towel dispensers, soap
- l. dispensers)
- m. Clean and sanitize restroom and toilet floors
- n. Clean and sanitize restroom wash basin wall area and toilet wall area
- o. Spot clean walls, doors and trim
- p. Clean exterior and interior glass doors and frames and other interior glass, plastic and
- q. frames
- r. Clean and sanitize water fountains
- s. Clean and sanitize kitchenette areas (tables, chairs, countertops, external areas of
- t. appliances)
- u. Vacuuming (carpeted areas)
  - 1. Vestibules, lobbies and entries
  - 2. Corridors
  - 3. Stairwells, stairs and landings
  - 4. Elevators and elevator vestibules
  - 5. Offices (administrative and clerical) and classrooms – edges, corners and under furniture
  - 6. Coatrooms and conference rooms
  - 7. Computer rooms
- v. Trash Removal



Award Notice

Contract No. GSS16612-JANITORIAL

1. Empty all trash containers, replace liners and clean and sanitize as needed
  2. Dispose of trash in sealed and/or ties plastic bags in outside dumpsters or compactors
- w. Dusting
1. All furniture and fixtures (i.e., file cabinets, desks, tables) remove fingerprints
  2. (Please do not dust or clean personal desktops.)
  3. Window sills, ledges, etc
  4. Stairwells, stairs, landings and railings
  5. Door casings

**SITE SPECIFICATIONS**  
**Office of the Public Defender**

**A. LOCATION**

14 The Circle # 2  
Georgetown, DE 19947

**B. BUILDING SPECS – N/A**

**C. DAYS OF SERVICE**

- a. Cleaning service will be provided M-F with the exception of State of Delaware observed holidays.

**D. EQUIPMENT AND SUPPLIES PROVIDED:**

- a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor.

**E. SCOPE OF WORK:**

- a. Daily
  - 1. Sweeping, dust mopping and wet mopping (uncarpeted areas).
    - o Vestibules, lobbies and entries (interior and exterior)
    - o Corridors
    - o Stairwells, stairs and landings (interior)
    - o Elevators and elevator vestibules
    - o Offices (administrative and clerical) and classrooms
    - o Coatrooms, lunch rooms and conference rooms
    - o Labs and preparation rooms
    - o Computer rooms
    - o Vending machine rooms
    - o Exterior stairs and loading platforms, and patio areas.
  - 2. Wet Mopping
    - o All tile, wooden or hard surface floors
  - 3. Wet Mopping Standards
    - o 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, stair landings and elevator hard floors. Mops and water must be clean.
  - 4. Polishing
    - o Clean and polish all brass and stainless steel, ie: railings, elevators, door knobs, plumbing fixtures kick plates, etc.
  - 5. Vacuuming (carpeted areas) – Monday, Wednesday, Friday, or as necessary
    - o Vestibules, lobbies and entrances (interior and exterior); Daily
    - o Corridors

## SITE SPECIFICATIONS

### St Jones Reserve

#### A. LOCATION

818 Kitts Hummock Road  
Dover, DE 19901

#### B. BUILDING SPECS

Usable Sq. Feet:

-Vinyl:

-Carpet: -Restroom Sq. Feet (Vinyl):

-Restroom Sq. Feet (Ceramic):

**Total Cleanable Square Feet: 7,711**

#### C. FREQUENCY

##### d. WEEKLY

1. Sweeping, dust mopping and wet mopping (uncarpeted areas including, labs, kitchens, visitor's center, bathrooms)
2. Vacuuming (carpeted areas including foyer, halls, offices, meeting rooms, dorm rooms), spot clean carpet as necessary.
3. Trash and recycling removal: empty all trash and recycling, replace liners, clean and sanitize receptacles as needed.
4. Cleaning and disinfecting restrooms: clean and sanitize toilets, urinals, sinks, showers, fixtures, mirrors Clean and sanitize all restroom walls from floor to ceiling; wash baseboards;
5. Cleaning and disinfecting kitchens: clean and sanitize sinks, countertops; Wipe down cabinets; clean stovetop, hood, inside and outside of microwave.
6. Dusting: All furniture and fixtures including window blinds – remove fingerprints and cob webs; window sills, ledges; stairwells, stairs, landings, railings, etc; wipe down all area furniture and table tops; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
7. Clean all interior and exterior door glass.

