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 #20– Effective 11/20/2017
Janitorial Services

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KEY CONTRACT INFORMATION

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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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Mid-Atlantic Services, A-Team Corp. P.O. Box 708 Seaford, DE 19973 **Vendor ID:** GSS16612-JANITORIALV01 **FSF ID#:** 0000026188 **Contact Person:** Rosemary Everton **Phone:** (302) 628-3403 **Fax:** 302-628-3423 **Cell Number:** 302-249-3795 **Email:** rosemary@ateamcorp.com **Contact Name:** Crystal French **Phone Number:** 302-628-3403 **Fax Number:** 302-628-3423 **Email Address:** midatlanticservices@prodigy.net	~~**Andrews & Company**~~ ~~30 Sparta Ave, Unit B~~ ~~Sparta, NJ 07871~~ ~~**Vendor ID:** GSS16612-JANITORIALV02~~ ~~**FSF ID#:** 0000006404~~ ~~**Contract Person:** Nadja Meo~~ ~~**Phone:** 973-383-3193~~ ~~**Fax:** 973-726-4118~~ ~~**Cell:** 973-219-3353~~ ~~**Email:** nadjameo@andrewscleaning.biz~~ ~~**Contract Person:** Joe Paulo~~ ~~**Phone:** 973-529-2810~~ ~~**Fax:** 973-726-4118~~ ~~**Cell:** 973-529-2810~~ ~~**Email:** joe@andrewscelaning.biz~~

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

(Return to Table of Contents)

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.

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.

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 1st and 2nd 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 raps 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. <u>CHILDREN YOUTH AND THEIR FAMILIES ADDITIONAL REQUIREMENTS</u>

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. <u>HOLIDAYS:</u>

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. <u>BUILDING CONTACT INFORMATION</u>

>See Pricing Spreadsheet<

33. <u>ADDED BUILDING SPECIFICATIONS</u>

See below for additional specifications of locations added or revised after contract was awarded. For all other specifications, refer to the RFP.

SITE SPECIFICATIONS
Public Safety Motorcycle Class Day Porter

A. LOCATION

303 Transportation Circle
Dover, DE 19901

B. BUILDING SPECIFICATIONS

-Square Footage:
VCT: 7,142
Carpet: 20,922
Total Cleanable Square Footage: 28,064

C. DAYS OF SERVICE

Janitorial Day Porter Services will be provided once per week, on Sunday after the scheduled motorcycle class with services not to exceed 2 hours each day. Price is based on a per day rate.

A. EQUIPMENT AND SUPPLIES

All cleaning materials, tools, cleaning chemicals, and equipment will be provided by Mid-Atlantic Services, A-team Corp.

B. SCOPE OF WORK

1. Per Diem
- Trash Removal
- Sweeping and dust mopping of all hard surface floors
- Wet mopping of hard surface floors
- Cleaning and disinfecting conference room tables
- Cleaning, re-stocking, and disinfecting of all restrooms
- Clean and disinfect all toilet fixtures
- Clean and disinfect all sinks
- Damp wipe all ledges and sills
- Polish all stainless steel and chrome fixtures
- Clean all mirrors
- Damp mop all floors
- Replenish all toilet tissue, paper towels, toilet seat covers, and hand soap areas

SITE SPECIFICATIONS
Georgetown DMV Day Porter

A. LOCATION

23737 DuPont Boulevard
Georgetown, DE 19947

B. DAYS OF SERVICE

Janitorial Day Porter Services will be provided Monday through Friday, 6 hours per day with the exception of Wednesday where janitorial services will be provided for 4 hours. Services will not be rendered on observed state holidays.

C. EQUIPMENT AND SUPPLIES

All cleaning materials, tools, cleaning chemicals, and equipment will be provided by Mid-Atlantic Services, A-Team Corp.

D. SCOPE OF WORK

1. Daily
   - Collect trash from all back offices, break rooms, employee restrooms, public restrooms, lobby trash cans; transport to specified area for removal and replace liners and clean containers as needed.
   - Collect trash from exterior trash receptacles, cigarette disposal containers, and around the building and doorways. Transport to specified area for removal and replace liners as needed.
   - Sort recycled trash and dispose properly.
   - Sweep outside sitting areas and keep clean trash and debris. Wipe down outside tables.
   - Continuously replenish all restrooms and break rooms with paper towels, toilet paper, and soap.
   - Constantly monitor to keep all restrooms clean and orderly.
   - Monitor lobby area to ensure cleanliness always.
   - Monitor shredder to keep debris from surrounding area. Transport shredded materials to specified area
   - Vacuum and mop floors as needed throughout the day
   - Keep cleaning supplies put away and organized
   - Keep lunch area disinfected to include tables, chairs, counter tops, sink, appliances, etc.
   - Address any facility concerns or requests
2. Weekly
   - Dust, Vacuum, and wipe window sills
   - Dust baseboards throughout facility
   - Dust and clean all pictures throughout the facility
   - Change bag in vacuum as needed

SITE SPECIFICATIONS
Public Safety Day Porter

A. LOCATION

930 Public Safety Boulevard
Dover, DE 19901

B. DAYS OF SERVICE

Janitorial Day Porter Services will be provided Monday through Friday, 6 hours per day starting at 9 am with the exception of Wednesday where janitorial services will be provided starting at 12 pm. Services will not be rendered on observed state holidays.

C. EQUIPMENT AND SUPPLIES

All cleaning materials, tools, cleaning chemicals, and equipment will be provided by Mid-Atlantic Services, A-Team Corp.

D. SCOPE OF WORK

a. Daily

- Collect trash from all back offices, break rooms, employee restrooms, public restrooms, lobby trash cans; transport to specified area for removal and replace liners and clean containers as needed.
- Collect trash from exterior trash receptacles, cigarette disposal containers, and around the building and doorways. Transport to specified area for removal and replace liners as needed.
- Sort recycled trash and dispose properly.
- Sweep sitting areas and keep clean trash and debris. Wipe down outside tables.
- Continuously replenish all restrooms and break rooms with paper towels, toilet paper, and soap.
- Constantly monitor to keep all restrooms clean and orderly.
- Monitor lobby area to ensure cleanliness always.
- Monitor shredder to keep debris from surrounding area. Transport shredded materials to specified area
- Vacuum and mop floors as needed throughout the day
- Keep cleaning supplies put away and organized
- Keep lunch area disinfected to include tables, chairs, counter tops, sink, appliances, etc.
- Address any facility concerns or requests

b. Weekly

- Dust, Vacuum, and wipe window sills
- Dust baseboards throughout facility

- Dust and clean all pictures throughout the facility
- Change bag in vacuum as needed

SITE SPECIFICATIONS

Kent County Trash Collection

1. **LOCATION**

Legislative Hall, Supreme Court, Murphy House, Rose Cottage, WAR Building, Sykes Building, and Transportation Lanes - Dover, DE 19901

2. **DAYS OF SERVICE**

Trash removal will be provided 5 days per week, Monday through Friday at the Legislative Hall, Supreme Court, and Sykes Building locations. Trash removal will be provided 3 days per week, Monday, Wednesday, and Friday at the Rose Cottage, WAR Building, and Transportation Lanes. Trash removal will be provided 2 days per week on Tuesday and Thursday at Murphy House. If services are outside scope afore here mentioned, a separate price quote will be submitted to the state for approval. Services will not be rendered on observed state holidays.

3. **EQUIPMENT AND SUPPLIES**

All cleaning materials, tools, cleaning chemicals, and equipment will be provided by Mid-Atlantic Services, A-Team Corp.

4. **SCOPE OF WORK**

Trash will be picked up at Legislative Hall, Supreme Court, Murphy House, Rose Cottage, WAR Building, Sykes Building, and the Transportation Lanes and disposed of in the appointed location as directed by state personnel.

SITE SPECIFICATIONS

Kent County Fire School - Saturday & Sunday Janitorial Services

A. LOCATION

1461 Chestnut Grove Road
Dover, DE 19904

B. BUILDING SPECIFICATIONS

Square Footage:
VCT: 23,042
Total Cleanable Square Footage: 23,042

C. DAYS OF SERVICE

Janitorial Day Porter Services will be provided twice per week, once on Saturday and once on Sunday not to exceed 4 hours each day. Price is based on a per day rate.

D. EQUIPMENT AND SUPPLIES

- All cleaning materials, tools, cleaning chemicals, and equipment will be provided by Mid-Atlantic Services, A-Team Corp.

E. SCOPE OF WORK

a. Per Diem
- Trash Removal
- Sweeping and dust mopping of all hard surface floors
- Wet mopping of hard surface floors
- Cleaning and disinfecting classroom tables and desks
- Monitor and remove trash in garage area
- Cleaning, re-stocking, and disinfecting of all restrooms
  - Clean and disinfect all toilet fixtures
  - Clean and disinfect all sinks
  - Damp wipe all ledges and sills
  - Polish all stainless steel and chrome fixtures
  - Clean all mirrors
  - Damp mop all floors
  - Replenish all toilet tissue, paper towels, toilet seat covers, and hand soap areas

SITE SPECIFICATIONS

Georgetown P&P – Townsend Building

(Original Specifications from RFP)

A. LOCATION

22855 Dupont Hwy., Georgetown DE 19947

B. BUILDING SPECS

Usable Sq. Feet: 14630
-Vinyl: 3300
-Carpet: 11000
-Restroom Sq. Feet (Vinyl): 830
-Restroom Sq. Feet (Ceramic): N/A

- Total Cleanable Square Feet: 14300

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 (2nd 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.
7. Spray Buffing: Daily

D. SPECIAL REQUIREMENTS

E. RATE REQUIREMENT

The Department seeks a Monthly price for servicing this location as described above.

