

**GREENSBORO HOUSING AUTHORITY**

**REQUEST FOR PROPOSALS**

**FOR**

**JANITORIAL SERVICES**

**FOR**

**PUBLIC HOUSING COMMUNITY BUILDINGS**

**(Five Properties)**

**September 2015**

GREENSBORO HOUSING AUTHORITY  
Request for Proposals  
JANITORIAL SERVICES  
For  
PUBLIC HOUSING COMMUNITY BUILDINGS  
September 2015

**Introduction**

The Greensboro Housing Authority (GHA) issues this Request for Proposals (RFP) from qualified contractors to provide labor and equipment for janitorial services at five (5) GHA public housing community buildings. The contractor(s) or individual(s) doing so is automatically agreeing to abide by all terms and conditions listed herein and with the following attachments. GHA is currently operating under the HUD mandated asset management system. As part of the management system GHA has organized its public housing communities into regions. In order to comply with this management system GHA is requesting each property be bid independently as separate proposals. Breaking this RFP into smaller units not only furthers the requirements of asset management but it also affords small and minority businesses the opportunity to participate in GHA’s procurement. Depending on the proposals received GHA intends to issue one contract for each property for the contract period, **November 1, 2015 through October 31, 2016 (12 months) with two one-year extension options.**

**RFP Information At A Glance**

Housing Authority Contact	John Brittain Telephone: (336)303-3225 Email <a href="mailto:jbrittain@gha-nc.org">jbrittain@gha-nc.org</a>
How To Obtain Required HUD Documents	<ol style="list-style-type: none"> <li>1. Access <a href="http://www.gha-nc.org">www.gha-nc.org</a></li> <li>2. Select Vendors</li> <li>3. Select Current Bids/Requests for Proposal</li> <li>4. Select HUD Forms required for RFP</li> </ol>
Pre-Proposal Conference	Date: Wednesday September 30, 2015 Time: 10AM-11AM Location: 450 N Church St, Greensboro, NC 27401
How to Submit RFP Proposal(s)	As outlined on page 9, proposals should be submitted in sealed envelopes and delivered to: Attn: John Brittain 450 N Church Street Greensboro, NC 27401
Proposal Submittal Deadline	2 PM – Tuesday October 13, 2015
Tentative Notification of Award Date	Wednesday October 21, 2015

## **Scope of Services - Hampton Homes and Hickory Trails**

GHA is seeking janitorial services for two (2) public housing facilities noted above. The contractor shall be responsible to provide labor and equipment, and GHA will provide all cleaning and paper products to accomplish the following work.

**Janitorial services are to be performed 5 days a week Monday through Friday.** Friday could potentially be substituted for Saturday or Sunday at the approval of the Property Manager. Janitorial services are to be performed after close of business, 5:30 PM, and before opening, 8 AM, unless otherwise specified by the Property Manager. Janitorial personnel will be required to perform routine cleaning tasks to maintain all offices areas, the lobby area, bathrooms, common areas (game room, laundry, elevators, etc.) stairways, and exterior grounds among others.

In addition to the duties as defined on the Attachment A “Janitorial Services Scope of Services Checklist for Hampton Homes and Hickory Trails”, following are the cleaning services required:

1. The following tasks will be performed daily:
  - a. Hard surface floors will be swept and/or mopped with dust-control treated mops or other effective tools, **and spray buffed as needed**. Floors are to be left clean and dust-free.
  - b. Carpets will be vacuumed and spot-cleaned where necessary. Spills will be removed where needed.
  - c. Kitchen areas will be damp-mopped.
  - d. Restrooms will be swept, mopped, and rinsed with a disinfectant detergent.
  - e. All fixtures, commodes, etc. are to be cleaned and sanitized. Sanitary napkin receptacles are to be cleaned and sanitized.
  - f. Towel and tissue receptacles, and toilet seat covers will be filled from GHA stock.
  - g. Hand soap dispensers will be filled from GHA stock.
  - h. Stall partitions and tile walls will be cleaned.
  - i. All fittings and supply pipes will be kept clean.
  - j. Mirrors will be cleaned.
  - k. Spots, stains, and splashes will be removed from wall areas adjacent to hand basins, **and all stainless steel areas**.
  - l. Floor drains will be kept clear and free from debris.
  - m. Handrails in stairwells are to be dusted and cleaned, if applicable.
  - n. Waste receptacles are to be emptied and waste placed into dumpster.
  - o. All recycled bins are to be emptied into the 96 gallon trash cans and be placed on the curb Monday – Thursday. (The 96 gallon trash cans are not placed on the curb on Friday evenings).
  - p. All office furniture, including but not limited to desks, filing cabinets (including tops), bookcases, chairs, and tables, is to be dusted. Letter files, telephones, and other items are to be moved, dusted under, and returned to their original position.
  - q. Windowsills, low ledges, picture frames, etc., are to be dusted.
  - r. Tables and chairs in lounges and kitchens are to be damp-wiped.