##### b. QUARTERLY

1. Dusting all surfaces above 6' tall
2. Dusting all security sensors

##### c. ANNUALLY

1. Strip, seal and wax the labs, kitchens and bathroom floors.

#### D. SPECIAL REQUIREMENTS

1. All paper goods, soap, liners, cleaning materials, tools and equipment will be provided by vendor.
2. Vendor staff will need to disarm/arm alarm system.

## SITE SPECIFICATIONS

### Stone Tavern / Natural Resources Police, Division of Fish and Wildlife

#### A. LOCATION

254 Main Street  
Little Creek, De. 10061

#### B. BUILDING SPECS -

Total Cleanable Square Feet: Unknown

#### C. FREQUENCY – Bi-Weekly Cleaning Requested (All labor, supplies and equipment to be included in the price.)

1. Sweeping, dust mopping and wet mopping (uncarpeted areas): Bi-weekly
2. Vacuuming (carpeted areas): Bi-Weekly
3. Empty and replace liners as needed on interior trash receptacles: Bi-weekly
4. Cleaning of all interior glass: Bi-Weekly
5. Cleaning all restrooms: Bi-weekly
  - a. Clean all fixtures with germicidal cleaner Bi-weekly.
  - b. Refill all paper and soap products-Bi-weekly
  - c. C Remove dirt/debris from hard surfaces and damp mop.- Bi-weekly
6. Dusting- low dusting of all interior areas under six feet- Bi-weekly
7. Kitchen cleaning- clean sink and counter top area, replace paper towels- Bi-weekly

## SITE SPECIFICATIONS

### Delaware State Police Troop 7

#### A. LOCATION

Patrol Troop and Maintenance Garage  
18006 Coastal Highway, Lewes, DE 19958

#### B. BUILDING SPECS

Total Cleanable Square Feet: N/A

#### C. FREQUENCY

1. Sweeping, dust mopping and wet mopping uncarpeted areas: Daily
2. Vacuuming (carpeted areas): Lobby and entries completed daily. All other vacuuming tasks completed Mondays, Wednesdays, Fridays or as necessary (ex. spills, construction, etc.)
3. Trash and recyclables removal: Daily
4. Cleaning and disinfecting, including all bathrooms and kitchenette: Daily
5. Polishing: Daily
6. Dusting:
  - a. Front desk area: Daily
  - b. Tuesday & Thursday: All furniture and fixtures to include door handles, light switches, telephones, window sills, ledges, vending machines, stairwells, stair landings, railings, etc. for fingerprints
  - c. Monthly (2<sup>nd</sup> week of each month) – Clean and sanitize all restroom walls from floor to ceiling; all restroom partitions (all sides); wash baseboards and chair railings throughout the building; dust and clean all ceiling vents; clean and remove all debris from light fixtures.
  - d. Weekly: Clean and polish all brass; dust venetian blinds; pour clean water in all bathroom floor drains; clean and sanitize interior of prisoner detention areas
  - e. Quarterly – Cleaning and dusting of surfaces above 6 feet
7. Spray Buffing: Weekly
8. Quarterly – Machine scrub all restrooms other than vinyl flooring.
9. Quarterly – Scrub and recoat all waxed vinyl (excluding semi-annual strip, seal and wax) i.e.: January-March, SSW; April-June, scrub and recoat; July–September, SSW; October–December, scrub and recoat.
10. Complete minor tasks recorded in maintenance request log. *NOTE: For pricing purposes, assume that requests will total ½ hour for one person per day to complete.*

#### D. SPECIAL REQUIREMENTS

1. Requires cleaning six days a week excluding Saturdays. Service during holidays and states of emergencies is required. Cleaning to be done between 4 and 8 a.m.

## **SITE SPECIFICATIONS**

### **DNREC State Park Office**

**A. LOCATION**

152 S. State St.  
Dover, DE 19901

**B. BUILDING SPECS –N/A**

**C. DAYS OF SERVICE**

- a. Cleaning service will be provided three days a week after 5pm.

**D. EQUIPMENT AND SUPPLIES PROVIDED**

- a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided

**E. SCOPE OF WORK (3 times per week)**

- a. Clean all entrance door glass.
- b. Wipe down all entrance area furniture.
- c. Empty and replace liners in all receptacles
- d. Remove dirt/dust, and wet mop all hard surfaces.
- e. Vacuum all carpeted areas
- f. Sanitize all countertops.
- g. Dust all surfaces under 6' including window blinds, ledges, and desks
- h. Sanitize restrooms to include, restocking of all paper products/hand soap, clean all fixtures, partitions, and toilets/urinals, removing dirt/dust and wet mopping floor surface, clean all glass mirrors.