SITE SPECIFICATIONS
Smyrna State Service Center

A. **LOCATION**

200 South DuPont Blvd.
Smyrna, DE 19977

B. **BUILDING SPECS**

Total Cleanable Square Feet: 9221

C. **DAYS OF SERVICE**

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

D. EQUIPMENT AND SUPPLIES

All paper goods, soap, and trash liners will be provided by Mid-Atlantic Services. In addition, all cleaning supplies, equipment, and labor will be provided by Mid-Atlantic Services, A-Team Corp.

E. SCOPE OF WORK

a. **DAILY (5x PER WEEK)**

- **Floors**
  -Edge all carpeted and hard surface floors to remove dust or debris
  -Wet mop all designated hard surface floors
  -Vacuum all carpeted areas
  -Sweep all uncarpeted areas
- **Trash removal**
  -Empty all trash containers and replace liners as needed
- **Restrooms**
  -Clean all fixtures in showers and sinks to remove grime
  -Clean and disinfect all urinals, toilets, and sinks
  -Wipe/disinfect switch plate covers, kick plates, stalls, and high touch surfaces
  -Damp wipe all ledges and sills
  -Polish all stainless steel and chrome fixtures
  -Clean all mirrors
  -Replenish all restroom towels, tissues, toilet seat covers, and hand soap
- **Kitchen/Break Room**
  -Clean and disinfect countertops and sink
  -Damp wipe, spot clean, and sanitize all tables and chairs
  -Wipe/disinfect switch plate covers and high touch surfaces
  -Refill soap and hand towel dispensers as needed

b. Twice Weekly

- **Dusting/Low Cleaning** (Under 6')
  -All furniture and fixtures (remove fingerprints)
  -Window sills, ledges, venetian blinds
  -Stairwells, stairs, landings, railings
  -Clean and polish all brass

c. **Once Per Week**

- **Spray Buffing**
  - Spray buff waxed VCT tile in vestibules, lobbies, corridors, and conference rooms

d. **Monthly**

- **Spot Clean Carpet Traffic Areas**
  -Bonnet Clean Carpet Traffic Areas
- **Clean/Sanitize Exam Room Walls**
  -Wipe down/sanitize exam room walls in Wic area, from floor to ceiling

e. **Quarterly**

- **High Dusting (Over 6')**
  -Dust and clean all ceiling vents
  -Door casings
  -Clean and remove all debris from light fixtures (bugs, paper, dust)
  -Fire alarm bells
  -Partitions, wood paneling, etc.
  -Ventilators, grids, grilles, ducts and surrounding wall and ceiling areas
- **Wax Vinyl/VCT Tile (Oct, Jan, April)**
  -Machine scrub all waxed VCT tile in restrooms, breakroom, and lobby, and seal with wax

f. **Annually**

- **Strip and Wax VCT Tile (July)**
  -Strip, seal, and wax VCT flooring in restrooms, breakroom, and lobby

SITE SPECIFICATIONS
Delaware Veterans Home

A. LOCATION

Delaware Veterans Home

100 Delaware Veterans Blvd.

Milford, DE 19963

B. BUILDING SPECS

Usable Sq. Ft:
-Carpet: 6,696
-Ceramic: 1,488
-VCT: 2,808
-Vinyl: 1,972
-Terrazzo: 3,992
-Cement: 2,808

Total Cleanable Square Feet: 19,764

Areas to be serviced: ***Admin West, Admin East, Front Entrance/Reception, Main Hall Offices and Common Areas, Locker Rooms, Maintenance/Laundry Hall Offices and Common Areas, Back Hall Offices and Common Areas, Therapy Room, Break Room, Front and Rear Exterior Porches***

C. DAYS OF SERVICE

Janitorial services will be provided 7 days a week including all holidays with services performed on the schedule listed below in the Scope of Work section.

D. EQUIPMENT AND SUPPLIES

All paper goods, hand soap, trash liners, and cleaning supplies provided by Delaware Veterans Home. All labor and supervision provided by Mid-Atlantic Services, A-Team Corp.

E. SCOPE OF WORK

a) DAILY

(7 Days a Week, including all Holidays)

-All areas with the exception of Resident wings, and Dining room

1. Trash Removal

-Empty trash receptacles
-Wipe down lids
-Replace with clean trash liner

2. Restrooms

-Trash Removal
-Clean and polish all mirrors, dispensers, and fixtures
-Wash/disinfect all sides of toilet seats, bowls, urinals, and sinks
-Replenish/refill all paper and soap dispensers
-Spot clean prints from all doors, frames, and light switches
-Dust all horizontal spaces, partitions, window sills, and smoke detectors
-Floors swept and damp mopped

3. Admin West

-Trash removal

4. Admin East

-Trash removal

-Restrooms cleaned

5. Front Entrance/Reception

-Trash removal

-Clean front door glass

-Wipe down front reception desk

-Vacuum foyer/vestibule

-Hard surface floors swept and cleaned

6. Main Hall Offices and Common Areas

-Trash removal

-Restrooms cleaned

-Locker rooms

-Restrooms cleaned

-Floors in locker room area swept

-Office areas with hard surface floors swept

-Hallways and common areas swept and cleaned

7. Maintenance/Laundry Hall offices and Common Areas

(Sewing room is never to be cleaned per customer request)

-Hallways, laundry room, laundry folding room, and 2 offices in kitchen area to be swept and cleaned

-All other offices with hard surfaces floors swept

8. Back Hall Offices and Common Areas

-Office areas with hard surface floors swept

-Hallways and common areas swept and cleaned

-Staff restrooms cleaned

9. Therapy Room

-Hard floor surfaces swept

-Restroom cleaned

10. Break Room

-Trash removal

-Hard floor surfaces swept and cleaned

-Damp wipe/disinfect outside of microwave, coffee pot, other appliances

-Fill/replenish any towels, soap, etc.

-Damp wipe/disinfect all tables, chairs, countertops

11. Front and Rear Porches

-Policed daily for trash, cigarettes, and debris

-Trash removal

-Exterior ash trays dumpe

b) 3x Per Week

(*Monday, Wednesday, Friday)*

1. Admin West

-Vacuum carpeted floors

2. Admin East

-Vacuum carpeted floors

3. Main Hall Offices and Common Areas

-Vacuum carpeted offices, conference rooms, and common areas

-Office areas with hard floor surfaces cleaned

-Locker room floors cleaned

4. Maintenance/Laundry Hall offices and Common Areas

-Vacuum carpeted offices

-Office areas with hard floor surfaces cleaned

5. Back Hall Offices and Common Areas

-Vacuum carpeted offices, conference rooms, and common areas

-Office areas with hard floor surfaces cleaned

b) 3x Per Week(continued)

6. Therapy Room

-Hard floor surfaces cleaned

7. Front and Rear Exterior Porches

-Concrete broom swept

c) 2x PER WEEK

(*Tuesday and Thursday)*

1. **Dusting**

****Mid-Atlantic Services staff will not disturb desks or personal belongings***

-Dust all horizontal surfaces, window sills and smoke detectors

-Admin West
-Admin East
-Main Hall Offices and Common Areas
(includes dusting tops of lockers in locker rooms)
-Back Hall Offices and Common Areas
-Therapy Room
-Break Room vending machines
-Interior glass in all above areas

-Dusting
-Spot cleaning glass

d) 1x PER WEEK

(*Day of the week to be set by customer)*

-Barber Shop

-Hard floor surfaces swept and cleaned

e) Bi-Weekly

-Buff/burnish dining room floor

f) MONTHLY

1. High Dusting and vent cleaning in all areas with ceilings less than 10' high within the square footage listed in the Building Specs above.

-Dust all high edging and corners to remove all cobwebs and debris
-Remove all dust from vents and returns
-Clean light covers, remove all dust, debris and bugs from lights and vents

2. Disinfect tile walls and partitions in restrooms and locker rooms

SITE SPECIFICATIONS
Silver Lake Treatment Center

A. LOCATION

493 E Main Street
Middletown, DE 19709

B. BUILDINGSPECS

Square Footage:

School:	5,233	
Boys' Dorm Building:	4,760	(entire building)
Girls' Dorm Building:	11,564	(entire building)
*Square Ft not included:	3,156	(not cleanable)

(Dorm rooms, kitchen area in Boys' Dorm Building, closet spaces, etc)

Total Cleanable Square Feet: 18,401

C. DAYS OF SERVICE

Scope of work is for cleaning 3 times per week on Monday, Wednesday, and Friday.
On major holidays, the schedule can be changed so as to complete 3 cleanings that week.
Changes in schedule will be discussed and approved by customer.

All paper goods, soap and trash liners to be provided by customer.
All cleaning supplies, equipment, and labor will be provided by Mid Atlantic Services, A-Team Corp.

