

EASTERN IOWA COMMUNITY COLLEGE DISTRICT

SPECIFICATIONS

For

CUSTODIAL SERVICE CONTRACT

At

**SCOTT COMMUNITY COLLEGE
BLONG TECHNOLOGY CENTER
URBAN CAMPUS
WEST DAVENPORT CENTER
DEWITT CAC BUILDING
MAQUOKETA CENTER
IT OFFICE BUILDING**

DECEMBER 2, 2025

SECTION I
REQUEST FOR PROPOSALS

DECEMBER 2, 2025

SECTION I: REQUEST FOR PROPOSALS

1:01 Project Identification

The Eastern Iowa Community Colleges (EICC) will accept written proposals for professional cleaning and custodial services. Specifications are presented for the following locations:

Urban Campus

101 West 3rd Street
Davenport, IA 52801
Corey Johnson
563-336-3487

West Davenport Center

2950 N. Fairmount St.
Davenport, IA 52804
Corey Johnson
563-336-3487

Scott Community College

500 Belmont Road
Bettendorf, IA 52722-6804
Corey Johnson
563-336-3487

Blong Technology Center

8500 Hillandale Road
Davenport, IA 52806
Corey Johnson
563-336-3487

DeWitt CAC

817 E Industrial St
DeWitt, IA 52742
Corey Johnson
563-336-3487

Maquoketa Center

501 W. Washington St.
Maquoketa, IA 52060
Corey Johnson
563-336-3487

EICC IT Offices

104 W. 2nd Street
Davenport, IA 52742
Corey Johnson
563-336-3487

All bids must be submitted on the proposal form furnished with these specifications.

EICCD reserves the right to reject any or all proposals.

1:02 Receipt and Opening of Proposals

All proposals must be received by **1:00 PM CDT on Wednesday, January 7, 2026**, at the SCC Urban Campus, Attention: Janet Foutch, 101 West 3rd Street, Davenport, Iowa, 52801. All proposals will be opened in room 116/117 of the Urban Campus, 101 West 3rd Street, Davenport, Iowa, 52801 and read aloud at that time.

All proposals must be signed by an officer of the bidding firm, or by a designated agent empowered to bind the firm in a contract.

1:03 Site Visit

Each bidder is expected to visit the site/s specified prior to bidding and to inform himself/herself of all conditions and factors which affect the work load and its cost. It must be understood and agreed that all such factors have been investigated and considered in the preparation of every bid submitted. There will be no subsequent financial adjustment to any contract awarded.

Site Visit Schedule:

December 9, 2025

Scott Community College (Belmont Campus) – 9:30 am – 11:30 am

SCC Urban Campus & EICC IT Offices – 1:00 pm – 2:00 pm

West Davenport Center – 2:00 pm – 3:00 pm

Blong Technology Center – 3:00 pm – 4:00 pm

December 10, 2025

DeWitt CAC – 9:00 am – 9:30 am

Maquoketa Center – 10:00 am – 10:30 am

If you are unable to make these dates and times, please contact Corey Johnson, Director of Facilities at 563-336-3487 to schedule your visit prior to the bid opening.

1:04 Marking of Proposals

The envelope containing the proposals must be sealed and addressed to the Purchasing Specialist, Janet Foutch, EICC Urban Campus, 101 W 3rd St, Davenport, IA 52801. The outside of the envelope shall be clearly marked: **“Custodial Services Contract Bid.”**

1:05 Proposal Price

All proposals must be completed in ink or by typewriter. Proposal prices must be stated in words and numerals. In case of conflict, words will take precedence. All names must be typed or printed below the signature. See proposal form Section I, Item 3.

Each proposal must be completed in all respects and shall include everything required to completely fulfill the terms of the specifications and contract, including labor, materials, equipment, supplies, fees, permits, etc., as required.

The vendor will specify an hourly rate for the line worker and supervision for the work over the above that specified in the contract. Hourly rates will be specified for weekdays, weekends and holidays. See proposal form Section I, Item 2.

The vendor will provide separate annual fees for cleaning each individual building as listed. EICCD may elect to discontinue Custodial services in these areas for a period of time, at which time the price for each individual unit shall be deducted from the monthly invoicing. See Proposal form Section I, Item 2.

1:06 Hard Surface Floor, Carpeted Areas and Windows

All hard surface floors are to be maintained at an acceptable level. Scheduled hard surface floor maintenance is to be coordinated with Facilities Manager and done during end of term and when college is closed. A list of equipment, supplies and procedures to be used shall be submitted within the proposal to be reviewed for adequacy. All carpeted areas shall be maintained at an acceptable level based on an "as needed" cleaning schedule using on-site equipment. A list of equipment, supplies and procedures to be used shall be submitted within the proposal to be reviewed for adequacy.

All windows shall be cleaned inside as needed to maintain an acceptable appearance.

Floors, carpets and windows will be inspected routinely to ensure acceptable appearance.

1:07 Terms and Length of Contract

Any contract awarded as a result of this request will be for a period of twelve (12) months from the date of acceptance. Said contract may be renewed for subsequent twelve (12) month periods, subject to agreement by both parties.

Contract renewal cost projections shall be submitted by January 1st of each contract period. At the end of each twelve (12) month period, the EICCD will consider a request to increase the amount of the contract, provided that no increase is greater than the percentage of increase in the Consumer Price Index or Federal Wage and Price Guidelines that may be in effect. This does not apply to additions or deletions of area to be covered by the contract.