**SITE SPECIFICATIONS**  
**Office of the Chief Medical Examiner**

**A. LOCATION**

200 S. Adams St.  
Wilmington, DE 19801

**B. BUILDING SPECS:**

a. 18,553 sqft.

**C. DAYS OF SERVICE**

a. Cleaning service will be provided five times per week with one 6 hour shift

**D. EQUIPMENT AND SUPPLIES PROVIDED**

a. All paper goods, soap, liner, cleaning materials, tools, and equipment will be provided by vendor

**E. SECURITY AND BACKGROUND CHECK**

a. Prior to employee starting at the OCME a background and security check will be provided. The background and security check includes the following:

1. Fingerprints for criminal background check thru SBI on the state and federal level
2. DNA recording done by the office of medical examiner
3. Credit report check
4. Random drug testing to be performed

**F. SCOPE OF WORK**

a. Daily

1. Cleaning of all interior glass
2. Empty and replace liners as needed on interior and exterior trash receptacles
3. Cleaning and disinfecting
4. Polishing
5. Sweeping of all stairwells, and outside main entrance area up to 6ft from the building
6. Cleaning all restrooms:
  - Clean all fixtures with germicidal cleaner
  - Clean all partitions including hi-low area
  - Refill all paper products
  - Spot clean mirrors and partitions
  - Remove dirt/debris from hard surfaces, and damp mop
7. Low dusting under six feet 2x per week, and vacuuming 3x per week

b. Monthly

1. Clean all lights, vents, and clean all restroom walls.

c. Quarterly

1. Machine scrub all ceramic restroom floors.

d. Semi-Annual

1. Clean walls in basement area of main building.

e. Yearly (PROJECT WORK on WEEKEND or EVENINGS)

1. Strip, seal, and re-wax all VCT flooring.

**SITE SPECIFICATIONS**  
**TASC -Georgetown**

- A. LOCATION
  - 21309 Berlin Rd., Suite 7
  - Georgetown, DE 19947
- B. BUILDING SPECS – N/A
- C. DAYS OF SERVICE
  - a. Cleaning will be provided twice per week on Wednesday and Friday
- D. SCOPE OF WORK
  - a. Weekly
    - 1. Sweeping, dust mopping (uncarpeted areas)
    - 2. Empty and replace liners as needed on interior and exterior trash receptacles
    - 3. Vacuuming (carpeted areas)
    - 4. Cleaning of all interior glass
    - 5. Cleaning and disinfecting of all surfaces free of employee personal items
    - 6. Polishing of all dispensers, and all common surfaces free of any personal items of employees
    - 7. Cleaning all restrooms:
      - Clean all fixtures with germicidal cleaner
      - Clean all partitions including hi-low area
      - Refill all paper products
      - Spot clean mirrors and partitions
      - Remove dirt/debris from hard surfaces, and damp mop
    - 8. Low dusting under six feet



**SITE SPECIFICATIONS**  
**Public Advocate Office**

**A. LOCATION**

29 South State Street  
Dover, DE 19901

**B. BUILDING SPECS – n/a**

**C. DAYS OF SERVICE**

Cleaning service will be provided once per week on Friday.

**D. EQUIPMENT AND SUPPLIES PROVIDED**

- a. All paper goods, soap, and liners will be provided by DE Division of Public Advocate. All cleaning materials, toilet seat covers, tools, and equipment will be provided by vendor.

**E. SCOPE OF WORK**

- a. Sweeping, dust mopping and wet mopping (uncarpeted areas).
- b. Empty and replace liners as needed on interior and exterior trash receptacles.
- c. Vacuuming (carpeted areas).
- d. Cleaning of all interior glass doors.
- e. Cleaning and disinfecting.
- f. Polishing.
- g. Clean all restrooms:
  - Clean all fixtures with germicidal cleaner
  - Clean all partitions including hi-low areas
  - Refill all paper and soap products.
  - Spot clean mirrors and partitions
  - Remove dirt/debris from hard surfaces, and damp mop.
  - Dusting of all surfaces under 6'.
  - Spot cleaning of furniture and carpet around 6 inches in diameter.