D. SCOPE OF WORK

a) DAILY – 3x per week – Mon, Wed, Fri
(specs apply to all 3 buildings on Campus)

- Empty trash cans, replacing liners as needed.
- Clean all entryway glass doors.
- Clean, sanitize, and re-stock all rest rooms:
  - Clean and disinfect all toilet fixtures
  - Clean and disinfect all sinks
  - Removal of all finger marks from walls, stalls, doors and light switches
  - Damp wipe all ledges and sills
  - Polish all stainless steel and chrome fixtures
  - Clean all mirrors
  - Damp mop all floors
  - Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
- Clean, sanitize and re-stock break room/kitchen
  (Boys' Dorm Kitchen cleaning is handled by customer. Mid-Atlantic cleans the dining area)
  - Clean and disinfect counter tops and sink
  - Damp wipe, spot clean, and sanitize all tables and chairs
  - Vacuum floor
  - Refill soap and hand towel dispensers as needed
- Vacuum clean all carpeted floors
- Dust Mop and Damp mop all hard surface floors
- Dust all office areas which are free from customer belongings
- Wipe/disinfect switch plate covers, kick plates, and high touch surfaces

b) MONTHLY

- Wash all restroom walls and partitions
- Edge around walls, corners, baseboards, and under desks and other furniture
- Clean all lights and vents (high dusting)

~~SITE SPECIFICATIONS~~

~~Ferris Campus~~

~~Cleveland White Building~~

~~A. LOCATION~~

~~963 Centre Road~~
~~Wilmington, DE 19805~~

~~B. BUILDINGSPECS~~

~~Square Footage:~~
~~Carpet: 3,060~~
~~VCT: 255~~

~~**Total Cleanable Square Feet: 3,315**~~

~~C. DAYS OF SERVICE~~

~~Scope of work is for cleaning 5 times per week, excluding state holidays, after business hours~~

~~D. EQUIPMENT AND SUPPLIES~~

~~All paper goods, soap, and liners provided by customer~~
~~All cleaning supplies, labor, and equipment will be provided by Mid Atlantic Services, A-Team Corp.~~

~~E. SCOPE OF WORK~~

~~**a.** DAILY~~

- ~~Empty trash cans, replacing liners as needed.~~
- ~~Clean all glass on lobby/entrance doors~~
- ~~Vacuum lobby, entrance, and high traffic areas; sweep and damp mop all VCT tile floors~~
- ~~Clean, sanitize, and re-stock all rest rooms:~~
  - ~~Clean and disinfect all toilet fixtures~~
  - ~~Clean and disinfect all sinks~~
  - ~~Removal of all finger marks from walls, stalls, doors and light switches~~
  - ~~Damp wipe all ledges and sills~~
  - ~~Polish all stainless steel and chrome fixtures~~
  - ~~Clean all mirrors~~
  - ~~Damp mop all floors~~
  - ~~Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap~~

~~**b.** 3x WEEKLY on M, W, F~~

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

~~**c.** 2x WEEKLY on Tues & Thurs~~

- ~~Dust all office areas, including but not limited to offices, conference rooms, and common areas~~

SITE SPECIFICATIONS
Facilities Management, Sussex County

A. BUILDING SPECS

Usable Sq. Ft:
-Carpet: 808
-VCT: 1,164

Total Cleanable Square Feet: 1,972

B. DAYS OF SERVICE

Scope of work is for cleaning 5x per week Monday through Friday, after 5 p.m.

C. EQUIPMENT AND SUPPLIES

All paper goods, hand soap, and trash liners provided by Mid-Atlantic Services, A-Team Corp.
All labor, cleaning supplies, equipment and supervision provided by Mid-Atlantic Services, A-Team Corp.

D. SCOPE OF WORK

1. DAILY

- **Clean interior glass in lobby area**
- **Trash Removal**
  - Empty trash receptacles
  - Wipe down lids
  - Replace with clean trash liner
- **Clean all hard surface floors**
  - Sweep/dust mop
  - Damp mop
- **Vacuuming**
  - All floor mats
  - All offices
  - All other carpeted areas
- **Restrooms**
  Trash removal and hard floor cleaning, plus:
  - Clean and polish all mirrors, dispensers, and fixtures
  - Empty and sanitize all feminine napkin containers and replace insert liner
  - Wash/Disinfect all sides of toilet sets, bowls, urinals, and sinks
  - Replenish/Refill all paper and soap dispensers
  - Spot clean prints from partitions and tiled walls
  - Spot clean prints and stains from all walls adjacent to sinks and dispensers
  - Spot clean prints from all doors, frames, and light switches
  - Dust all horizontal spaces, partitions, window sills, and smoke detectors
- **Warehouse Area**
  - Clean the restroom in warehouse (using same restroom specs as above)
  - Clean warehouse office
    - Trash removal
    - Hard surface floor cleaning

- Wipe/disinfect table in warehouse
- Wipe/disinfect slop sink and restock paper products in sink area

2. 2x PER WEEK (Tues. and Thurs.)

- **Dusting- (entire building excluding warehouse)**
  *Mid-Atlantic Services Staff will not disturb desks or personal belongings
  - Dust all horizontal surfaces, window sills, and smoke detectors

3. MONTHLY

- High Dusting (excluding warehouse)
  - Dust all high edging and corners to remove all cobwebs and debris
  - Remove all dust from outside of vents and returns
  - Clean light covers, remove all dust, debris and bugs from lights
- Disinfect tile walls and partitions in restroom (warehouse area only)

SITE SPECIFICATIONS
Buena Vista Conference Center

A. LOCATION
661 South DuPont Highway
New Castle, DE 19720

B. BUILDING SPECS -
Usable Square Footage:
-Carpet: 306
-Epoxy: 1,364
-Ceramic: 572
-Wood: 7,370
-Marble: 108

Total Cleanable Square Footage: 9,720

C. DAYS OF SERVICE - Cleaning service will be provided twice per week between the hours of 9 a.m. and 3 p.m.

D.EQUIPMENT AND SUPPLIES PROVIDED: - All supplies and equipment to be provided by Buena Vista Conference Center

E. SCOPE OF WORK:

a) Daily
- Empty trash cans, replace liners.
- Clean all entryway glass.
- Sweep and dust mop all hard surface floors.
  *Per directive of customer, hardwood floors only get damp mopped upon request.
- Clean, sanitize, and re-stock all restrooms:
  - Clean and disinfect all toilet fixtures
  - Clean and disinfect all sinks
  - Removal of all finger marks from walls, stalls, doors and light switches
  - Damp wipe all ledges and sills
  - Polish all stainless steel and chrome fixtures
  - Clean all mirrors
  - Damp mop all floors
  - Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
  - Clean marble floors in 2 downstairs restrooms with marble cleaner provided by customer.
  - Remove dust/debris from tubs/showers and tile walls surrounding tubs/showers.

- Dusting:
  *All furnishings, statues, artifacts, etc. to be dusted with a feather duster. NO CHEMICALS WILL BE USED.
  *All furnishings, etc. marked with a sign as a relic will have special care to be only lightly dusted unless customer has instructed us not to clean those items at all.
  - Chair rails and hand rails
  - Window sills, interior widow shutters, and blinds (where accessible)
  - Damp wipe ONLY meeting room tables as necessary
    *No damp wiping of wood furniture

- Kitchens, kitchenettes, coffee rooms
  - Sweep and damp mop floors
  - Wipe down all countertops and shelving that are free from personal items
  - Wipe down outside of all appliances
  - Clean and disinfect sinks
  - Empty trash cans, replace liners

b) Monthly

- Sweep/ damp mop all hard wood floors
  - MAS staff can remove area rugs, but will do so only at the directive of customer
  - Damp mopping to be scheduled in advance with building staff
  - Damp mopping is to be followed up by dry mopping to absorb moisture and protect flooring
- High dusting:
  - Chandeliers and lights dusted with a feather duster
  - Bug removal from globe-type lighting
  - Dust outside of ceiling vents and returns
  - Ceiling Corners and edges

c) Quarterly

- Machine scrub ceramic and epoxy flooring in restrooms, kitchens, kitchenettes, coffee rooms, etc.
- Thoroughly clean tubs/showers and tile surrounding tubs/showers and polish all fixtures

SITE SPECIFICATIONS
Division of Historical and Cultural Affairs

A. LOCATION
19 & 21 The Green
Dover, DE 19901

B. BUILDING SPECS -

Square Footage:
Carpet: 6,316
Vinyl/VCT: 506
Total Cleanable Square Feet: 6,822

C. DAYS OF SERVICE - Scope of work is for cleaning 5 times per week, after 4:30pm, excluding Delaware State Holidays.

D.EQUIPMENT AND SUPPLIES PROVIDED: - All equipment, paper goods, liners, and cleaning supplies to be supplied by Customer. All labor will be provided by Mid Atlantic Services, A-Team Corp.

E. SCOPE OF WORK:

a) DAILY
- Empty trash cans, replacing liners as needed.
- Clean all entryway glass doors.
- Clean, sanitize, and re-stock all rest rooms:
  - o Clean and disinfect all toilet fixtures
  - o Clean and disinfect all sinks
  - o Removal of all finger marks from walls, stalls, doors and light switches
  - o Damp wipe all ledges and sills
  - o Polish all stainless steel and chrome fixtures
  - o Clean all mirrors
  - o Damp mop all floors
  - o Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
- Clean, sanitize and re-stock break room/kitchen
  - o Clean and disinfect counter tops and sink (if applicable)
  - o Damp wipe, spot clean, and sanitize all tables and chairs
  - o Vacuum all carpet/Sweep and Damp mop all hard floors
  - o Refill soap and hand towel dispensers as needed

b) 3x WEEKLY on M, W, F
- Vacuum clean all carpeted floors including, but not limited to offices, hallways, conference rooms and open areas (kitchens, break rooms, and restrooms daily)

c) 2x WEEKLY
- Dust all office areas, including but not limited to offices, conference rooms, and common areas
- Wipe/disinfect switch plate covers, kick plates, and high touch surfaces

d) MONTHLY
- Thoroughly clean refrigerators, inside and out, on a schedule provided by customer
- Wash all restroom walls and partitions
- Edge around walls, corners, baseboards, and under desks and other furniture
- Clean all lights and vents (high dusting)

~~SITE SPECIFICATIONS~~

~~Temporary Service for DelDOT at Blue Hen Corporate Center~~

~~Beginning Feb 1, 2017 for approximately 7 – 12 months~~

Removed as of July 31 2017

~~A. LOCATION~~

~~655 S. Bay Road~~
~~Dover, DE 19901~~

~~B. BUILDING SPECS -~~

~~Total Cleanable Square Feet: 69,574~~

~~C. DAYS OF SERVICE~~ ~~- Scope of work is for cleaning 5 times per week, after 4:30pm, excluding Delaware State Holidays.~~