- s. Entrance door glass/**hardware and doors to offices and restrooms are to be cleaned.**
- t. Smudges are to be removed from partition glass.
- u. Counter tops and exteriors of kitchen appliances are to be wiped clean.
- v. Drinking fountains are to be cleaned and sanitized.
- w. Janitorial closets will be kept neat, clean, and odor-free.
- x. A minimum of lighting is to be used while working. All lights are to be turned off when nightly cleaning is completed.
- y. Sweep outside front door and pickup litter **and empty trash receptors** within five feet (5) of the door.
- z. Tables and chairs in lounges and kitchens are to be damp-wiped.

2. The following tasks are to be performed weekly:

- a. Tile floors and stairwells are to be damp mopped and spray buffed.
- b. Baseboards are to be cleaned.
- c. All Venetian blinds are to be dusted or cleaned.
- d. Kick plates and light switches are to be kept clean.

3. The following tasks are to be performed quarterly:

- a. Tile floors are to be cleaned, buffed, and waxed. (Please notify Property Manager when task will be done)
- b. Wastebaskets are to be cleaned inside and out.
- c. Stoves and refrigerators will be cleaned inside and out. All old food items will be removed and placed in trash receptacles.
- d. All interior sides of windows will be cleaned.
- e. All air registers will be dusted.

4. The following services will be provided at GHA's request:

- a. Carpets will be shampooed as requested.
- b. Additional stripping, waxing, and buffing of floors will be performed as requested.
- c. Additional follow up cleaning after GHA functions as requested.

5. Janitorial personnel will be expected to conduct themselves in accordance with the following guidelines:

- a. No vehicles are to be parked in reserved spaces.
- b. Janitorial personnel will be considerate of GHA personnel working late in the building. No boisterous conduct will be tolerated.
- c. Janitorial personnel should not use office machines including, but not limited to, typewriters, copiers, adding machines, and computers.
- d. Janitorial personnel will not, under any circumstances, open an exterior door to permit a person or persons to enter or exit the building.

- e. Visitors or relatives will not be allowed in GHA facilities during assigned work hours except in the case of an emergency. **Relatives with and including children will not be allowed.**
- f. There will be no loitering on GHA premises. Once work is completed, janitorial personnel must leave the building.
- g. Articles found on the floors, such as pens, paper, etc., should **not** be considered trash but should be placed on the nearest desk or table.
- h. No eating, drinking, or smoking will be permitted on GHA premises.
- i. Outside doors shall be kept closed and locked to prevent intrusion from outside.
- j. Contractor and his/her employees – If the building alarm is disengaged securing or unsecuring the building; the contractor will be responsible for any charges incurred for false alarms.

6. Miscellaneous

- a. GHA will provide the contractor with keys to allow after-hours access to the building for cleaning.
- b. If any blinds in the office are broken, or the spindles that hold the toilet paper in the bathrooms are broken or misplaced it will be replaced at the cost of the janitorial company that is under contract with GHA.
- c. The contractor will supply GHA with a list of employees who will be providing janitorial services.
- d. The contractor shall leave a notice of any irregularities observed while cleaning including, but not limited to, doors found unlocked, lights left on, defective plumbing, inventory requirements, and restroom supplies needed, in the office of the Vacancy Supervisor.
- e. Each management office must be properly notified anytime the cleaning crew will not be at their site for cleaning.
- f. The contractor will supply GHA with janitors who speak and understand English well enough to communicate effectively with GHA staff.