The EICCD reserves the right to terminate said contract immediately in the event the contractor becomes insolvent, is adjudged bankrupt, voluntarily abandons or vacates premises or for non-performance of the specifications.

1:08 Payment of Service Contract

Invoice shall be submitted monthly and payment will follow within thirty (30) days. Invoices shall contain an itemized breakdown of services being submitted for payment with associated costs for those services.

1:09 Alternate Proposals

Alternate proposals to these specifications will not be accepted.

1:10 Award of Contract

The bidder agrees to execute a contract for the work specified and present the same to the Eastern Iowa Community Colleges after notice of the award of the contract to the vendor. Work will commence on the projected date of **March 1st, 2026**, but is subject to change.

Eastern Iowa Community Colleges reserve the right to reject any or all proposals, incomplete proposals, or any counter proposals.

Eastern Iowa Community Colleges reserve the right to physically inspect Bidder's equipment to ascertain suitability to the tasks required and to reject proposals, based on said inspection.

1:11 Exceptions to the Specifications

There will be no exceptions to these specifications for bidding purposes.

1:12 Vendor References

The bidder must provide **a minimum of four (4) references** that can attest to the bidder's capability of completing the tasks described herein at comparable facilities.

1:13 Insurance Coverage

REQUIREMENTS:

The contractor shall secure and maintain throughout the duration of this contract, insurance of such type and not less than the amounts specified herein. The Contracting Authority (EASTERN IOWA COMMUNITY COLLEGE DISTRICT) shall be named as “Additional Insured,” using the following language: “EASTERN IOWA COMMUNITY COLLEGE DISTRICT, its Board of Trustees, Officials, Employees, Agents and Assigns.”

Insurance coverage will be considered acceptable when provided in one of the following methods:

- A. By issuance of the original policy designating the Contractor as the insured party under the provisions of the policy.
- B. By endorsement to an original policy.
- C. By separate contingent policy.

The Contractor shall furnish the Contracting Authority with a proper Certificate of Insurance or affidavits executed by representatives of duly qualified insurance companies, doing business in IOWA for approval by the Contracting Authority.

The Certificate shall identify the following: the insurance company firm name and address; contracting firm name and address; insurance policy(s) number(s); policy period; type of policy and coverage; limits of coverage; description of operations covered; certificate holder / “Additional Insured”; and cancellation clause.

All certificates submitted for the purpose of complying with these specifications shall identify as the “Named Insured” the Contractor; and the Contracting Authority, its agents and representatives, as “Additional Insured”.

This requirement shall apply with equal force, whether the work is performed by (1) persons employed directly by the Contractor, (2) by a subcontractor, or (3) by an independent contractor.

Regardless of such approval by the Contracting Authority, it shall be the responsibility of the Contractor to maintain adequate insurance coverage at all times, and failure to do so shall not relieve the Contractor of any contractual obligation or responsibility. Failure on the part of the Contractor to maintain this insurance in full effect will be treated as such by the Contracting Authority. Failure on the part of the Contractor to comply with the requirements of this article will be considered sufficient cause to suspend the work, withhold payment(s), and / or be

disqualified from receiving further contract awards.

Insurance policies filed with the Contracting Authority shall state that thirty (30) calendar days prior written notice will be given to the Contracting Authority and to the Surety before any policy covered thereby is changed or canceled.

All of the insurance policies described herein shall contain provisions that the insurance companies will have no right of recovery or subrogation against the Additional Insured. It being the intent that the insurance as affected, shall protect all parties and the contractor's carrier shall be primary (liable).

Evidence of insurance coverage as identified and stipulated by these specifications shall be approved by the Contracting Authority prior to any work being performed by the Contractor, subcontractor, or agents of the Contractor.

TYPES OF INSURANCE

- A. Workers' Compensation and Employer's Liability: This insurance shall protect the Contractor against all claims under Workers' Compensation Law. The Contractor shall also be protected against claims for injury, disease, or death, or employees for which for any reason, may not fall within the provisions of the Workers' Compensation Law. The liability requirements shall not be less than the following:

1. Workers' Compensation - Statutory
2. Employer's Liability
 - a. \$250,000 Per Accident
 - b. \$250,000 Disease, Policy limit
 - c. \$250,000 Disease Each Employee

The Contractor's policy shall include the "Alternate Employer" endorsement specifically naming Eastern Iowa Community College District. Additionally, the Contractor's policy shall also include the "Voluntary Compensation" endorsement.

- B. Public Liability: This insurance shall be written in comprehensive form and shall protect the Contracting Authority against all claims arising from injuries to any person or damage to property of others arising out of any act or omission of the Contractor.

The Contractor shall provide and maintain insurance coverage to protect the Contracting Authority against any and all claims for damages for personal injury, including accidental death, as well as from claims under this contract, whether such operations be performed by the Contractor or any subcontractors, or by one directly or indirectly employed by the Contractor or any

subcontractors.

The liability limits shall not be less than the following:

General Aggregate	\$ 2,000,000
Products – Completed Operations Aggregate	2,000,000
Personal & Advertising Injury	1,000,000
Each Occurrence	1,000,000
Fire Damage (Any One Fire)	500,000
Medical Expenses (Any One Person)	5,000
Excess Liability – Umbrella Form	
Each Occurrence	\$5,000,000
Aggregate	\$5,000,000

- C. Automobile Liability: This insurance shall be written in comprehensive form and shall protect the Contractor against all claims for the operation of motor vehicles, whether they are owned, non-owned, or hired, by or on behalf of the Contractor.