~~D.EQUIPMENT AND SUPPLIES PROVIDED:~~ ~~- All paper products, soap, can liners, cleaning materials and tools will be supplies by Mid Atlantic Services, A-Team Corp. All labor will be provided by Mid Atlantic Services, A-Team Corp.~~

~~E. SCOPE OF WORK:~~

~~a) DAILY~~

- ~~Trash Removal~~
- ~~Sweeping and dust mopping of all hard surface floors~~
- ~~Wet mopping of hard surface floors in entrance ways, lobby, cafeteria, and all restrooms~~
- ~~Vacuuming of lobbies and entranceways~~
- ~~Cleaning, restocking and disinfecting of all restrooms:~~
  - ~~Clean and disinfect all toilet fixtures~~
  - ~~Clean and disinfect all sinks~~
  - ~~Damp wipe all ledges and sills~~
  - ~~Polish all stainless steel and chrome fixtures~~
  - ~~Clean all mirrors~~
  - ~~Damp mop all floors~~
  - ~~Replenish all toilet tissue, paper towels, toilet seat covers, and hand soap~~
- ~~Cleaning and disinfecting of all countertops and tables in cafeteria~~

~~b) 3x WEEKLY on M, W, F~~

~~Vacuuming of all carpeted areas, including but not limited to hallways, accessible office areas, cubicles and conference rooms.~~
~~Wet mopping in conference rooms and offices with hard surface flooring.~~

~~c) 2x WEEKLY~~

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

~~Upon DelDOT's return to the Administration Building after renovations, services at Blue Hen Corporate Center will cease.~~

SITE SPECIFICATIONS
Zwaanendael Museum

A. LOCATION

102 Kings Hwy
Lewes, DE 19958

B. BUILDING SPECS

Hard Wood: 626
VCT Tile: 240
Carpet: 794

Total Cleanable Square Footage: 1,660

C. DAYS OF SERVICE

Cleaning service will be provided twice per week, days of service to be determined. Should a holiday or other closing fall on the scheduled service day, service will be provided on an alternate day that week (services will be re-scheduled in advance on a mutually agreed upon date).

D. EQUIPMENT AND SUPPLIES

All equipment, paper goods, hand soap, liners and cleaning supplies provided by Customer.
All supervision and labor will be provided by Mid-Atlantic Services, A-Team Corp.

E. SCOPE OF WORK

1. Daily (2x per week)

- Empty trash cans, replace liners.
- Clean all entryway glass doors.
- Sweep/dust mop all hard surface floors.
- Clean, sanitize, and re-stock all restrooms:
    - Clean and disinfect all toilet fixtures
    - Clean and disinfect all sinks
    - Remove all finger marks, dirt, and debris from walls, stalls, doors and light switches
    - Damp wipe all ledges and sills
    - Polish all stainless steel and chrome fixtures
    - Clean all mirrors
    - Damp mop all floors
    - Replenish all restroom towels, tissues, toilet seat covers, and hand soap
    - Empty trash cans, replace liners
    - Clean, sanitize and re-stock break room
    - Clean and disinfect counter tops and sink (if applicable)
    - Damp wipe, spot clean, and sanitize all tables and chairs
    - Sweep, dust mop, and damp mop all hard floors
    - Refill soap and hand towel dispensers as needed
    - Empty trash cans, replace liners
- Vacuum all carpeted floors in accessible areas including, but not limited to offices, hallways, conference rooms and open areas
- Dust/Polish all accessible areas, including but not limited to: blinds, window sills, ledges, tables, chairs, stair wells and railings, and accessible desk areas.
- Spot clean all encased museum displays, using window cleaner as needed
  (MAS will not clean/dust/touch artwork which is not encased)

- Wipe/disinfect switch plate covers, kick plates and high touch surfaces

2. Monthly

- Remove dirt/debris from all surfaces over 6', including but not limited to:
    - All high edging, walls, and corners to remove all cobwebs and debris
    - Door casings
    - Fire alarm bells and security sensors
    - Tops of book cases and cabinets as well as high shelving
    - Damp wipe all surfaces too heavily soiled for dusting
- Edge around walls, corners, baseboards, and under desks and other furniture
- Wipe clean outside of all lights, vents, and returns
- Replace light bulbs as needed
- Wet mop wood flooring on 2nd floor of museum, using soap product made for hardwood floors

SITE SPECIFICATIONS

Delaware Seashore State Park

South Inlet Bathhouses

A. LOCATION

39415 Inlet Rd.
Rehoboth, DE 19971

B. DAYS OF SERVICE

Daily routine cleaning of bathhouses will be completed and ready for customers before 10 a.m., 7 days per week.

Day Porter services will be provided between the hours of 8a.m. and 4 p.m., 7 days per week.
Mid-Atlantic Services, A-Team Corp. will provide one male and one female day porter for each day of service.

Scope of work is for the following dates:

*May 27, 2017 through September 4, 2017

C. EQUIPMENT AND SUPPLIES

All paper goods, liners, and hand soap will be provided by the customer.
All equipment, cleaning supplies, labor, and supervision will be provided by Mid-Atlantic Services, A-Team Corp.

D. SCOPE OF WORK

1. Daily Routine Cleaning (Shower Area, Changing Rooms, Toilet/Urinal Area, Sinks and Countertops)

- Empty trash cans, replace liners.
- Hose/Power Wash floors and walls to remove sand and debris
- Sanitize floors and walls with neutral cleaner
- Clean and disinfect all toilet fixtures
- Clean and disinfect all sinks and countertops
- Wipe down benches in changing rooms
- Polish all stainless steel and chrome fixtures
- Clean all mirrors
- Replenish all paper towels, tissues, toilet seat covers, and hand soap

2. Day Porter Services (one male and one female MAS staff member will be provided each day)

- Police area for trash and debris. Remove trash and replace liners as necessary.
- Keep traffic moving in and out of bathhouse
- Keep paper towels, toilet paper and hand soap replenished
- Squeegee floors as necessary to remove excess water
- Notify designated DE State Park representative of any maintenance issues that arise

SITE SPECIFICATIONS

DNREC Wildlife Group

A. LOCATION

4876 Haypoint Landing Road
Smyrna 19977

B. BUILDING SPECS

Total Cleanable Square Footage: 3,892

C. DAYS OF SERVICE

Cleaning service will be provided once per week on Friday mornings

D. EQUIPMENT AND SUPPLIES

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

E. SCOPE OF WORK

1. Daily
   - Empty trash cans, replace liners.
   - Clean all entryway glass doors.
   - Sweep, dust mop, and damp mop all hard surface floors.
   - Clean, sanitize, and re-stock all restrooms:
     - Clean and disinfect all toilet fixtures
     - Clean and disinfect all sinks
     - Removal of all finger marks from walls, stalls, doors and light switches
     - Damp wipe all ledges and sills
     - Polish all stainless steel and chrome fixtures
     - Clean all mirrors
     - Damp mop all floors
     - Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
   - Clean, sanitize and re-stock break room/kitchen
     - Clean and disinfect counter tops and sink (if applicable)
     - Damp wipe, spot clean, and sanitize all tables and chairs
     - Vacuum all carpet/Sweep and Damp mop all hard floors
     - Refill soap and hand towel dispensers as needed
   - Vacuum all carpeted floors in accessible areas including, but not limited to offices, hallways, conference rooms and open areas
   - Dust/Polish all office areas, conference rooms, and common areas, including but not limited to: window sills, ledges, tables, chairs, and accessible desk areas.
   - Wipe/disinfect switch plate covers, kick plates and high touch surfaces

2. Monthly
   - Edge around walls, corners, baseboards, and under desks and other furniture
   - Clean all lights and vents (high dusting)

SITE SPECIFICATIONS

DNREC Aquatic Resource Education Center (AREC)

F. LOCATION

2520 Lighthouse Road
Smyrna 19977

G. BUILDING SPECS

Usable Sq. Ft.:
Carpet: 676
VCT: 372
Ceramic: 70
Vinyl: 1,104

H. DAYS OF SERVICE

Cleaning service will be provided once per week on Saturday or Sunday.

I. EQUIPMENT AND SUPPLIES

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

J. SCOPE OF WORK

1. Daily
   - Empty trash cans, replace liners.
   - Clean all entryway glass doors.
   - Clean inside and outside of reception window.
   - Spot clean interior windows at front entrance.
   - Sweep, dust mop, and damp mop all hard surface floors.
   - Clean, sanitize, and re-stock all restrooms:
     - Clean and disinfect all toilet fixtures
     - Clean and disinfect all sinks
     - Removal of all finger marks from walls, stalls, doors and light switches
     - Damp wipe all ledges and sills
     - Polish all stainless steel and chrome fixtures
     - Clean all mirrors
     - Damp mop all floors
     - Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
   - Clean, sanitize and re-stock break room/kitchen
     - Clean and disinfect counter tops and sink (if applicable)
     - Damp wipe, spot clean, and sanitize all tables and chairs
     - Vacuum all carpet/Sweep and Damp mop all hard floors
     - Refill soap and hand towel dispensers as needed
   - Vacuum all carpeted floors in accessible areas including, but not limited to offices, hallways, conference rooms and open areas
   - Dust/Polish all office areas, conference rooms, and common areas, including but not limited to: window sills, ledges, tables, chairs, and accessible desk areas.
   - Wipe/disinfect switch plate covers, kick plates and high touch surfaces
2. Monthly
   - Edge around walls, corners, baseboards, and under desks and other furniture
   - Clean all lights and vents (high dusting)

3. Quarterly
   - Machine scrub all vinyl floor and ceramic restroom floors

SITE SPECIFICATIONS

DNREC Ground Water Discharge Office

A. LOCATION

21309 Berlin Road, Suite 2
Georgetown, DE 19947

B. BUILDING SPECS

Usable Square Footage: -Carpet: 2,389 -VCT: 396 -Ceramic: 224 Total Usable Square Footage: 3,009

C. DAYS OF SERVICE

Cleaning service will be provided one timer per week on Friday.