7. Reporting:

Maintenance Wage Rate – HUD prevailing wage requirements mandate that all maintenance laborers and mechanics employed in the operation of the housing project (which includes routine and non-routine work) be paid no less than wage rates prevailing in the locality as determined or adopted by HUD. **ALL INVOICES WILL INCLUDE U.S. DEPT OF LABOR PAYROLL FORM WH-347. No invoice will be paid until a form WH-347 requests have been met.**

**Weekly Evaluation** – Note that the contractor’s quality and level of service will be evaluated weekly by the site manager using Attachment A “Janitorial Services Scope of Services Checklist for Hampton Homes and Hickory Trails”.

## **Scope of Services - Hall Towers, Gateway Plaza and Stoneridge Community Building**

GHA is seeking janitorial services for three (3) public housing buildings noted above. The contractor shall be responsible to provide labor and equipment, and GHA will provide all cleaning and paper products to accomplish the following work.

**Janitorial services are to be performed 5 days a week Monday through Friday.** Friday could potentially be substituted for Saturday or Sunday at the approval of the Property Manager. Janitorial services are to be performed after close of business, 5:30 PM, and before opening, 8 AM, unless otherwise specified by the Property Manager. Janitorial personnel will be required to perform routine cleaning tasks to maintain all offices areas, the lobby area, bathrooms, common areas (game room, laundry, elevators, etc.) stairways, and exterior grounds among others.

In addition to the duties as defined on the Attachment B “Janitorial Services Scope of Services Checklist for “Alonzo Hall Towers, Gateway Plaza and Stoneridge Community building”, following are the cleaning services required:

1. The following tasks will be performed daily:
  - a. Vacuum all entrance mats.
  - b. Vacuum all carpet areas.
  - c. Sweep and mop all steps.
  - d. Clean & wipe down all hand rails.
  - e. Report all work order item to supervisor.
  - f. All fixtures, commodes, etc. are to be cleaned and sanitized.
  - g. Towel and tissue receptacles will be filled from GHA stock.
  - h. Hand soap dispensers will be filled from GHA stock.
  - i. Stall partitions and tile walls will be cleaned.
  - j. All fittings and supply pipes will be kept clean.
  - k. Mirrors will be cleaned.
  - l. Spots, stains, and splashes will be removed from wall areas adjacent to hand basins, and all stainless steel areas.
  - m. Showers, if shower areas are present, will be cleaned.
  - n. Floor drains will be kept clear and free from debris.
  - o. Waste receptacles are to be emptied and waste placed into dumpster.
  - p. All recycled bin(s) are to be emptied into the 96 gallon trash cans and placed on the curb on the designated day.
  - q. All office furniture, including but not limited to desks, filing cabinets (including tops), bookcases, chairs, and tables, is to be dusted. Letter files, telephones, and other items are to be moved, dusted under, and returned to their original position.
  - r. Windowsills, low ledges, picture frames, etc., are to be dusted.
  - s. Tables and chairs in lounges and kitchens are to be damp-wiped.
  - t. Entrance door glass/hardware and doors to offices and restrooms are to be cleaned.
  - u. Smudges are to be removed from partition glass.
  - v. Counter tops and exteriors of kitchen appliances are to be wiped clean.

- w. Drinking fountains are to be cleaned and sanitized.
  - x. Janitorial closets will be kept neat, clean, and odor-free.
  - y. A minimum of lighting is to be used while working. All lights are to be turned off when nightly cleaning is completed.
  - z. Sweep outside front door and pickup litter and empty trash receptors within five feet (5) of the door.
  - aa. Check trash chutes and trash compactor room.
2. The following tasks are to be performed weekly:
- a. Tile floors are to be cleaned, buffed, and waxed. (Please notify Property Manager when task will be done)
  - b. Baseboards are to be cleaned.
  - c. All Venetian blinds are to be dusted or cleaned (if applicable).
  - d. Kick plates and light switches are to be kept clean.
  - e. Artificial plants are to be dusted weekly (if applicable).
  - f. Wastebaskets are to be cleaned inside and out.
  - g. Stoves and refrigerators will be cleaned inside and out. All old food items will be removed and placed in trash receptacles.
  - h. All interior sides of windows will be cleaned.
  - i. All air registers will be dusted.
3. The following services will be provided at GHA's request – include these costs in section VI of the Proposal Information Form:
- a. Carpets will be shampooed as requested.
  - b. Additional stripping, waxing, and buffing of floors will be performed as requested.
4. Janitorial personnel will be expected to conduct themselves in accordance with the following guidelines:
- a. No vehicles are to be parked in reserved spaces.
  - b. Janitorial personnel will be considerate of GHA personnel working late in the building. No boisterous conduct will be tolerated.
  - c. Janitorial personnel should not use office machines including, but not limited to, typewriters, copiers, adding machines, and computers.
  - d. Janitorial personnel will not, under any circumstances, open an exterior door to permit a person or persons to enter or exit the building.
  - e. Visitors or relatives will not be allowed in GHA facilities during assigned work hours except in the case of an emergency. **Relatives include children, children will not be allowed.**
  - f. There will be no loitering on GHA premises. Once work is completed, janitorial personnel must leave the building.
  - g. Articles found on the floors, such as pens, paper, etc., should not be considered trash but should be placed on the nearest desk or table.