The liability limits shall not be less than the following:

Combined Single Limit (C.S.L.)	\$1,000,000
Endorsement to include:	
Any Auto or Owned, Non-Owned & Hired Autos	
Sudden & Accidental Pollution (as appropriate)	

Should any of the above listed coverage contain a Liability Deductible or Self-Insured Retention (S.I.R.) provision, evidence must be provided, upon submittal of this insurance certificate, for the Deductible amount using one of the following to guarantee financial compliance with insurance provisions:

1. Cash in Bank – in a separately indexed account
 2. Letter of Credit (L.O.C.) naming Eastern Iowa Community College District,
or
 3. Financial Guarantee Bond
- This requirement will be evaluated by the College during the bid evaluation process.

MISCELLANEOUS

- A. Cost of Insurance: The Contracting Authority shall make no direct payments to the Contractor for any costs associated with securing, maintaining and / or providing the required insurance coverage. All costs of such coverage shall be

included in the prices bid and no additional payments for such costs shall be made.

- B. Personal Liability of Public Officials: In carrying out any of the provisions of the contract, or in exercising any power or authority granted to any agent or representative of Eastern Iowa Community Colleges thereby, there shall be no liability upon such agent or representative, including the engineer or authorized assistants, either personally or as an official of Eastern Iowa Community College District, it being understood that in such matters they act as the agent and representative of the College.
- C. Non-Waiver of Legal Rights: The Contracting Authority shall not be precluded or estopped by any measurement, estimate, or certificate made either before or after the completion and acceptance of the work and payment thereof, from showing the true amount and character of the work performed and the materials furnished by the Contractor, or from showing that such measurement, estimate, or certificate is untrue or incorrectly made or that the work or materials do not conform to the contract.

The Contracting Authority shall not be precluded or estopped, notwithstanding any such measurement, estimate or certificate and payment in accordance therewith, from recovering from the Contractor and Surety such damages as it may sustain by reason of failure to comply with the terms of the contract. Neither the acceptance by the Contracting Authority, nor any representative(s), nor payment for acceptance of the whole or any part of the work, nor any extent of time, nor any possession taken place by the Contracting Authority shall operate as a waiver of any portion of the contract, or any powers herein reserved, or any right to damages herein provided. A waiver of any breach of the contract shall not be held to be a waiver of any other subsequent breach.

- D. Litigation for Claims and Save Harmless Clause: The Contractor shall indemnify and hold harmless Eastern Iowa Community Colleges (the Contracting Authority), Board of Trustees, Officials, Employees, Agents and Assigns from all suits, actions, or claims of any character brought because of any injuries or damages received or sustained by any person(s), or property because of any act, omission, or neglect in safeguarding or performing the work, or through use of unacceptable materials in constructing the work.

The Contractor shall also hold the Contracting Authority, Board of Trustees, Officials, Employees, Agents and Assigns harmless from all claims for damages arising from any neglect, default or mismanagement or omission of the Contractor, any subcontractor(s), agent or employee in the performance of any duties imposed by the contract, or by law. If any litigation on account of such claims shall be commenced against the Contracting Authority, Board of Trustees, Officials, Employees, Agents or Assigns, the Contractor, upon notice

thereof from the Contracting Authority, shall defend the same at their cost and expense; and the record of any judgment rendered against the Contracting Authority, Board of Trustees, Officials, Employees, Agents or Assigns to recover the full amount thereof, with interest and costs, and attorney's fees incurred by said Contracting Authority. The right of action thereof shall accrue to the Contracting Authority as soon as judgment shall have been rendered, whether the Contracting Authority shall have paid the amount or not.

EASTERN IOWA COMMUNITY COLLEGE DISTRICT

CERTIFICATE OF INSURANCE REQUIREMENTS

A CERTIFICATE OF INSURANCE is required on every contract to show proof of adequate insurance. A Certificate shall be submitted with each set of contract documents to the College for review. Contract documents will not be submitted to the Eastern Iowa Community Colleges of Trustees for execution until the Certificate of Insurance is correct and has received staff approval. The Certificate(s) must specifically identify the project (No yearly or all project certificates will be accepted), and show the following as "Additional Insured": EASTERN IOWA COMMUNITY COLLEGE DISTRICT, its Board of Trustees, Officials, Employees, Agents and Assigns.

The following statements are requirements and should aid in the preparation of an acceptable Certificate.

1. The name of the producer with complete address, zip code and telephone number.
2. The name of the Insured with complete address, zip code and telephone number.
3. The issue date must be complete.
4. The Insurance Companies affording coverage must be named and approved by the Insurance Commissioner of the State of Iowa. The Company must have an A. M. Bests Rating of A- or better. The carrier(s) must be identified on the face of the Insurance Certificate.
5. All Certificates shall state that XCU Coverage is included (if applicable).

The limits listed below are minimum acceptable limits. The Insurance Agent / Broker should review the Contract Special Provisions for each project and verify with Eastern Iowa Community

College that the insurance requirements have not been changed, as limits may vary from project to project. Also, if any policy contains a Liability Deductible, or a Self-Insured Retention (S.I.R.) provision, evidence must be provided, upon submittal of the Insurance Certificate, for the Deductible amount using one of the following to guarantee financial compliance with insurance provisions:

1. Cash in bank – maintained in a separately indexed account
2. Letter Of Credit (L.O.C.) naming Eastern Iowa Community College District, or
3. Financial Guarantee Bond

This requirement will be evaluated by the College during the bid evaluation process.