D. EQUIPMENT AND SUPPLIES

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

E. SCOPE OF WORK

1. Daily

- Empty trash cans, replace liners.
- Clean all entryway glass doors.
- Sweep, dust mop, and damp mop all hard surface floors.
- Clean, sanitize, and re-stock all restrooms:
    - Clean and disinfect all toilet fixtures
    - Clean and disinfect all sinks
    - Removal of all finger marks from walls, stalls, doors and light switches
    - Damp wipe all ledges and sills
    - Polish all stainless steel and chrome fixtures
    - Clean all mirrors
    - Damp mop all floors
    - Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
- Clean, sanitize and re-stock break room/kitchen
    - Clean and disinfect counter tops and sink (if applicable)
    - Damp wipe, spot clean, and sanitize all tables and chairs
    - Vacuum all carpet
    - Sweep, dust mop, and damp mop all hard surface floors.
    - Refill soap and hand towel dispensers as needed
- Vacuum all carpeted floors in accessible areas including, but not limited to offices, hallways, conference rooms and open areas
- Dust/Polish all office areas, conference rooms, and common areas, including but not limited to: window sills, ledges, tables, chairs, and accessible desk areas.
- Wipe/disinfect switch plate covers, kick plates and high touch surfaces

2. Monthly

- Edge around walls, corners, baseboards, and under desks and other furniture
- Clean all lights and vents (high dusting)

3. Quarterly

- Buff VCT tile in kitchen and accessible back file areas
- Machine scrub ceramic tile in restrooms

SITE SPECIFICATIONS

New Castle Co. Courthouse Museum

A. LOCATION
211 Delaware St. New Castle, DE 19720

B. DAYS OF SERVICE
Cleaning services will be provided twice per week on Tuesday and Friday starting between 8-9 am.

C. EQUIPMENT AND SUPPLIES
All paper goods, soap, liners, will be provided by New Castle Court House Museum and all cleaning materials, tools, and equipment will be provided by Mid Atlantic Services.

D. SCOPE OF WORK
1. Daily

-Empty and replace liners in all receptacles

-Remove dirt/dust, and we mop all hard finished surfaces not including unfinished hardwood flooring.

-Vacuum all carpeted areas.

-Sanitize all desk, countertops, and light switches.

-Dust all surfaces under 6’ including window blinds and ledges.

-Dust and sweep all unfinished hardwood flooring.

-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

Delaware General Assembly, Sussex County

A. LOCATION

223 E Market Street
Georgetown, DE 19947

B. BUILDINGSPECS

Square Footage:

Carpet: 2,518

Vinyl/Linoleum: 128

Total Cleanable Square Feet: 2,646

C. DAYS OF SERVICE

Scope of work is for cleaning 1 times per week on Friday, after 5pm.
On state holidays, the schedule can be changed so as to complete 1 cleaning that week.
Changes in schedule will be discussed and approved by customer

All paper goods, soap, trash liners, cleaning supplies, equipment, and labor will be provided by Midi Atlantic Services, A-Team Corp.

D. SCOPE OF WORK

DAILY-1x per week

- Empty trash cans, replacing liners as needed.
- Clean all entryway glass doors.
- Clean, sanitize, and re-stock all rest rooms:
    - Clean and disinfect all toilet fixtures
    - Clean and disinfect all sinks
    - Removal of all finger marks from walls, stalls, doors and light switches
    - Damp wipe all ledges and sills
    - Polish all stainless steel and chrome fixtures
    - Clean all mirrors
    - Damp mop all floors
    - Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
- Clean, sanitize, and re-stock break room/kitchen
    - Clean and disinfect counter tops and sink
    - Damp wipe, spot clean, and sanitize all tables and chairs
    - Vacuum floor
    - Refill soap and hand towel dispensers as needed
- Vacuum clean all carpeted floors
- Dust all office areas which are free from customer belongings
- Wipe/disinfect switch plate covers, kick plates, and high touch surfaces

MONTHLY

- Wash all restroom walls and partitions
- Edge around walls, corners, baseboards, and under desks and other furniture
- Clean all lights and vents (high dusting)
-

SITE SPECIFICATIONS
Department of Labor

A. BUILDING SPECS

Square footage:
Carpet: 11,276
Vinyl: 1,188
VCT: 704

Total Cleanable Square Footage: **13,168**

B. DAYS OF SERVICE

Cleaning service will be provided 5 days per week, excluding Delaware State Holidays

C. EQUIPMENT AND SUPPLIES

All equipment, paper goods, liners, cleaning supplies, and labor will be provided by Mid-Atlantic Services, A-Team Corp.
**Mid-Atlantic Services will provide new dispensers and install them at no cost to the customer*.

D. SCOPE OF WORK

1. Daily

- Empty trash cans, replacing liners
- Clean all entryway glass doors.
- Sweep and damp mop vinyl flooring in lobby.
- Vacuum all carpet throughout building
- Clean, sanitize, and re-stock all restrooms:
    - Clean and disinfect all toilet fixtures
    - Clean and disinfect all sinks
    - Removal of all finger marks from walls, stalls, doors and light switches
    - Damp wipe all ledges and sills
    - Polish all stainless steel and chrome fixtures
    - Clean all mirrors
    - Damp mop all floors
    - Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
- Clean, sanitize and re-stock break room/kitchen
    - Clean and disinfect counter tops and sink (if applicable)
    - Damp wipe, spot clean, and sanitize all tables and chairs
    - Vacuum all carpet/Sweep and Damp mop all hard floors
    - Refill soap and hand towel dispensers as needed

2. 2x Weekly on T, Th

- Dust all office areas, including but not limited to offices, conference rooms, and common areas
- Wipe/disinfect switch plate covers, kick plates and high touch surfaces

3. Monthly

- Buff VCT flooring
- Edge around walls, corners, baseboards, and under desks and other furniture
- Clean all lights and vents (high dusting)

4. Annually

- Strip VCT Tile Floor and seal with 3 coats of wax.
- Clean and extract carpets
- Machine scrub lobby floor

SITE SPECIFICATIONS

Statewide Benefits Office

A. BUILDING SPECS

Square Footage:
Carpet: 5,208
Vinyl: 1,209
Total Cleanable Square Footage: **6,417**

B. DAYS OF SERVICE

Cleaning service will be provided 5 days per week, after 5:30 p.m., excluding Delaware State Holidays, beginning December 1, 2016.

C. EQUIPMENT AND SUPPLIES

Mid-Atlantic Services, A-Team Corp. will provide all paper, liners, toilet seat covers, chemicals, equipment, labor, and supervision. Mid-Atlantic Services will install all dispensers at no additional cost to customer.

D. SCOPE OF WORK

1. Daily

- Empty trash cans, replacing liners as needed
- Clean all entryway glass doors
- Sweep and damp mop all hard surface floors
- Clean, sanitize, and re-stock all restrooms:
    - Clean and disinfect all toilet fixtures
    - Clean and disinfect all sinks
    - Removal of all finger marks from walls, stalls, doors and light switches
    - Damp wipe all ledges and sills
    - Polish all stainless steel and chrome fixtures
    - Clean all mirrors
    - Damp mop all floors
    - Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
- Clean, sanitize and re-stock break room/kitchen
    - Clean and disinfect counter tops and sink (if applicable)
    - Damp wipe, spot clean, and sanitize all tables and chairs
    - Vacuum all carpet/Sweep and Damp mop all hard floors
    - Refill soap and hand towel dispensers as needed
- Vacuum carpeted areas in lobby, reception area, and hallways

2. 3x Weekly on Mon., Wed., Fri.

- Vacuum carpeted areas in conference rooms

3. 2x Weekly on Tues., Thurs.

- Dust all areas excluding offices
- Wipe/disinfect switch plate covers, kick plates and high touch surfaces

4. 1x Weekly on Mon.

- Clean offices:
    - Vacuum carpeted areas
    - Dust
    - Wipe/disinfect high touch surfaces

5. Monthly

- Wash all restroom walls and partitions
- Edge around walls, corners, baseboards, and under desks and other furniture

- Clean all lights and vents (high dusting)
- Clean interior windows across the front of the building

SITE SPECIFICATIONS

DSP Scale House

A. LOCATION

4580 N DuPont Hwy
Townsend, DE 19734

B. BUILDING SPECS

Carpet: 554
Concrete: 132
VCT: 616

Total Cleanable Square Footage: 1,302

C. DAYS OF SERVICE

Cleaning service will be provided two times per week, will be scheduled between the hours of 8am and 2pm, on Tuesday and Fridays

D. EQUIPMENT AND SUPPLIES

All paper goods, liners, and hand soap will be provided by the Customer.
All cleaning supplies, equipment, supervision, and labor will be provided by Mid-Atlantic Services, A-Team Corp.