**SITE SPECIFICATIONS**  
**Stockley Campus ARMS Building**

- A. LOCATION
  - C-5 Campbell Circle Georgetown, DE 19947
- B. BUILDING SPECS – n/a
- C. DAYS OF SERVICE
  - a. Cleaning service will be provided twice a week on Tuesday/Thursday with a start time between 1:30-2:30
- D. EQUIPMENT AND SUPPLIES PROVIDED:
  - a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor.
- E. SCOPE OF WORK:
  - a. Clean all interior glass surfaces.
  - b. Remove dirt/dust, and wet mop all hard surfaces.
  - c. Vacuum all carpeted areas.
  - d. Sanitize all desk, countertops, and light switches.
  - e. Dust all surfaces under 6' with spot dusting of higher surfaces, including window blinds and ledges.
  - f. Removal of all trash and replace all liners.
  - g. Sanitize break room table, chairs, and countertop including sink (dishes removed).
  - h. Sanitize restrooms to include, restocking of all paper products/hand soap, clean all fixtures, partitions, and toilets/urinals, removing dirt/dust and wet mopping floor surface, clean all glass mirrors.

**SITE SPECIFICATIONS**  
**Watershed Stewardship**

- A. LOCATION
  - 21309 Berlin Road, Unit #6
  - Georgetown, DE 19947
- B. BUILDING SPECS – N/A
- C. DAYS OF SERVICE
  - a. Cleaning service will be provided twice a week.
- D. EQUIPMENT AND SUPPLIES PROVIDED:
  - a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor.
- E. SCOPE OF WORK:
  - a. Weekly
    - 1. Dust Bookcase, Common area furnishings and all chairs, Conference room furnishing, baseboards, chair railings, ledges, doors and doorways, storage room furnishings.
    - 2. Dust personal desk only if employee has cleaned off desk and left note to please clean.
    - 3. Vacuum after dusting is complete.
  - b. Monthly
    - 1. Dust off window treatments then vacuum up dust.
    - 2. Vacuum all chairs
    - 3. Vacuum air vents

\*There are no restrooms included in this area.

**SITE SPECIFICATIONS**  
**Ground Water Discharges Section, Small Systems**

- A. LOCATION  
20653 DuPont Boulevard, Unit 5  
Georgetown, DE 19947
- B. BUILDING SPECS: N/A
- C. DAYS OF SERVICE
  - a. Cleaning service will be provided once a week.
- D. EQUIPMENT AND SUPPLIES PROVIDED:
  - a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor.
- E. SCOPE OF WORK:
  - a. Weekly
    - 1. Dust Bookcase, Common area furnishings and all chairs, Conference room furnishing, baseboards, chair railings, ledges, doors and doorways, storage room furnishings.
    - 2. Dust personal desk only if employee has cleaned off desk and left note to please clean.
    - 3. Vacuum after dusting is complete.
  - b. Monthly
    - 1. Dust off window treatments then vacuum up dust.
    - 2. Vacuum all chairs
    - 3. Vacuum air vents

\*There are no restrooms included in this area.

**SITE SPECIFICATIONS**  
**Indian River Marina Cottages**

A. LOCATION

39415 Inlet Road  
Rehoboth Beach, DE 19971

B. BUILDING SPECS

C. DAYS OF SERVICE

- a. As specified by daily

D. EQUIPMENT AND SUPPLIES PROVIDED:

- a. All labor, cleaning materials, and equipment, will be supplied by vendor.

D. SCOPE OF WORK:

a. **Basic Cleaning After Each Rental**

1. Bedrooms:

- o Dust blinds and window sills
- o Dust furniture surfaces
- o Evacuate furniture drawer surfaces of dirt, debris, and items left by tenants
- o Dust lamps and shelf units
- o Clean mirrors (where applicable)
- o Vacuum floors including under beds, chest of drawers and bed side tables
- o Make beds, check mattress pads, change pads and comforters as needed (pads and comforters are supplied by IRM)

2. Bathrooms:

- o Dust blinds and window sills
- o Clean and disinfect shower stall and fixtures
- o Dust shelf units
- o Clean and disinfect sink and toilet
- o Wipe down stainless shelf unit
- o Clean mirror
- o Wipe down light fixtures and switches
- o Vacuum and mop floor
- o Replace toilet paper (supplied by IRM)
- o Sanitize door handles

3. Laundry:

- o Wipe down exterior of appliances
- o Dust or vacuum floor
- o Wipe spills where found
- o Empty lint trap
- o Wash/dry bath mat and oven mitts

4. Living Room:

- o Dust blinds and window sills, top of doorway/baseboards/chair rails
- o Vacuum/dust seating furniture
- o Dust tables
- o Dust entertainment appliances and shelves
- o Clean fireplace glass when needed
- o Clean fireplace tile when needed
- o Dust pictures
- o Vacuum carpet and inside entry mat
- o Mop exposed laminate floor and surface
- o Vacuum/dust stairs
- o Wipe down stairs as needed
- o Sanitize stair railing
- o Dust overhead beams
- o Dust ceiling fan