6. General Liability

General Aggregate	\$2,000,000
Product Completed Operations Aggregate	2,000,000
Personal & Advertising Injury	1,000,000
Each Occurrence	1,000,000
Fire Damage (Any One Fire)	500,000
Medical Expense (Any One Person)	5,000

7. Automobile Liability

Combined Single Limit	\$1,000,000
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8. Excess Liability (Umbrella Form)

Each Occurrence	\$5,000,000
Aggregate	\$5,000,000

9. Workers' Compensation

Statutory Benefits (Coverage A)	
Employer's Liability (Coverage B)	\$ 250,000

10. Policy numbers for all policies must be included.

11. Policy effective dates for all policies must be included.

12. Policy expiration dates must be included.

13. Description of Operations: The Project Name and Work Order Number must be shown. All contracts require "EASTERN IOWA COMMUNITY COLLEGE DISTRICT, its Board of Trustees, Officials, Employees, Agents and Assigns" to be endorsed as "Additional Insured".

14. EASTERN IOWA COMMUNITY COLLEGES must be clearly and explicitly be shown as the Certificate Holder, using the address: 101 West 3rd Street, Davenport, Iowa 52801 Attention: Janet Foutch, Purchasing

15. The Cancellation Clause must read exactly as follows:
“Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named to the left.”
16. All Certificates of Insurance must be signed by an authorized representative.

1:14 Contractor Contact with EICCD

The vendor of custodial services under this bid specification shall be responsible to the designated college representative. Representative will be designated at the time the contract is awarded.

1:15 Security/Personnel

The vendor agrees, by submission of a bid, to furnish tamper-proof badges with picture, identification number, and company name for his/her employees. Such employees will display the security badges at all times while on the premises.

Contractor employees shall wear uniform shirts/smocks at all times while on the premises.

Room keys will be provided by each site. Contractor supervisors and day employees will retain appropriate keys after normal work hours. Contractor supervisors will sign and be responsible for all keys. Contractor will bear the cost for re-keying locks as a result of contractor employees losing any key. Where electronic security systems exist, the contractor will be responsible for arming and disarming these systems with schedules provided by college representatives. Only contractor supervisors will be issued codes for use with these systems.

1:16 Inspections of Facilities

The vendor agrees, by submission of a bid, to conduct bi-monthly inspections of the facilities being serviced to determine the adequacy of services provided. Site inspections shall be performed by a representative of the college and a contractor management representative. During these inspections the condition of the sites and records of work performed will be reviewed. Summary reports will be provided by the EICCD representative following these inspections.

Contractor supervisor and a college representative will meet daily prior to classes beginning. The objectives for these meetings will include: evaluate employee performance, address problem areas, communicate schedule changes, etc.

1:17 Equipment, Materials, and Supplies

The contractor will provide all necessary materials, including all equipment, cleaning supplies, and trash liners. EICCD will provide rough paper, feminine sanitary products, soap products for restrooms, labs, classrooms and staff areas as well as erasers and chalk for classrooms.

See cleaning specifications Section II, paragraph 1.2 for equipment list.

If at any time during the contract period the equipment, and/or products being used, are found to be inferior or do not comply with the specifications, instructions, or fail to comply with all Federal and State Safety Regulations, (OSHA) and all local ordinances and fire regulations set forth in this request, the EICCD reserves the right to cancel the contract after a thirty (30) day notice in writing of noncompliance.

In the event of equipment breakdown, the contractor shall repair or replace the broken equipment so that scheduled work may be completed on schedule. Equipment failure will not be a valid reason to excuse any delay in scheduled work.

1:18 Property Damage

The contractor will promptly report any damage to EICCD property inflicted by their employees. The contractor shall be responsible and liable for any and all damage or breakage to any property on the premises. Because an item owned by the college district is unsuitable or unsafe does not relieve the contractor from this liability. Contractor will replace with exact like item or pay for damage at the discretion of the owner. The owner would expect the contractor to report to the owner the time and place of any damage or breakage.

1:19 Workload

The successful bidding firm will establish and submit work schedules to the respective college representative upon commencement of contract. Any deviations to this during the duration of the contract will be submitted in writing prior to the change taking effect.

1:20 Reporting of Maintenance Needs:

The contractor's site supervisor will be responsible for reporting on a daily basis any routine maintenance needs such as leaky faucets, lights out, doors loose, non-functioning restroom fixtures, broken chairs, etc. Maintenance work request forms will be provided to the contractor and will be returned to the respective college representative.

1:21 Compensation for Lost Work Hours

Contractor will submit regular payroll reports to verify actual hours worked by contractor employees. These payroll reports will be reviewed by an EICCD representative and semi-annually in June and December used to calculate compensation for hours not worked based on actual hourly wages. Agreed upon compensation will be reflected in reduced monthly billings for June and December. The frequency of these reports will be negotiated with the successful bidder.

1:22 Safety

EICCD recognizes the importance of employee safety programs. It is imperative that the contractor promote a safe work environment and assist EICCD in maintaining a safe and healthy environment for all building occupants. The contractor shall provide training and supplies/equipment to support this activity. The contractor will meet or exceed all requirements as specified in State and Federal legislation such as but not limited to: Right to Know, Bloodborne Pathogens, OSHA, etc. EICCD representatives will meet with the contractor safety officer semi-annually to monitor this process. All reports generated during these meetings and inspections will be provided to college representatives. Please include a copy of your firm's safety policy and list all areas covered by this policy.