E. SCOPE OF WORK

1. Daily (Tues, Fri)

- Empty trash cans, replace liners.
- Clean all entryway glass doors.
- Sweep, dust mop, and damp mop all hard surface floors.
- Broom sweep concrete floor in storage area
- Clean, sanitize, and re-stock all restrooms:
    - Clean and disinfect all toilet fixtures
    - Clean and disinfect all sinks
    - Removal of all finger marks from walls, stalls, doors and light switches
    - Damp wipe all ledges and sills
    - Polish all stainless steel and chrome fixtures
    - Clean all mirrors
    - Damp mop all floors
    - Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
- Clean, sanitize and re-stock break room/kitchen
    - Clean and disinfect counter tops and sink (if applicable)
    - Damp wipe, spot clean, and sanitize all tables and chairs
    - Vacuum all carpet
    - Sweep, dust mop, and damp mop all hard floors
    - Damp wipe inside and out of all appliances
    - Refill soap and hand towel dispensers as needed
- Vacuum all carpeted floors in accessible areas including, but not limited to offices, hallways, conference rooms, stairwells, and open areas
- Dust/Polish all office areas, conference rooms, and common areas, including but not limited to: blinds, window sills, ledges, tables, chairs, and accessible desk areas.
- Wipe/disinfect switch plate covers, kick plates and high touch surfaces

2. **Monthly**
   - Remove dirt/debris from all surfaces over 6', including but not limited to:
     - -All high edging, walls, and corners to remove all cobwebs and debris
     - -Remove all dust from outside of vents and returns
     - -Door casings
     - -Fire alarm bells and security sensors
     - -Tops of book cases and cabinets as well as high shelving
     - -Damp wipe all surfaces too heavily soiled for dusting
   - Edge around walls, corners, baseboards, and under desks and other furniture
   - Clean all lights and vents

SITE SPECIFICATIONS

Smyrna Adult Day Center

A. LOCATION

669 S Carter Road, Suite 3
Sunnyside Village Center
Smyrna, DE 19977

B. BUILDING SPECS

VCT: 2100
Total Cleanable Square Footage: 2,100

C. DAYS OF SERVICE

Cleaning service will be provided 2 days per week, after 12:30pm and before close of business at 4pm (days of service TBD)

D. EQUIPMENT AND SUPPLIES

All paper goods, liners, hand soap, cleaning supplies, equipment, supervision, and labor will be provided by Mid-Atlantic Services, A-Team Corp.

E. SCOPE OF WORK

1. Daily (2x per week)

- Empty trash cans, replace liners.
- Clean all entryway glass doors.
- Vacuum all common area floors with backpack style vacuum
- Clean, sanitize, and re-stock all restrooms:
    - Clean and disinfect all toilet fixtures
    - Clean and disinfect all sinks
    - Clean and disinfect showers
    - Removal of all finger marks from walls, stalls, doors and light switches
    - Damp wipe all ledges and sills
    - Polish all stainless steel and chrome fixtures
    - Clean all mirrors
    - Sweep and damp mop all floors
    - Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
- Clean, sanitize and re-stock break room/kitchen
    - Clean and disinfect counter tops and sink (if applicable)
    - Damp wipe, spot clean, and sanitize all tables and chairs
    - Vacuum all floors with backpack style vacuum
    - Damp Mop all floors
    - Refill soap and hand towel dispensers as needed
- Vacuum all floors in accessible areas including, but not limited to offices, hallways, conference rooms and open areas with backpack style vacuum
- Dust/Polish all office areas, conference rooms, and common areas, including but not limited to: window sills, ledges, tables, chairs, and accessible desk areas.
- Wipe/disinfect switch plate covers, kick plates and high touch surfaces

2. Monthly

- Remove dirt/debris from all surfaces over 6', including but not limited to:
    - -All high edging, walls, and corners to remove all cobwebs and debris

    - -Remove all dust from outside of vents and returns
    - -Door casings
    - -Fire alarm bells and security sensors
    - -Tops of book cases and cabinets as well as high shelving
    - -Damp wipe all surfaces too heavily soiled for dusting
- Edge around walls, corners, baseboards, and under desks and other furniture
- Clean all lights and vents
- Spray buff traffic area VCT tile floors (common areas, restrooms, breakrooms, etc)
- Wipe down refrigerator, inside and out*

  *Task will be set on a schedule, at the convenience of the customer.
  Staff to remove all food that is not to be discarded

3. Yearly

- Strip all VCT tile floors and seal with 3 coats of wax (i.e. October)
- Scrub all VCT tile floors and re-seal with wax (i.e. April)

SITE SPECIFICATIONS
Delaware Department of Transportation

A. LOCATION

23697 DuPont Blvd.
Georgetown, DE 19947

B. BUILDING SPECS

Cleanable square footage:
Carpet: 6,936
VCT: 3,402
Ceramic: 592
Total Cleanable Square Footage: **10,930**

C. DAYS OF SERVICE

Cleaning service will be provided 5 days per week, M-F, after 5 p.m., excluding Delaware State Holidays

D. EQUIPMENT AND SUPPLIES

All trash liners, hand soap, and paper goods will be provided by the customer.
All equipment, cleaning supplies, supervision, and labor will be provided by Mid-Atlantic Services, A-Team Corp.

E. SCOPE OF WORK

1. Daily

- Empty trash cans, replace liners.
- Clean all entryway glass doors.
- Sweep and damp mop all VCT floors, including, but not limited to hallways, offices, and break areas.
- Vacuum break room that is carpeted
- Clean, sanitize, and re-stock all restrooms:
    - Clean and disinfect all toilet fixtures
    - Clean and disinfect all sinks
    - Removal of all finger marks from walls, stalls, doors and light switches
    - Damp wipe all ledges and sills
    - Polish all stainless steel and chrome fixtures
    - Clean all mirrors
    - Damp mop all floors
    - Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
- Clean, sanitize and re-stock break rooms/kitchen
    - Clean and disinfect counter tops and sink (if applicable)
    - Damp wipe, spot clean, and sanitize all tables and chairs
    - Vacuum all carpet/Sweep and damp mop all hard floors
    - Refill soap and hand towel dispensers as needed

2. 3x Weekly on M, W, F

- Vacuum all carpeted floors in accessible areas including, but not limited to offices, hallways, conference rooms and open areas

3. 2x Weekly on T, Th

- Dust/Polish all office areas, conference rooms, and common areas, including, but not limited to window sills, ledges, tables, chairs, and accessible desk areas.
- Wipe/disinfect switch plate covers, kick plates and high touch surfaces

4. Monthly

- Wash all restroom walls and partitions
- Edge around walls, corners, baseboards, and under desks and other furniture
- Clean all lights and vents (high dusting)

5. Quarterly

- Machine scrub ceramic restroom floors

SITE SPECIFICATIONS

Troop 6

A. LOCATION

3301 Kirkwood Hwy
Wilmington, DE 19808

B. BUILDING SPECS

Usable Sq. Ft:
Carpet: 3,272
VCT Tile: 1,990
Concrete: 654
Laminate: 48
Ceramic: 1,405
Total Cleanable Square Feet: 7,369

D. DAYS OF SERVICE

Cleaning service will be provided 5 days per week, beginning between 9am and 10am, Monday thru Friday, including all holidays.

E. EQUIPMENT AND SUPPLIES

All paper goods, soap, and trash liners to be provided by customer.
All labor, cleaning materials, tools, and equipment will be provided by Mid-Atlantic Services.

F. SCOPE OF WORK

1. DAILY (5x per week, Monday-Friday)

- Empty trash cans, replacing liners as needed.
- Cleaning interior entry door glass to remove fingerprints, etc.
- Sweeping and dust mopping of all hard surface floors.
- Wet mopping of hard surface floors in entranceways, lobby, break room(s), and all restrooms
- Vacuuming of high traffic areas
- Cleaning, re-stocking, and disinfecting of all restrooms
- Disinfecting of all benches, toilets, and fixtures in cell areas
- Cleaning and Disinfecting of all countertops and tables in break/kitchen area
- Sweeping and damp mopping of all lower level concrete floors including, by not limited to, hallway, PT area, and cell areas
- Damp wipe/disinfect telephones, chair arms, and desk spaces which are free from personal belongings.

2. 3x PER WEEK – Mon, Wed, Fri (or as necessary i.e. spills, construction, etc.)

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

3. 2x PER WEEK – Tues, Thu

- Dusting/Polishing of hallways and entrances, including but not limited to: window sills, ledges, tables and chairs.

- Dusting/Polishing of office areas and conference/training rooms, including by not limited to: window sills, ledges, tables, chairs, and accessible desk areas

4. 1x PER WEEK

- At end of shift each Friday, count paper products, trash liners, and hand soap in storage area and supply this information to customer for accurate inventory order.
- Clean and sanitize all cells and holding areas including holding area at front desk (this task will need to performed as cells are empty, so will not always be able to be done on a specific day. All cells will be cleaned each week)

5. MONTHLY

- Clean and sanitize all restroom walls and partitions, from floor to ceiling
- Clean lights/vents (high dusting)
- Edge around walls, corners, baseboards, and under desks and other furniture.

6. SEMI-ANNUALLY

- Machine scrub all concrete, vinyl, and ceramic tile floors

7. ANNUALLY

- Strip all VCT Tile Floors and seal with 3 coats of wax. (1x per year in Spring)
- Scrub/Recoat VCT Tile Floors (1x per year in Fall)
- Clean and Extract all Carpets (1x per year in Spring)

SITE SPECIFICATIONS
Office of the Public Defender

A. LOCATION

116 W. Market St.
Georgetown, DE 19947

B. BUILDING SPECS

Carpet: 428
Vinyl: 429
Hardwood: 2,046
Total Cleanable Square Footage: 2,903

C. DAYS OF SERVICE

Cleaning service will be provided during business hours, 5 times per week, Monday thru Friday, excluding State of Delaware Holidays.

D. EQUIPMENT AND SUPPLIES

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

E. SCOPE OF WORK

1. Daily

- Sweeping, dust mopping, and wet mopping (uncarpeted areas)
    - Vestibules, lobbies, and entries (interior and exterior)
    - Corridors
    - Stairwells, stairs, and landings (interior)
    - Elevators and elevator vestibules
    - Offices (administrative and clerical) and classrooms
    - Coatrooms, lunch rooms, and conference rooms
    - Labs and preparation rooms
    - Computer rooms
    - Vending machine rooms
    - Exterior stairs and loading platforms, and patio areas
- Wet mopping
    - All tile, wooden or hard surface floors
        - Wet Mopping Standards:
            - After dust mopping, all floors shall be cleaned by wet mopping, using quaternary ammonium germicide and shall be free from streaks, stains, and film from dirt or soap. There shall be no splashes on walls, baseboards, furniture and furnishings. Wet mopping is also required on all stairwells, stairs, stair landings, and elevator hard floors. Mops and water must be clean.
- Polishing
    - Clean and polish all brass and stainless steel, i.e.: railings, elevators, door knobs, plumbing fixtures, kick plates, etc.