- h. No eating, drinking, or smoking will be permitted on GHA premises except in designated areas.
- i. Outside doors shall be kept closed and locked to prevent intrusion from outside.
- j. Contractor and his/her employees – If the building alarm is disengaged securing or un-securing the building, the contractor will be responsible for any charges incurred for false alarms.

5. Miscellaneous

- a. GHA will provide the contractor with keys to allow after-hours access to the building for cleaning.
- b. The contractor will supply GHA with a list of employees who will be providing janitorial services.
- c. The contractor shall leave a notice of any irregularities observed while cleaning including, but not limited to, doors found unlocked, lights left on, defective plumbing, inventory requirements, and restroom supplies needed, in the office of the Vacancy Supervisor.
- d. Each management office must be properly notified anytime the cleaning crew will not be at their site for cleaning.
- e. The contractor will supply GHA with janitors who speak and understand English well enough to communicate effectively with GHA staff.

**(NOTE: All proposal information must be submitted on the “Janitorial Services Proposal Information Form”)**

**Weekly Evaluation** - Note that the contractor’s quality and level of service will be evaluated weekly by the site manager using Attachments B “Janitorial Services Scope of Work Checklist for Hall Towers, Gateway Plaza and Stoneridge Community building.”

**Intentionally Left Blank**



**GHA Property Locations for this RFP**

The following are the five (5) locations included in this RFP document. All locations are located in Greensboro, NC. The Contractor shall visit each job site for which they intend to bid on to familiarize themselves with the conditions of the site prior to submitting their proposal(s). Annual pricing for the proposed work shall be submitted by site as provided in this RFP. No other combination of pricing will be accepted.

<b>Property</b>	<b>Address</b>	<b>Total Cleanable Area</b>
<b>Gateway Plaza</b> Property Manager: Veronica Spencer 336-669-5948 vharris-spencer@gha-nc.org	200 spring Garden St	
<b>Hall Towers</b> Property Manager: Veronica Spencer 336-669-5948 vharris-spencer@gha-nc.org	1304 N. Church St.	
<b>Stoneridge</b> Property Manager: Veronica Spencer 336-669-5948 vharris-spencer@gha-nc.org	3805 Overland Heights	1,664 sq. ft.
<b>Hampton Homes</b> Property Manager: Deidre Sperling 336-669-6263 dsperling@gha-nc.org	1300 Ogden St.	9,105 sq. ft.
<b>Hickory Trails</b> Property Manager: Deidre Sperling 336-669-6263 dsperling@gha-nc.org	4223 Romaine St.	5,259 sq. ft.

## **Instructions and Notice for Proposers**

### 1. General

The instructions below provide guidance for the preparation and submission of proposals. Their purpose is to establish the requirements; format and content of proposals so that proposals are complete, contain all essential information and can be evaluated fairly. The following represents the extent of the instructions and conditions:

### 2. Addenda

All questions and requests for information must be addressed in writing to the issuing officer listed below. The issuing officer will respond to all such inquiries in writing by addendum which will be posted on [www.gha-nc.org](http://www.gha-nc.org) for all prospective proposers to review.