1:23 Submissions to Accompany Bid

1. Completed proposal forms as supplied by EICCD and specified in Section 1:07.
2. List of equipment, supplies, and procedures to be used for carpet cleaning as specified in Section 1:08.
3. Four references as specified in section 1:14.
4. Insurance certificate as specified in Section 1:15.
5. Copy of safety policy and areas of work covered by this policy as specified in Section 1:24.
6. Location and list of equipment that will be dedicated for this site as specified in Cleaning Specifications Section II, 1:2 for possible inspection prior to acceptance of bid. Please list whether equipment will be supplied from existing inventory or purchased new for this contract.

EASTERN IOWA COMMUNITY COLLEGES

SPECIFICATIONS

For

CUSTODIAL SERVICE CONTRACT

At

SCOTT COMMUNITY COLLEGE

BELMONT CAMPUS

CLEANING SPECIFICATIONS

1.0 BUILDING DATA SUMMARIES

Scott Community College – Belmont Campus

- A. END/RAD Building
 - A-1. One Floor with equipment loft.
 - A-2. Total Square Feet = 5,000 sq. ft.
 - A-3. Constructed in 1975, Remodeled in 1992,1995 and 2012.
 - A-4. Total Carpeted floor area to be cleaned = 337 sq. ft.
 - A-5. Total hard Surface floor area to be cleaned = 4577 sq. ft.
 - A-6. Total Hard surface floor area requiring periodic cleaning = 86 sq. ft. (Roof Access and Custodial Closet.)

- B. Belmont Building (Main)
 - B-1. Two floors with two mid-levels.
 - B-2. Total Square feet = 151,225 sq. ft.
 - B-3. Constructed in 1969, 1975, 1988, 1994, and 2010.
 - B-4. Total carpeted floor area to be cleaned = 66,906 sq. ft.
 - B-5. Total hard surface floor area to be cleaned = 73,385 sq. ft.
 - B-6. Total building area excluded from cleaning = 10,934 sq. ft.

- C. Career and Technical Education Building
 - C-1. One floor with storage/equipment mezzanine.
 - C-2. Total Square feet = 67,905 sq. ft.
 - C-3. Constructed in 1978 and 2010.
 - C-4. Total carpeted floor area to be cleaned = 978 sq. ft.
 - C-5. Total hard surface floor area to be cleaned = 26,579 sq. ft.
 - C-6. Total building area excluded from cleaning = 40,348 sq. ft.

- D. Culinary Arts & Hospitality Management Center
 - C-1. One floor.
 - C-2. Total Square feet = 9,118 sq. ft.
 - C-3. Constructed in 2010.
 - C-4. Total carpeted floor area to be cleaned = 1,988 sq. ft.
 - C-5. Total hard surface floor area to be cleaned = 5,373 sq. ft.
 - C-6. Total building area excluded from cleaning = 1,757 sq. ft.

DISCLAIMER:

The breakout of floor surface by square feet is intended to be used as a guide. Although it has been recertified for accuracy, the college will not be responsible for errors that may cause a different type of cleaning or more or less area to be cleaned. The break-out of square feet will not equal the total due to walls, etc.

1.1 PROPOSED STAFFING AND WORK HOURS

A. Day Shift: Total hours per week = 80 hours

EMPLOYEE #1 (40 Hours)

Work Hours: 9:00 a.m. - 5:30 p.m. with 30 Minute Lunch

Responsibilities:

- 9:00 a.m. Restock and police all men's and women's restrooms in order of END/RAD Building, Belmont Building and Culinary Arts Building. Policing consisting of picking up items on floors, on counters, mopping up any spills and spot cleaning walls and restroom partitions.
- 10:00 a.m. In CTE Building, restock and completely clean restrooms. Mop all restrooms and spot clean walls and restroom partitions. Police break room, spot clean walls and police hallways. Clean waste cans when necessary.
- 11:00 a.m. Police cafeteria in Belmont building, every 30 minutes between 11:00 a.m. and 12:30 p.m. Pick up items off floor, clean off all used tables and booths, clean off vending machines, clean phone area, clean waste cans when necessary.
- 12:30 p.m. Lunch
- 1:00 p.m. Other Tasks (see other tasks)
- 3:00 p.m. Repeat 9:00 a.m. restroom procedures All buildings. Mop up restroom floors in CTE building and police hallways. Restock closets in all buildings. Stock consisting of paper hand towels, toilet paper, soap for dispensers and feminine products.
- 4:00 p.m. In Belmont - police cafeteria - pick up items off floor, clean used tables.
- Other Tasks Empty and clean if needed all trash cans in hallways and Student Life Center. Keep stage area and vending machines clean in Student Life Center. Spot clean walls in all areas of Belmont building. Take recycled paper from CTE, Belmont, and END/RAD buildings on Tuesdays and Thursdays. Take recycled paper from Culinary Building as needed. Replace batteries in air fresheners as needed. Keep closets you work out of clean. (Other duties as assigned)

EMPLOYEE #2 (40 Hours)

Work Hours: 9:00 a.m. - 5:30 p.m. with 30 minute lunch

Responsibilities:

- 9:00 a.m. Restock and police all women's restrooms in order of END/RAD Building Belmont Building and Culinary Arts Building. Policing consisting of picking up items on floors, wiping down counters, mopping up any spills and spot cleaning walls and restroom partitions.
- 10:30 a.m. In CTE building, restock and completely clean restrooms. Mop all restrooms and spot clean walls and restroom partitions. Police break room, spot clean walls, and police hallways. Clean waste cans when necessary.
- 11:00 a.m. Other Tasks (see other tasks)
- 12:00 p.m. Lunch
- 12:30 p.m. In Belmont building, empty trash in hallways and from Print Shop. Clean cans and windows as necessary.
- 1:00 p.m. Police cafeteria, pick up items off floor and clear off used tables and booths.
- Other Tasks Completely clean following rooms:
0226 - Print shop.
Clean these rooms daily: 0227 - Office in wire cage, 0210, 0228, 0229, 0212.