2. **3x Weekly (Mon, Wed, Fri or as necessary)**

- Vacuuming (carpeted areas)
    - Vestibules, lobbies and entrances (interior and exterior)
    - Corridors

3. **2x Weekly (Tues, Thurs)**

- Dust all office areas, including but not limited to offices, hallways, conference rooms, and common areas.
- Wipe/disinfect switch plate covers, kick plates, and high touch surfaces

4. **Weekly**

- Trash Collection- Trash will be picked up once per week and disposed of in an off-site location by MAS staff.

5. **Quarterly**

- High Dusting-Remove dirt/debris from all surfaces over 6'
  Including but not limited to:
    - All high edging, walls, and corners to remove all cobwebs and debris
    - Remove all dust from outside of vents and returns
    - Door casings
    - Window blinds
    - Fire alarm bells and security sensors
    - Tops of book cases and cabinets as well as high shelving
    - Clean light covers, remove all dust, debris and bugs from lights
    - Damp Wipe all surfaces too heavily soiled for dusting
- Edge under and around all desks, filing cabinets, plants. baseboards, etc. with vacuum. (Make sure wires under desks are vacuumed.)
    - -Use backpack vacuum
    - -Edge around walls and corners
    - -Dust all baseboards with baseboard duster
    - -Damp Wipe all surfaces too heavily soiled for dusting

- Clean lights and vents
    - Dust and clean outside of all vents and returns
    - Clean and remove all debris from light fixtures (bugs, paper, dust)

SITE SPECIFICATIONS
DSP Aviation South

A. LOCATION

Georgetown Airport
20 Rudder Lane
Georgetown, DE 19947

B. BUILDING SPECS

Carpet: 1,572
VCT: 1,026

Total Cleanable Square Footage: 2,598

C. DAYS OF SERVICE

Cleaning service will be provided one time per week, will be scheduled between the hours of 8am and 2pm (on day to be determined at a later date, at convenience of customer)

D. EQUIPMENT AND SUPPLIES

All paper goods, liners, and hand soap will be provided by the Customer.
All cleaning supplies, equipment, supervision, and labor will be provided by Mid-Atlantic Services, A-Team Corp.

E. SCOPE OF WORK

1. Daily (one day per week, day TBD)

- Empty trash cans, replace liners.
- Clean all entryway glass doors.
- Sweep, dust mop, and damp mop all hard surface floors.
- Clean, sanitize, and re-stock all restrooms:
  - Clean and disinfect all toilet fixtures
  - Clean and disinfect all sinks
  - Clean and disinfect showers
  - Removal of all finger marks from walls, stalls, doors and light switches
  - Damp wipe all ledges and sills
  - Polish all stainless steel and chrome fixtures
  - Clean all mirrors
  - Damp mop all floors
  - Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
- Clean, sanitize and re-stock break room/kitchen
  - Clean and disinfect counter tops and sink (if applicable)
  - Damp wipe, spot clean, and sanitize all tables and chairs
  - Vacuum all carpet
  - Sweep, dust mop, and damp mop all hard floors
  - Damp wipe inside and out of all appliances
  - Refill soap and hand towel dispensers as needed
- Vacuum all carpeted floors in accessible areas including, but not limited to offices, hallways, conference rooms and open areas
- Dust/Polish all office areas, conference rooms, and common areas, including but not limited to: blinds, window sills, ledges, tables, chairs, and accessible desk areas.
- Wipe/disinfect switch plate covers, kick plates and high touch surfaces

2. Monthly

- Remove dirt/debris from all surfaces over 6', including but not limited to:
  - -All high edging, walls, and corners to remove all cobwebs and debris
  - -Remove all dust from outside of vents and returns
  - -Door casings
  - -Fire alarm bells and security sensors
  - -Tops of book cases and cabinets as well as high shelving
  - -Damp wipe all surfaces too heavily soiled for dusting
- Edge around walls, corners, baseboards, and under desks and other furniture
- Clean all lights and vents

SITE SPECIFICATIONS
DSP Aviation North

LOCATION

Summit Aviation
4 Trooper Way
Middletown, DE 19709

BUILDING SPECS

Carpet: 1,188
Linoleum: 235

Total Cleanable Square Footage: 1,423

DAYS OF SERVICE

Cleaning service will be provided one time per week, will be scheduled between the hours of 8am and 2pm (day to be decided at a later date, at convenience of customer)

EQUIPMENT AND SUPPLIES

All paper goods, liners, and hand soap will be provided by the Customer.
All cleaning supplies, equipment, supervision, and labor will be provided by Mid-Atlantic Services, A-Team Corp.

SCOPE OF WORK

Daily (one day per week, TBD)

- Empty trash cans, replace liners.
- Clean all entryway glass doors.
- Sweep, dust mop, and damp mop all hard surface floors.
- Clean, sanitize, and re-stock all restrooms:
    - Clean and disinfect all toilet fixtures
    - Clean and disinfect all sinks
    - Clean and disinfect showers
    - Removal of all finger marks from walls, stalls, doors and light switches
    - Damp wipe all ledges and sills
    - Polish all stainless steel and chrome fixtures
    - Clean all mirrors
    - Damp mop all floors
    - Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
- Clean, sanitize and re-stock break room/kitchen
    - Clean and disinfect counter tops and sink (if applicable)
    - Damp wipe, spot clean, and sanitize all tables and chairs
    - Vacuum all carpet
    - Sweep, dust mop, and damp mop all hard floors
    - Damp wipe inside and out of all appliances
    - Refill soap and hand towel dispensers as needed
- Vacuum all carpeted floors in accessible areas including, but not limited to offices, hallways, conference rooms and open areas
- Dust/Polish all office areas, conference rooms, and common areas, including but not limited to: blinds, window sills, ledges, tables, chairs, and accessible desk areas.
- Wipe/disinfect switch plate covers, kick plates and high touch surfaces

Monthly

- Remove dirt/debris from all surfaces over 6', including but not limited to:
  - -All high edging, walls, and corners to remove all cobwebs and debris
  - -Remove all dust from outside of vents and returns
  - -Door casings
  - -Fire alarm bells and security sensors
  - -Tops of book cases and cabinets as well as high shelving
  - -Damp wipe all surfaces too heavily soiled for dusting
- Edge around walls, corners, baseboards, and under desks and other furniture
- Clean all lights and vents

SITE SPECIFICATIONS
Insurance Benefits Office

LOCATION

97 Commerce Way, Suite 201

Dover, DE 19904

BUILDING SPECS

Square Footage:
Carpet: 1,448
Vinyl: 801
Total Cleanable Square Footage: **2,249**

DAYS OF SERVICE

Cleaning service will be provided 5 days per week, after 5:30 p.m., excluding Delaware State Holidays, beginning July 1, 2017.

EQUIPMENT AND SUPPLIES

Mid-Atlantic Services, A-Team Corp. will provide all paper, liners, toilet seat covers, chemicals, equipment, labor, and supervision. Mid-Atlantic Services will install all dispensers at no additional cost to customer.

SCOPE OF WORK

Daily

- Empty trash cans, replacing liners as needed
- Clean all entryway glass doors
- Sweep and damp mop all hard surface floors
- Clean, sanitize, and re-stock all restrooms:
    - Clean and disinfect all toilet fixtures
    - Clean and disinfect all sinks
    - Removal of all finger marks from walls, stalls, doors and light switches
    - Damp wipe all ledges and sills
    - Polish all stainless steel and chrome fixtures
    - Clean all mirrors
    - Damp mop all floors
    - Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
- Clean, sanitize and re-stock break room/kitchen
    - Clean and disinfect counter tops and sink (if applicable)
    - Damp wipe, spot clean, and sanitize all tables and chairs
    - Vacuum all carpet/Sweep and Damp mop all hard floors
    - Refill soap and hand towel dispensers as needed
- Vacuum carpeted areas in lobby, reception area, and hallways

3x Weekly on Mon., Wed., Fri.

- Vacuum carpeted areas in conference rooms

2x Weekly on Tues., Thurs.

- Dust all areas excluding offices
- Wipe/disinfect switch plate covers, kick plates and high touch surfaces

1x Weekly on Mon.

- Clean offices:
    - Vacuum carpeted areas
    - Dust
    - Wipe/disinfect high touch surfaces

Monthly

- Wash all restroom walls and partitions
- Edge around walls, corners, baseboards, and under desks and other furniture
- Clean all lights and vents (high dusting)
- Clean interior windows across the front of the building

SITE SPECIFICATIONS
Division of Developmental Disabilities Services

LOCATION

1052,1054, and 1056 S. Governor's Ave.

Dover, DE 19904

BUILDING SPECS

1052 bldg.: **2,586**
1054 bldg.: **5,124**
1056 bldg.: **5,124**
Total Cleanable Square Footage: **12,834**

DAYS OF SERVICE
Cleaning service will be provided 5 days per week, after 5:30 pm, excluding Delaware State Holidays

EQUIPMENT AND SUPPLIES
All equipment, paper goods, liners, cleaning supplies, and labor will be provided by Mid-Atlantic Services, A-Team Corp.