Greensboro Housing Authority  
450 North Church Street  
Greensboro, North Carolina 27401  
Attention: John Brittain, IT and Financial Controls Manager  
(336) 303-3225  
[jbrittain@gha-nc.org](mailto:jbrittain@gha-nc.org)

### 3. Submission Date

Proposals shall be submitted in **original** and **three (3) copies** to enable the Evaluation Committee to thoroughly evaluate the proposals and to arrive at a sound determination as to whether or not the contractor can meet the requirements set forth in this RFP. Proposals shall be submitted in sealed envelopes and marked "Janitorial Services Proposal". **All proposals shall be received no later than 2:00 p.m. local time on Tuesday, October 13, 2015**, and submitted to the address identified in paragraph 2 above. **Faxed or email proposals shall not be accepted.** Since proposals are submitted in confidence and may contain proprietary information, they are not opened publicly. After the closing date, all proposals received are opened and evaluated in confidence. Proposals and any changes to those proposals are shown only to PHA personnel who have been authorized by the Contracting Officer as having a legitimate interest in them on the condition that information in the proposals will not be released to anyone who has not been so authorized. Faxed or emailed proposals shall not be accepted. All proposals shall be valid for 90 days.

**PRE-PROPOSAL CONFERENCE AND SITE VISIT:** GHA staff will conduct a pre-proposal conference concerning janitorial services included in this RFP on **Wednesday, September 30, 2015 at 10:00 a.m.** The conference will be held in GHA's Administrative office at 450 North Church Street, Greensboro, NC. GHA staff will be present at this conference to answer questions regarding project and RFP process. Site visits will be available by appointment with the Property Manager or

Lead Technician.

All proposal information must be submitted on the attached “Janitorial Services Proposal Information Form”.

4. Acknowledgment of Amendments

Proposers shall acknowledge in their proposals receipt of amendment(s) to this RFP by signing the document on the acknowledgment line of the amendment. A proposer’s failure to acknowledge an amendment may result in rejection of the offer.

5. Default by Contractor

In the event of default by the successful contractor, GHA may procure the services specified from other sources. The contractor agrees to reimburse GHA for any additional costs incurred as a result of such default.

6. Awards

- GHA reserves the right to cancel this RFP or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its determination that such cancellation or rejection is in the best interests of GHA.
- GHA reserves the right to waive any minor informalities in any proposals received if it is in the public interest to do so, and to make multiple awards if in the best interest of GHA.
- The decision as to who shall receive a contract award or whether or not an award shall be made as a result of this RFP shall be at the absolute, sole discretion of GHA.
- GHA reserves the right to terminate a contract awarded pursuant to this RFP at any time for its convenience upon 10 days written notice to the successful proposer(s).
- GHA reserves the right to: a) to make award to the same bidder for all; or, b) to make award to multiple bidders.

7. Complete and Accurate Submission

A proposer’s failure to provide accurate information in response to this RFP may disqualify the proposer from further participation in the janitorial services selection process.

A proposal may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the proposer in writing and is received at the place prior to the date and time designated in the RFP for final receipt of proposals. After such date and time, the proposer may not change any provision of its proposal in a manner prejudicial to the interests of GHA and/or fair competition.

GHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

8. Retention

All proposals are the property of the Greensboro Housing Authority, shall be retained by GHA, and shall not be returned to the proposer.

9. Insurance

Within ten (10) days after the award of the contract and prior to the commencement of work, the Contractor shall furnish GHA with evidence showing that the following insurance is in force and will cover all operations of the contract:

- Worker's Compensation Insurance – in accordance with state law, for all employees working on the project.
- Contractors Liability in limits not less than \$100,000/\$300,000 bodily injury and \$100,000 property damage, or as required by law. This insurance should protect the Contractor against claims for personal injury, death, and damage to the property of others. This insurance shall cover the use of all equipment and vehicles on the work sites.
- Automobile Liability in limits not less than \$100,000 bodily injury and \$50,000 property damage.

All insurance shall be carried with companies that are financially responsible. If such insurance is due to expire during the contract period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to GHA.

10. Subcontractors

- Unless otherwise stated within the RFP documents, the successful bidder may not use any subcontractors to accomplish any portion of the services described within the RFP documents or the contract without the prior written permission of the GHA BM.
- The subcontractor shall not enter into any sublet work assigned and contracted through the prime contractor. The prime contractor shall be responsible for the compliance by all subcontractors. A breach of this compliance may be grounds for termination of the contract and for debarment as a contractor and subcontractor.