- B. Night Shift:** Total hours per week = 200 hours
This should consist of at least 1 Site Supervisor and Custodial Staff
Working hours shall begin at 6:00 p.m.
- C. Substitutes:** The contractor will provide a substitute replacement for sickness and vacation. If no substitute is provided, campus will be compensated for lost work hours.

Total Contract Hours Summary

1 site supervisor	40 per week
Custodians (nights)	160 per week
Custodians (days)	80 per week
Total	280 per week

1.2 EQUIPMENT LIST

Provide List of Equipment inventory to be maintained on site.

1 Communication device for contacting day employees.

Note: Additional equipment may be brought on site as needed.

2.0 OFFICES DAILY

- A. Empty all wastepaper receptacles. Damp wipe and replace liners where required. Remove waste materials to designated area on premises.
- B. Dust all exposed filing cabinets, bookcases and shelves. EICCD staff will be encouraged to clear their desks each Friday so that custodians may clean and polish same. If desk tops are not cleared by the respective staff member, custodians will not be expected to clean and polish the desk.
- C. Vacuum carpeted floors (dust floors where tile or concrete floors exist) moving light furniture to perform a thorough job.
- D. Spot clean carpets (or hard surface floors) to remove any stains which may have accumulated during the day.
- E. Spot clean walls, partitions, doors and door frames.
- F. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

2.1 OFFICES WEEKLY

- A. Vacuum upholstered furniture.
- B. Edge vacuum carpeted floors with hand tool in all hard-to-reach areas such as, under desks, behind files and in corners.
- C. Wipe light switch covers, handles, chair rails, push plates and remove foot marks from door kick plates.
- D. Damp mop hard surface floors.
- E. Wipe and sanitize telephones.
- F. Dust moldings, picture frames and air vents.
- G. Wash and polish bright metals.

2.2 OFFICES MONTHLY

- A. Dust all blinds, drapes or other window coverings.
- B. Scrub and buff all hard surface floors.
- C. Clean all light fixture lenses and ceiling air diffusers.

3.0 STUDENT LIFE CENTER DAILY

- A. Wipe clean all table tops.
- B. Empty all waste receptacles and damp wipe and replace liners where required. Remove waste materials to designated area on premises.
- C. Spot clean chairs as needed.
- D. Clean sinks and countertops.
- E. Clean all horizontal surfaces.
- F. Dust and damp mop hard surface floors.

- G. Vacuum all carpeted floors moving light furniture to clean all accessible areas. Spot clean carpet stains.
- H. Clean glass and fronts of all vending machines, video games, and Information Center window.
- I. Wash all vending machines and microwave oven.
- J. Thoroughly clean stage floor following special events.
- K. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

3.1 STUDENT LIFE CENTER WEEKLY

- A. Clean floor in all hard-to-reach areas, such as, under vending machines and microwave tables.
- B. High dust door frames, ledges, vending machines and remove any cobwebs.
- C. Deep clean all carpeted floors.

3.2 STUDENT LIFE CENTER MONTHLY

- A. Scrub and buff hard surface floor in front of stage and stage.
- B. Thoroughly clean all upholstered furniture.

3.3 STUDENT LIFE CENTER ANNUALLY

- A. Strip and refinish floor in front of stage and stage with three coats of finish.
- B. Clean all light fixture lenses and ceiling air diffusers.

4.0 KITCHEN SEMI-ANNUALLY

- A. Strip and refinish floor with three coats of finish. Schedule with Cafeteria staff for January and August so they can move items out.
- B. Clean all light lenses and ceiling air diffusers.

5.0 CAFETERIA AND STAFF LOUNGE DAILY

- A. Wipe clean all table tops.
- B. Empty all waste receptacles and damp wipe and replace liners where required. Remove waste materials to designated area on premises.
- C. Clean chairs and booths as needed.
- D. Clean all sinks, countertops and horizontal surfaces.
- E. Refill all hand towel and soap dispensers.
- F. Dust and damp mop hard surface floors.
- G. Vacuum all carpeted floors moving light furniture to clean all accessible areas. Spot clean carpet stains.
- H. Wash all vending machines and microwave oven.

5.1 CAFETERIA AND STAFF LOUNGE WEEKLY

- A. Clean floors in all hard-to-reach areas, such as, under vending machines and microwave tables.
- B. High dust door frames, ledges, vending machines and remove any cobwebs.
- C. Scrub all hard surface floors.

5.2 CAFETERIA AND STAFF LOUNGE MONTHLY

- A. Thoroughly wash all chairs.

5.3 CAFETERIA AND STAFF LOUNGE SEMI-ANNUALLY

- A. Strip and refinish hard surface floors with three coats of finish. (Staff lounge & kitchen only)
- B. Clean all light fixture lenses and ceiling air diffusers.

5.4 CAFETERIA AND STAFF LOUNGE ANNUALLY

- A. Strip and refinish hard surface floors with three coats of finish. (Staff lounge & kitchen only)
- B. Clean all walls with appropriate cleaners.

6.0 LIBRARY/BOOKSTORE DAILY

- A. Wipe clean all table tops.
- B. Clean glass windows in all doors.
- C. Dust horizontal surfaces, such as, table tops, furniture, file cabinets, study carols, window sills, and ledges. Dust 20% of book shelves in Library every day, completing one dusting cycle per week.
- D. Refill all hand towel and soap dispensers.
- E. Dust and damp mop hard surface floors.
- F. Vacuum all carpeted floors moving light furniture to clean all accessible areas.
- G. Turn off all lights and lock all doors.