SCOPE OF WORK

Daily

- Empty trash cans, replacing liners as needed.
- Clean all entryway glass doors.
- Sweep and damp mop all hard surface floors
- Clean, sanitize, and re-stock all restrooms:
    - Clean and disinfect all toilet fixtures
    - Clean and disinfect all sinks
    - Removal of all finger marks from walls, stalls, doors and light switches
    - Damp wipe all ledges and sills
    - Polish all stainless steel and chrome fixtures
    - Clean all mirrors
    - Damp mop all floors
    - Replenish all restroom towels, tissues, sanitary napkins, toilet seat covers, and hand soap
- Clean, sanitize and re-stock break room/kitchen
    - Clean and disinfect counter tops and sink (if applicable)
    - Damp wipe, spot clean, and sanitize all tables and chairs
    - Vacuum all carpet/Sweep and Damp mop all hard floors
    - Refill soap and hand towel dispensers as needed

3x Weekly on M, W, F

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

2x Weekly on T, Th

- Dust all office areas, including but not limited to offices, conference rooms, and common areas
- Wipe/disinfect switch plat covers, kick plates and high touch surfaces

Monthly

- Edge around walls, corners, baseboards, and under desks and other furniture
- Clean all lights and vents (high dusting)

SITE SPECIFICATIONS
DNREC ERB – Kent County

LOCATION
155 Commerce Way
Suite B
Dover, DE 19901

BUILDING SPECS
Total Cleanable Square Footage: **3000**

DAYS OF SERVICE
Cleaning service will be provided once per week, on Thursdays, during regular business hours. Cleaning services will be rescheduled during the same week when scheduled cleaning falls on a State of Delaware holiday.

EQUIPMENT AND SUPPLIES
All hand soap, paper goods, and liners, will be provided by DNREC ERB. All equipment, cleaning supplies, and labor will be provided by Mid-Atlantic Services, A-Team Corp.

SCOPE OF WORK
Daily

- Empty trash cans, replace liners.
- Clean all entryway glass doors.
- Sweep, dust mop, and damp mop all hard surface floors.
- Clean, sanitize, and re-stock all restrooms:
    - Clean and disinfect all toilet fixtures
    - Clean and disinfect all sinks
    - Clean and disinfect all showers
    - Clean all partitions, including hi-low areas
    - Remove all finger marks, dirt, and debris from walls, stalls, doors and light switches
    - Damp wipe all ledges and sills
    - Polish all stainless steel and chrome fixtures
    - Clean all mirrors
    - Damp mop all floors
    - Replenish all restroom towels, tissues, toilet seat covers, and hand soap
    - Empty trash cans, replace liners
- Clean, sanitize and re-stock break room:
    - Clean and disinfect counter tops and sink (if applicable)
    - Damp wipe, spot clean, and sanitize all tables and chairs
    - Vacuum all carpet
    - Sweep, dust mop, and damp mop all hard floors
    - Refill soap and hand towel dispensers as needed
    - Empty trash cans, replace liners
- Vacuum all carpeted floors in accessible areas including, but not limited to offices, hallways, conference rooms and open areas
- Dust/Polish all office areas, conference rooms, and common areas, including but not limited to: blinds, window sills, ledges, tables, chairs, and accessible desk areas.
- Wipe/disinfect switch plate covers, kick plates and high touch surfaces

Monthly

- Remove dirt/debris from all surfaces over 6', including but not limited to:
    - All high edging, walls, and corners to remove all cobwebs and debris
    - Door casings
    - Fire alarm bells and security sensors
    - Tops of book cases and cabinets as well as high shelving
    - Damp wipe all surfaces too heavily soiled for dusting
- Edge around walls, corners, baseboards, and under desks and other furniture
- Wipe clean outside of all lights, vents, and returns

Floor Maintenance Annually:

- Clean and extract carpeted flooring
- Machine Scrub VCT tile flooring and recoat with 3 coats of wax
- Strip VCT tile flooring and seal with 3 coats of wax.

SITE SPECIFICATIONS

DNREC Financial Services

LOCATION

97 Commerce Way, Suite 106
Dover, DE 19901

BUILDING SPECS

Usable Square Footage:
-Carpet: 10,894
-VCT: 252
-Ceramic: 320
Total Cleanable Square Footage: **11,466**

DAYS OF SERVICE

Scope of work is for cleaning 5 times per week, excluding State of Delaware holidays, after 5 p.m.

EQUIPMENT AND SUPPLIES

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

Mid-Atlantic Services will provide and install dispensers if needed to accommodate paper goods supplied by MAS.

SCOPE OF WORK

Daily

- Empty trash cans, replace liners.
- Clean all entryway glass doors throughout entire building.
- Clean reception area glass.
- Sweep, dust mop, and damp mop all hard surface floors.
- Clean, sanitize, and re-stock all restrooms:
    - Clean and disinfect all toilet fixtures
    - Clean and disinfect all sinks
    - Clean all partitions, including hi-low areas
    - Remove all finger marks, dirt, and debris from walls, stalls, doors and light switches
    - Damp wipe all ledges and sills
    - Polish all stainless steel and chrome fixtures
    - Clean all mirrors
    - Damp mop all floors
    - Replenish all restroom towels, tissues, toilet seat covers, and hand soap
    - Empty trash cans, replace liners
- Clean, sanitize and re-stock break room/ coffee stations:
    - Clean and disinfect counter tops and sink (if applicable)
    - Damp wipe, spot clean, and sanitize all tables and chairs
    - Vacuum all carpeted areas
    - Sweep, dust mop, and damp mop all hard floors
    - Refill soap and hand towel dispensers as needed
    - Empty trash cans, replace liners

3x Weekly on M, W, F

- Vacuum all carpeted floors in accessible areas including, but not limited to offices, hallways, conference rooms, file rooms and open areas

2x Weekly on T, TH

- Dust/Polish all office areas, conference rooms, file rooms and common areas, including but not limited to: window sills, ledges, tables, chairs, and accessible desk areas.
- Wipe/disinfect switch plate covers, kick plates and high touch surfaces

Monthly

- Wash all restroom walls and partitions
- Clean horizontal window in office areas, including dusting/wiping sills and trim
- Remove dirt/debris from all surfaces over 6', including but not limited to:
    - All high edging, walls, and corners to remove all cobwebs and debris
    - Door casings
    - Fire alarm bells and security sensors
    - Tops of book cases and cabinets as well as high shelving
    - Damp wipe all surfaces too heavily soiled for dusting
- Edge around walls, corners, baseboards, and under desks and other furniture
- Wipe clean outside of all lights, vents, and returns

Quarterly

- Dust window blinds and vacuum fabric furniture
- Clean all exterior windows

Floor Maintenance:

- Machine scrub ceramic tile in restrooms quarterly
- Scrub and recoat VCT tile with 2 coats of wax 3x per year
- Strip, seal, and wax VCT tile with 3 coats of wax 1x per year
- Clean and extract carpeted flooring 1x per year*

SITE SPECIFICATIONS

DNREC Environmental Services

LOCATION

97 Commerce Way, Suite 200
Dover, DE 19901

BUILDING SPECS

Usable Square Footage:
-Carpet: 2,346
-VCT: 190
-Ceramic: 264
Total Cleanable Square Footage: **2,800**

DAYS OF SERVICE

Scope of work is for cleaning 5 times per week, excluding State of Delaware holidays, after 5 p.m.

EQUIPMENT AND SUPPLIES

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

Mid-Atlantic Services will provide and install dispensers if needed to accommodate paper goods supplied by MAS.

SCOPE OF WORK

Daily

- Empty trash cans, replace liners.
- Clean all entryway glass doors throughout entire building.
- Clean reception area glass.
- Sweep, dust mop, and damp mop all hard surface floors.
- Clean, sanitize, and re-stock all restrooms:
    - Clean and disinfect all toilet fixtures
    - Clean and disinfect all sinks
    - Clean all partitions, including hi-low areas
    - Remove all finger marks, dirt, and debris from walls, stalls, doors and light switches
    - Damp wipe all ledges and sills
    - Polish all stainless steel and chrome fixtures
    - Clean all mirrors
    - Damp mop all floors
    - Replenish all restroom towels, tissues, toilet seat covers, and hand soap
    - Empty trash cans, replace liners
- Clean, sanitize and re-stock break room/ coffee stations:
    - Clean and disinfect counter tops and sink (if applicable)
    - Damp wipe, spot clean, and sanitize all tables and chairs
    - Vacuum all carpeted areas
    - Sweep, dust mop, and damp mop all hard floors
    - Refill soap and hand towel dispensers as needed
    - Empty trash cans, replace liners

3x Weekly on M, W, F

- Vacuum all carpeted floors in accessible areas including, but not limited to offices, hallways, conference rooms, file rooms and open areas

2x Weekly on T, TH

- Dust/Polish all office areas, conference rooms, file rooms and common areas, including but not limited to: window sills, ledges, tables, chairs, and accessible desk areas.
- Wipe/disinfect switch plate covers, kick plates and high touch surfaces

Monthly

- Wash all restroom walls and partitions
- Clean horizontal window in office areas, including dusting/wiping sills and trim
- Remove dirt/debris from all surfaces over 6', including but not limited to:
    - All high edging, walls, and corners to remove all cobwebs and debris
    - Door casings
    - Fire alarm bells and security sensors
    - Tops of book cases and cabinets as well as high shelving
    - Damp wipe all surfaces too heavily soiled for dusting
- Edge around walls, corners, baseboards, and under desks and other furniture
- Wipe clean outside of all lights, vents, and returns

Quarterly

- Dust window blinds and vacuum fabric furniture
- Clean all interior windows

Floor Maintenance:

- Machine scrub ceramic tile in restrooms quarterly
- Scrub and recoat VCT tile with 2 coats of wax 3x per year
- Strip, seal, and wax VCT tile with 3 coats of wax 1x per year
- Clean and extract carpeted flooring 1x per year*