

**ATTACHMENT A**  
**SOLICITATION NO. 0900000493**

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

**PURPOSE**

The Contract is awarded by the Office of Management and Enterprise Services to establish a professional executive style Janitorial contract to service nineteen (19) managed buildings by Capitol Assists Management (CAM), Office of Facility Management, (OFM) Office of Management and Enterprise Services (OMES).

**1. Contract Term and Renewal Options**

The initial Contract term, which begins on the July 1, 2021, will run for one calendar year from that date through June 30, 2022. Contract will have options to renew for up to three (3) additional one (1) year periods after the initial contract term.

**2. Contract Specifications**

**A. Obligations of Supplier**

**I. Daily Mandatory Cleaning**

- a. Cleaning all Lobbies – and Lobby restrooms at the start of the day. Cleaning glass, hard surface and walk off mats
- b. Cleaning all restrooms before 11:00am including fixtures, wall tile, floors and mirrors
- c. Cleaning Kitchenettes and break area counter tops, sinks, walls, tables and floors
- d. Restocking paper products and soap in restrooms and kitchenettes/break rooms
- e. Empty waste baskets (replace liners as needed) and remove trash to designated disposal area.
- f. Clean drinking fountains with non-abrasive cleaner
- g. Tenant Work Orders shall be completed upon receipt and shall not follow any schedule unless otherwise approved.

**II. Weekly Mandatory Cleaning**

- a. Vacuuming all carpet and rugs, spot clean stains.
- b. Sweep hard surface flooring with dust mop and spot damp mop to remove spillage or stains.

- c. Dust horizontal and vertical surfaces, doors, door frames, walls, grills, ledges, handrails, etc. Do not disturb papers or materials left on surfaces.
- d. Glass surfaces shall be cleaned without streaks or fog
- e. Diamond buffing floors
- f. Sweep landings, steps and ramps adjacent to the entrances and spot mop as necessary to maintain clean appearance.
- g. Remove litter and debris from designated areas.
- h. After sweeping and damp mopping, all floors shall be clean and free of dirt streaks. No dirt shall be left in corners, under furniture, behind doors or on stair landings or treads. Likewise, sidewalks, entrances and other assigned areas shall be swept clean of all dirt and trash.

### **III. Afternoon Porter Service**

- a. Supplier shall provide a day matron or porter who performs cleaning services in restrooms and Lobbies: Checking cleanliness of lobbies and restrooms and stocking paper products.

### **IV. Annual Floor Cleaning and Extra Service**

- a. Supplier will provide annual Carpet Cleaning and Hard Surface Stripping and Waxing of floors using commercial grade carpet and floor cleaners.
- b. Supplier will provide Extra Floor cleaning as needed.
- c. It shall be the Supplier's responsibility to implement immediate cleaning procedures in any area where visible appearance does not meet the standards of the contract at no charge to Capital Assets Management (CAM), Office of Facilities Management (OFM).
- d. As Needed Janitorial Service shall be available between 7:00 am and 5:00 pm.

### **V. Extra Disinfecting (as needed)**

- a. Disinfecting the reception counters, elevator buttons, door handles and light switches twice a day.
- b. Clean door handles leading into and out of hallways, lobbies, large suite areas, break/kitchen areas and restroom door push plates.
- c. Stair handrails are sanitized a minimum of once a week.