6.1 LIBRARY/BOOKSTORE WEEKLY

- A. Edge vacuum in all hard-to-reach areas, such as, under desks, behind files and in corners.
- B. High dust door frames, ledges, vending machines and remove any cobwebs.
- C. Dust moldings, air vents and chair rails.

6.2 LIBRARY/BOOKSTORE MONTHLY

- A. Thoroughly dust all blinds.

6.3 LIBRARY/BOOKSTORE SEMI-ANNUALLY

- A. Clean all light fixture lenses and ceiling air diffusers.

6.4 LIBRARY/BOOKSTORE ANNUALLY

- A. Clean all walls with appropriate cleaners.

7.0 RESTROOMS DAILY

- A. Empty all waste and sanitary napkin disposal receptacles. Wipe clean and replace liners where required. Remove all waste to the designated area on the premises.
- B. Fill toilet tissue, paper towel and soap dispensers.
- C. Wipe down partitions, walls, doors, door frames and light switches to remove fingerprints, smudges, graffiti, and water marks.
- D. Wash all basins, bowls and urinals using a germicidal solution.
- E. Wash and sanitize both sides of toilet seat rings with a germicidal solution. Rings are to be left in “up” position when cleaning is completed.
- F. Wash and polish all mirrors, powder shelves, bright metal and faucets.
- G. Sweep and mop floors with a germicidal solution.
- H. Low dust all horizontal surfaces, such as, baseboards, sills, ledges and tops or partitions.
- I. Turn off all lights.

7.1 RESTROOMS WEEKLY

- A. High dust all areas not reached in daily cleaning especially cobwebs near ceilings, corners and behind doors.

7.2 RESTROOMS MONTHLY

- A. Scrub and buff hard surface floors.

7.3 RESTROOMS SEMI-ANNUALLY

- A. Scrub and recoat hard surface floors with three coats of finish.
- B. Clean all light fixture lenses and ceiling air diffusers.

7.4 RESTROOMS ANNUALLY

- A. Strip and refinish floors with three coats of finish.
- B. Wash all walls and partitions thoroughly.

8.0 CLASSROOMS DAILY

- A. Empty and clean waste receptacles, wipe clean and replace liners where required. Remove all waste to the designated area on the premises.
- B. Clean glass windows in doors leading to classrooms.
- C. Clean all chalkboards, whiteboards and trays. Restock chalk and erasers as needed.
- D. Dust horizontal surfaces, such as, table tops, furniture, file cabinets, bookshelves, window sills, and ledges.
- E. Clean any sinks/fixtures and surrounding walls.
- F. Refill hand towels and soap dispensers. Refill hand sanitizers in computer classrooms.
- G. Vacuum all carpeted floors moving light furniture to clean all accessible areas.
- H. Dust any hard surface floors and damp mop any stains that may accumulate during the day. Spot clean carpet stains.
- I. Arrange room furniture in an orderly manner.
- J. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

8.1 CLASSROOMS WEEKLY

- A. Edge vacuum all hard-to-reach areas, such as under desks, behind files and in corners.
- B. High dust all ledges, doors and door frames and cobwebs near ceilings and behind doors, etc.
- C. Dust moldings, air vents and chair rails.
- D. Dust and thoroughly damp mop hard surface floors.

8.2 CLASSROOMS MONTHLY

- A. Dust all blinds and drapes.
- B. Dust, damp mop, and buff hard surface floors.

8.3 CLASSROOMS SEMI-ANNUALLY

- A. Scrub and recoat hard surface floors with three coats of finish.
- B. Clean all light fixture lenses and ceiling air diffusers.

8.4 CLASSROOMS ANNUALLY

- A. Strip and refinish hard surface floors with three coats of finish.
- B. Clean all walls with appropriate cleaners.

9.0 HALLWAYS/VESTIBULES DAILY

- A. Dust, auto scrub and buff hard surface floors. Move light furniture to perform a thorough job.
- B. Empty and clean waste receptacles and replace liners where required. Remove waste to the designated areas on the premises.
- C. Wash, sanitize and polish all water fountains.
- D. Spot clean walls.
- E. Clean all entrance door glass inside and outside to remove fingerprints and smudges.
- F. Lift and shake all entrance mats and clean under mats.
- G. Dust all furniture and low fixtures.
- H. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

9.1 HALLWAYS/VESTIBULES WEEKLY

- A. High dust all areas not able to be reached in daily cleaning, such as doors and frames, alarm boxes and cobwebs near the ceilings and behind doors, etc.
- B. Spot clean all walls.

9.2 HALLWAYS/VESTIBULES MONTHLY

- A. Restore all hard surface floors.
- B. Thoroughly clean all upholstered furniture.

9.3 HALLWAYS/VESTIBULES SEMI-ANNUALLY

- A. Scrub and recoat hard surface floors with three coats of finish.
- B. Clean all light fixture lenses and ceiling air diffusers.

9.4 HALLWAYS/VESTIBULES ANNUALLY

- A. Strip and refinish hard surface floors with three coats of finish.
- B. Clean all walls with appropriate cleaners.