11. References

At least three references, including company name, contract person, addresses and telephone number, all addresses of public housing authorities and/or similar organizations for whom has been performed within the past three years, must be submitted as part of the proposal. (Refer to Proposal Information Form, page 14).

12. Required Documents

1. Certified statement that neither the firm nor members of the firm are debarred, suspended or otherwise prohibited from professional practice by any federal, state, or local oversight, regulatory or law enforcement authority.
2. Statement that the firm is financially sound and has financial resources sufficient to successfully execute this prospective project in the time frame outlined.
3. Statement that the firm operates in full compliance with all applicable civil rights and nondiscrimination statutes, executive orders, rules and regulations.
4. Statement evidencing firm's knowledge of federal, state and local codes, especially as they relate to this project.
5. Affidavit of non-collusion.
6. HUD Forms 5369, 5369-B and 5369-C
7. HUD Forms 5370-C
8. Certification of intention to comply with Section 3 requirements
9. U. S. Department of Labor Wage and Hour Division Form (<http://www.gha-nc.org/files/pdf/landlords/forms/IRS%20W-9.pdf>)

### **Evaluation Process and Criteria**

All proposals will be evaluated based on the evaluation criteria outlined below. The Evaluation Committee will review all proposals according to the evaluation factors and points and determine which proposals are competitive and which are noncompetitive. Those proposals determined to be competitive will be further evaluated and scored. Negotiations may be held with one or more proposers with negotiations resulting in a contract for services.

#### **Evaluation Criteria**

1. Experience of the proposer in all aspects of janitorial services on buildings of similar size and scope: 35 points
2. The proposer's capacity to handle this project in a timely manner: 30 points
3. Cost of Services: 25 points. The cost will not be the sole determinant for award of contract.
4. The proposer's understanding of the proposal for quality of service guarantee: 10 points

**Greensboro Housing Authority  
Janitorial Services  
Proposal Information Form**

Information to be submitted to the Greensboro Housing Authority (GHA) by contractors for consideration for the janitorial services RFP:

**I. Contractor Information:**

Contractor's Name:

(Note: If you have conducted business under any other name in the last five years, list that name also.)

\_\_\_\_\_

Address & Telephone:

\_\_\_\_\_

\_\_\_\_\_

Representative:

\_\_\_\_\_ Email Address: \_\_\_\_\_

**II. Experience with Projects of Similar Size and Scope**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Janitorial Equipment**

List of Equipment (make and model) to be dedicated to this contract:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Janitorial Manpower**

List of Manpower to be dedicated to this contract:

---

---

---

---

---

**V. References:**

References: Below, list three references contact names, Company, addresses and telephone numbers of parties for whom comparable work has been performed in the past three years.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Intentionally Left Blank**

**V. Cost of Services by Building:**

**Submit Total Annual Cost by Building – Contractor provides Labor and Equipment only.  
Each property is to be bid separately as each property will be awarded a janitorial contract.**

<b>Public Housing Building</b>	<b>First Year Total 11/01/15-10/31/16</b>	<b>Second Year Option 11/01/16-10/31/17</b>	<b>Third Year Option 11/01/17-10/31/18</b>
Gateway Plaza			
Hall Towers			
Stoneridge			
Hampton Homes			
Hickory Trails			