5. Kitchen:

- o Dust blinds and window sills
- o Vacuum/sweep floor surfaces
- o Mop floor surfaces
- o Wipe down exterior cabinet faces
- o Clean outside/inside of refrigerator, microwave, convection oven, & racks (surface dirt and/or spills)
- o Clean surface of cook top, coffee maker, toaster, can opener and tea kettle
- o Check flatware/pots/pans/bakeware/dishes/glasses, wash if needed
- o Clean/disinfect sink surfaces
- o Clean/disinfect countertops
- o Check cabinet interiors for dust/debris, clean flatware tray
- o Dust/clean dining table and chairs

6. Rear Deck:

- o Sweep/vacuum floor surface, table and chairs
- o Remove surface spills where possible
- o Clean table top
- o Sweep bugs & cobwebs

7. Front Entrance:

- o Sweep bugs and cobwebs
- o Sweep/shake out entry mats and entrance area

8. All Areas/Units:

- o Provide detailed report to IRM Management regarding damaged or missing materials in cottages
- o Replace toilet paper (provided by IRM)
- o Refill general purpose cleaners in all units (fluids provided by cleaning company, to be invoice to IRM).
- o Notify IRM Management if bed bug encasements are open or damaged
- o Replace non-washable mattress pads when worn, stained, or damaged (provided by IRM)
- o Inventory counts on all inventory items, contact IRM Management of any shortages or damages

**b. Semi-Annual Deep Cleaning**

1. Bedrooms:

- o Wash down all binds and window sills
- o Clean interior/exterior windows and screens
- o Deep clean furniture surfaces, apply restorative chemicals to renew finish
- o Shampoo carpeted areas
- o Wash all wood work, trim, door frames and doors

2. Bathrooms:

- o Wash down all blinds and window sills
- o Clean interior and exterior of windows and screens
- o Clean all tiled wall surfaces
- o Clean shower stalls and fixtures
- o Clean stainless steel surfaces
- o Clean mirrors and extraneous furniture
- o Clean linoleum floors, apply restorative chemicals to renew finish
- o Wash all wood work, trim, door frames and doors

3. Laundry:

- o Clean interior and exterior of appliances
- o Clean under appliances
- o Wash all wood work, trim, door frames, and doors
- o Vacuum lint trap and accessible areas of dryer

4. Living Room:

- o Wash down all blinds and window sills
- o Clean interior/exterior windows and screens
- o Clean seating furniture
- o Wash all wood work, trim, door frames, and doors
- o Shampoo carpets and upholstered surfaces
- o Deep clean teak tables and apply restorative chemicals to renew finish
- o Clean all overhead beams, light fixture housings and ceiling fans and octagon window
- o Scrub stairwell and apply shining agent to metal finish
- o Wash all laminate floor surfaces, apply restorative chemicals to renew finish

5. Kitchen:

- o Wash all blinds and window sills
- o Clean interior/exterior windows including sliding door and track
- o Clean all cabinets including tops, apply restorative chemicals to renew finish
- o Pull refrigerator and clean floor below, clean entire unit
- o Clean solid surfaces, counters, tiles, and stainless surfaces including sink
- o Clean inside and outside of dishwasher and convection oven
- o Clean kitchen return vent

6. Rear Deck:

- o Deep clean floor surface, table and chairs
- o Wash down screening

7. Miscellaneous Items:

- o Monthly remove existing bedspreads and replace with clean bed spreads and launder the removed bedspreads, returning cleaned materials to IRM for storage (all spreads supplied by IRM)

8. Floor Work

- o Carpet extraction in bedrooms, and loft area. Removal of top coating and application of new high-gloss non-buff finish on all hard surface flooring.



**SITE SPECIFICATIONS**  
**Little Creek Hunter Education Center**

A. LOCATION

3010 Bayside Drive  
Dover, DE 19901

B. BUILDING SPECS: N/A

C. DAYS OF SERVICE

- a. Cleaning service will be provided once a month on a F, S, S after 4pm.

D. EQUIPMENT AND SUPPLIES PROVIDED:

All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor.