**Submit Total Annual Cost by Building – Contractor provides Labor and Equipment.**

**Intentionally Left Blank**



## Attachment A

### Janitorial Services Scope of Work Checklist for Hampton Homes and Hickory Trails

Contractor \_\_\_\_\_

Community \_\_\_\_\_

Period Ending \_\_\_\_\_

<b>DAILY</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
<b><u>Lobby/Lounge</u></b>						
1.	Sweep and/or mop hard surface floors with dust-control mops.					
2.	Waste receptacles are to be emptied and placed into dumpsters.					
3.	Windowsills, low ledges, pictures frames, etc., are to be dusted.					
4.	Entrance door glass is to be cleaned.					
5.	Drinking fountains are to be cleaned and sanitized.					
6.	Janitorial closets will be kept neat, clean and odor free.					
7.	Tables and chairs in lounges are to be damp-wiped.					
8.	Doors to offices and restrooms are to be cleaned.					
9.	Kick plates and light switches are to be kept clean.					
10.	Once a week dust all artificial plants (if applicable).					
<b><u>Office</u></b>						
11.	All office furniture is to be dusted.					
12.	Sweep and/or mop hard surface floors with dust-control mops.					
13.	Vacuum and spot clean carpets where needed.					
14.	Waste receptacles are to be emptied and placed into dumpsters.					
15.	Windowsills, low ledges, pictures frames, etc., are to be dusted.					
16.	Tile floors and stairwells are to be damp mopped and spray buffed.					
17.	All Venetian blinds are to be dusted or cleaned.					
18.	Doors to offices and restrooms are to be cleaned.					
19.	Kick plates and light switches are to be kept clean.					
20.	Empty all recycle bins into 96 gallon trash cans. Place 96 gallon cans on curb for pickup on designated day.					
<b><u>Restroom</u></b>						
21.	Sweep and mop with disinfectant detergent.					
22.	All fixtures, commodes, etc. are to be cleaned and sanitized.					
<b>DAILY</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>

23.	Fill toilet tissue, towel, soap dispensers and toilet seat covers as needed.					
24.	Tall partitions and tile walls will be cleaned.					
25.	All fittings and supply pipes will be kept clean.					
26.	Mirrors will be cleaned					
27.	Wall areas adjacent to hand basins will be cleaned.					
28.	Showers, if present, will be cleaned.					
29.	Floor drains will be kept clear and free from debris.					
30.	Waste receptacles are to be emptied and placed into dumpsters.					
<b><u>Kitchen</u></b>						
31.	Will be damp-mopped.					
32.	All fittings and supply pipes will be kept clean.					
33.	Floor drains will be kept clear and free from debris.					
34.	Waste receptacles are to be emptied and placed into dumpsters.					
35.	Windowsills, low ledges, pictures frames, etc., are to be dusted.					
36.	Tables and chairs in lounges and kitchens are to be damp-wiped.					
37.	Smudges are to be removed from partition glass.					
38.	Counter tops and exteriors of appliances are to be wiped.					
39.	Tile floors and stairwells are to be damp mopped and spray buffed.					
40.	Baseboards are to be cleaned.					
41.	All Venetian blinds are to be dusted or cleaned.					
42.	Doors to offices and restrooms are to be cleaned.					
43.	Kick plates and light switches are to be kept clean.					
<b><u>Exterior</u></b>						
1.	Sweep outside front floor and pickup litter within five feet of door.					
2.	Remove all debris from all exit doors (leaves, trash, etc).					
<b>WEEKLY</b>		1st	2nd	3rd	4th	5th
1.	Tile floors and stairwells are to be damp mopped and spray buffed.					
2.	Baseboards are to be cleaned.					
3.	All Venetian blinds are to be dusted or cleaned.					
4.	Doors to offices and restrooms are to be cleaned.					
5.	Kick plates and light switches are to be kept clean.					

<b>QUARTERLY</b>		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
1.	Tile floors are to be cleaned, buffed and waxed.				
2.	Wastebaskets are to be cleaned inside and out.				
3.	Stoves and refrigerators will be cleaned inside and out. All food items will be thrown away.				
4.	All interior sides of windows will be cleaned.				
5.	All air registers will be dusted.				

**SERVICES PROVIDED AT GHA'S REQUEST**

Checklist		Manager		Contractor	
		Y	N	Y	N
1.	Carpets will be shampooed as requested.				
2.	Additional stripping, waxing and buffing of floors will be performed as requested.				
3.	Additional follow up cleaning after GHA functions as requested.				

\_\_\_\_\_  
GHA Property Manager Signature/Date

\_\_\_\_\_  
Contractor Signature/Date

**Attachment B**

**Janitorial Services Scope of Work Checklist for Hall Towers, Gateway Plaza and Stoneridge Community building.**

**Contractor** \_\_\_\_\_

**Community** \_\_\_\_\_ **Period Ending** \_\_\_\_\_

<b>Lobbies &amp; Corridors</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
	<b>Daily</b>					
1.	Vacuum all entrance mats.					
2.	Vacuum all carpet areas.					
3.	Drinking fountains are to be cleaned and sanitized.					
4.	Mop floors in the morning and afternoon.					
5.	Sweep, mop, wax, & wipe down elevators in the morning and afternoon.					
6.	Clean & wipe down the edge of elevator doors (if applicable)- sensors. <b>DO NOT POLISH EDGE OF DOORS - WILL MESS UP SENSORS.</b>					
7.	Check elevator tracks every morning.					
8.	Sweep and mop all steps.					
9.	Clean and wipe down all hand rails.					
10.	Report all work order items found to supervisor.					
	<b>Weekly</b>					
11.	Clean all entry glass.					
	<b>Office Areas</b>					
	<b>Daily</b>					
12.	Vacuum, sweep and mop floors.					
13.	Empty all trash containers.					
14.	Dust off general surfaces.					
15.	Clean staff bathrooms.					
16.	Check offices at end of day for touchups.					
17.	Report all work order items found to supervisor.					
	<b>Weekly</b>					
18.	Clean all glass window areas.					
	<b>Bathrooms</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
	<b>Daily</b>					
19.	Clean commodes and seats.					

20.	Clean urinals.					
21.	Fill toilet tissue, towel, soap dispensers, toilet seat covers as needed.					
22.	Clean sinks and all chrome fixtures.					
23.	Empty all trash containers.					
24.	Clean mirrors.					
25.	Sweep and mop floor					
26.	Report all work order items found to supervisor					
	<b>Weekly</b>					
27.	Strip and wax floors					
28.	Clean all stall partitions					
29.	Clean walls and doors					
	<b>Break Areas</b>					
	<b>Daily</b>					
30.	Remove trash					
31.	Wipe down and straighten chairs					
32.	Clean tables					
33.	Will be damp-mopped.					
34.	Sweep and mop floors.					
35.	Report all work order items found to supervisor.					
	<b>Laundry Rooms</b>					
	<b>Daily</b>					
36.	Wipe down tables and shelves.					
37.	Dust down washers and dryers.					
38.	Remove Trash.					
39.	Sweep and mop.					
40.	Report all work order items found to supervisor.					
	<b>Weekly</b>					
41.	Clean behind washers and dryers.					
42.	Sweep, mop, and wax.					
	<b>Hallways</b>					
	<b>Daily</b>					
43.	All floors to be checked and all trash removed.					
44.	Get up all spills.					
45.	Check trash chutes/rooms.					
46.	Check public restrooms.					
	<b>Hallways</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
	<b>Daily</b>					
47.	Report all work order items found to supervisor.					

	<b>Weekly</b>						
48.	Sweep mop and wax all till floor areas.						
49.	Vacuum all carpet areas.						
50.	Wipe down furniture in common areas.						
51.	Clean public restrooms.						
	<b>Stairways</b>						
	<b>Daily</b>						
52.	Check stairs and remove trash.						
53.	Clean up all spills.						
54.	Report all work order items found to supervisor.						
	<b>Weekly</b>						
55.	Clean windows and window tracks as needed.						
56.	Clean walls as needed.						
	<b>Monthly</b>						
57.	Sweep and mop						
58.	Wipe down all hand rails						
59.	Remove all cobwebs, bird's nest, etc.						
	<b>Kitchen</b>						
	<b>Daily</b>						
61.	Will be damp-mopped.						
62.	All fittings and supply pipes will be kept clean.						
63.	Floor drains will be kept clear and free from debris.						
64.	Waste receptacles are to be emptied and placed into dumpsters.						
65.	Windowsills, low ledges, pictures frames, etc., are to be dusted.						
66.	Tables and chairs in lounges and kitchens are to be damp-wiped.						
67.	Smudges are to be removed from partition glass.						
68.	Counter tops and exteriors of appliances are to be wiped.						
69.	Tile floors and stairwells are to be damp mopped and spray buffed.						
70.	Baseboards are to be cleaned.						
71.	All Venetian blinds are to be dusted or cleaned.						
72.	Doors to offices and restrooms are to be cleaned.						
73.	Kick plates and light switches are to be kept clean.						
	<b>Remarks</b>						
60.	All common area tile floors will be stripped quarterly.						

	<b>Remember not to use an overabundance of water when mopping floors because of the safety to the residents.</b>					
	<b>Remember to use all safety signs when mopping floors.</b>					

\_\_\_\_\_  
GHA Property Manager Signature/Date

\_\_\_\_\_  
Contractor Signature/Date

## Amendment 1

**Notice:** Proposal Due Date has been changed  
**Original Due Date:** 2 PM Tuesday 10/13/2015  
**New Due Date:** 5 PM Friday, 10/16/2015