E. SCOPE OF WORK:

- a. Clean all entrance door glass.
- b. Empty and replace liners in all receptacles
- c. Remove dirt/dust, and wet mop all hard surfaces.
- d. Vacuum all carpeted areas.
- e. Sanitize all desk, countertops, and light switches.
- f. Dust all surfaces under 6' including window blinds and ledges.
- g. Sanitize restrooms to include, restocking of all paper products/hand soap, clean all fixtures, partitions, and toilets/urinals, removing dirt/dust and wet mopping floor surface, clean all glass mirrors.

**SITE SPECIFICATIONS**  
**Department of Labor, Windsor Building**

~~A. LOCATION~~

~~24 N. W. Front St., Suite 100  
Milford, DE 19963~~

~~B. BUILDING SPECS~~

~~C. DAYS OF SERVICE~~

~~a. Cleaning services shall be provided one time per week. (Friday)~~

~~D. EQUIPMENT AND SUPPLIES PROVIDED:~~

~~a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor.~~

~~E. SCOPE OF WORK:~~

~~a. Daily~~

- ~~— Empty trash can and replace liners as needed~~
- ~~— Clean and sanitize water fountains, restrooms, and stock restrooms~~
- ~~— Clean and polish entrance glass~~
- ~~— Sweep or dust mop and wet mop all hard surface floors~~
- ~~— Remove debris from outside urns~~
- ~~— Wipe counters, tables, and clean sinks in break rooms and kitchens~~
- ~~— Clean and polish all mirrors, brass, stainless steel, fixtures, door knobs, and kick plates~~
- ~~— Vacuum high traffic carpeted areas~~
- ~~— Sweep exterior entries~~

~~b. Twice Weekly~~

- ~~— Dust furniture, desk, office machines, fixtures, cabinets, tables, etc. (under 6ft)~~
- ~~— Dust stairwells, stairs, landings, and railings (interior)~~
- ~~— Three Times Weekly~~
- ~~— Vacuum all carpeted areas thoroughly~~
- ~~— Weekly~~
- ~~— Edge all floors with vacuum~~
- ~~— Dust baseboards~~
- ~~— Dust blinds~~

\*OFFICE CLOSED as of January 2016

**SITE SPECIFICATIONS**  
**TASC Dover**

**A. LOCATION**

655 S. Bay Road, 1D Corporate Center  
Dover, DE 19901

**B. BUILDING SPECS**

- a. See below (section E- a&b)

**C. DAYS OF SERVICE**

- a. Cleaning service will be provided once per week

**D. EQUIPMENT AND SUPPLIES PROVIDED:**

- a. All paper goods, soap, liners, cleaning materials, tools, and equipment will be provided by vendor

**E. SCOPE OF WORK:**

- a. Deep Clean: (3,292 sq. ft.)
1. Wipe down of all fixtures to remove dust and debris.
  2. Removal of all tape on doors, and glass.
  3. Cleaning of all walls to remove any dust or film.
  4. Cleaning of all blinds and window ledges.
  5. Sanitize all countertops, and furniture.
  6. Removal of any small trash from floor.
  7. Dusting and wipe down all baseboard, and chair rail.
  8. Sanitation of all restrooms to include partitions, walls, toilets, urinals, sinks, countertops, mirrors, and fixtures.
  9. Wet mop all hard surface floors.
  10. Dust and remove debris from all vents and lights.
  11. Vacuum all carpeted areas including any upholstered furniture.
  12. Removal of all trash upon completion.
- b. Floor Work: (3,292 sq. ft.)
1. Extraction of all carpeted areas
  2. Scrub and cleaning of all VCT.
  3. Adding two coats of sealer, followed by 3 coats of wax.

**SITE SPECIFICATIONS**  
**McKay House - DNREC Fish and Wildlife**

**A. Location**

6180 Hay Point Landing Road  
Smyrna, DE 19977

**Cleaning Specifications**

**B. Weekly**

1. Vacuum all carpeted areas and spot clean as needed.
2. Sweep/dust mop and wet mop any other uncarpeted areas
3. Complete cleaning of all bathrooms, including cleaning mirrors and walls, and sanitizing inside and outside of all toilets, urinals, showers and sinks.
4. Refill all paper towels and toilet paper holders
5. Do high and low dusting, including furniture, window sills, baseboards and counter tops
6. Completely clean kitchen area, including sinks (upon absence of dishes) and counter tops.
7. Empty all trash and replace trash can liners

**C. Monthly**

1. Clean Conference Room:
  - Vacuum all carpeted areas and spot clean as needed.
  - Do high and low dusting, including furniture, window sills, baseboards and counter tops
  - Empty all trash and replace trash can liners