SPECIAL CONDITIONS AND/OR CONSIDERATIONS

1. Contractor shall be responsible for securing all exterior entrance doors, windows and alarm not later than 10:00 p.m. on Monday through Thursdays and 5:00 p.m. on Fridays. Special events may require modification of work hours to accommodate cleaning and securing the buildings.
2. Sealing of Lab Floors: Sweep, auto scrub and seal half of hard surface floors in Applied

Technology lab 3116 (Diesel) and 3118 (Auto) semi-annually. Total Sq. Ft. = 20,502 sq. ft. Total Sq. Ft. per occurrence = 10,251 sq. ft.

Sweep, auto scrub and seal hard surface floors in Applied Tech labs 3105 (Auto Electrical Lab) and 3120 (HVAC), semi-annually. Total sq. ft. = 2,769.

3. Computer room 1105 raised floor will never have floor finish applied. Do not use excessive water or ammonia based cleaning products in this area.
4. All interior partition windows shall be cleaned weekly.
5. Contractor shall use discretion while using lights only in areas as they are being serviced.
6. The extraction method of carpet cleaning will be used on a rotation basis annually. Other methods of carpet cleaning may be employed with owner's permission only.
7. Some light fixtures may require removing insects more frequently.
8. More frequent thorough cleaning of upholstered furniture may be required following special events.
9. The contractor's Site Supervisor will be responsible for getting floor mats and erasers washed as necessary.
10. Hours needed for semi and annual hard surface floor maintenance and cleaning of carpet are not to be considered as staff work hours, but to be part of annual cost for custodial services.
11. Environmentally friendly "green" products are requested to be used, when practical. Report all product changes to the site Facility Manager.

1.0 **BUILDING DATA SUMMARIES**

SCC Urban Campus

Buildings constructed in 2018. Campus has 2 buildings (East and West) with a connector link on the first two levels. Each building has three floors with a basement area in each building.

- A. Floor 1 East Building
 - A-1. Total Square Feet = 8,419
 - A-2. Total Carpeted floor area to be cleaned = 3,950 sq. ft.
 - A-3. Total Hard Surface area to be cleaned = 4,233 sq. ft.
 - A-4. Total Floor area requiring periodic cleaning = 0 sq. ft.
 - A-5. Total Excluded from cleaning = 236 sq. ft.
- B. Floor 2 East Building
 - B-1. Total Square Feet = 8,419
 - B-2. Total Carpeted floor area to be cleaned = 6,776 sq. ft.
 - B-3. Total Hard Surface area to be cleaned = 710 sq. ft.
 - B-4. Total Floor area requiring periodic cleaning = 195 sq. ft.
 - B-5. Total Excluded from cleaning = 738 sq. ft.
- C. Floor 3 East Building
 - C-1. Total Square Feet = 8,419
 - C-2. Total Carpeted floor area to be cleaned = 7,407 sq. ft.
 - C-3. Total Hard Surface area to be cleaned = 771 sq. ft.
 - C-4. Total Floor area requiring periodic cleaning = 0 sq. ft.
 - C-5. Total Excluded from cleaning = 241 sq. ft.
- D. Floor 1 West Building & Connector Link
 - D-1. Total Square Feet = 23,603
 - D-2. Total Carpeted floor area to be cleaned = 7,807 sq. ft.
 - D-3. Total Hard Surface area to be cleaned = 15,296 sq. ft.
 - D-4. Total Floor area requiring periodic cleaning = 400 sq. ft.
 - D-5. Total Excluded from cleaning = 100 sq. ft.
- E. Floor 2 West Building & Connector Link
 - E-1. Total Square Feet = 20,438
 - E-2. Total Carpeted floor area to be cleaned = 14,304 sq. ft.
 - E-3. Total Hard Surface area to be cleaned = 6,034 sq. ft.
 - E-4. Total Floor area requiring periodic cleaning = 0 sq. ft.
 - E-5. Total Excluded from cleaning = 100 sq. ft.

- F. Floor 3 West Building
 - F-1. Total Square Feet = 18,750
 - F-2. Total Carpeted floor area to be cleaned = 7,484 sq. ft.
 - F-3. Total Hard Surface area to be cleaned = 10,908 sq. ft.
 - F-4. Total Floor area requiring periodic cleaning = 258 sq. ft.
 - F-5. Total Excluded from cleaning = 100 sq. ft.

- G. Basement East Building
 - G-1. Total Square Feet = 5,894
 - G-2. Total Carpeted floor area to be cleaned = 0 sq. ft.
 - G-3. Total Hard Surface area to be cleaned = 3,427 sq. ft.
 - G-4. Total Floor area requiring periodic cleaning = 3,138 sq. ft.
 - G-5. Total Excluded from cleaning = 2,467 sq. ft.

- H. Basement/Parking Garage West Building
 - H-1. Total Square Feet = 27,158
 - H-2. Total Carpeted floor area to be cleaned = 842 sq. ft.
 - H-3. Total Hard Surface area to be cleaned = 1,244 sq. ft.
 - H-4. Total Floor area requiring periodic cleaning = 0 sq. ft.
 - H-5. Total Excluded from cleaning = 25,072 sq. ft.

DISCLAIMER:

The breakout of floor surface by square feet is intended to be used as a guide. Although it has been recertified for accuracy, the college will not be responsible for errors that may cause a different type of cleaning or more or less area to be cleaned. The break-out of square feet will not equal the total due to walls, etc.

1.0 PROPOSED STAFFING AND WORK HOURS

- A. Day Shift: Total hours per week = 15
 Work Shift: 10:00 a.m. – 1:00 p.m., Monday – Friday
 Hours are subject to change

Responsibilities:

1. Restock all men's and women's restrooms on floors 2-10. Monitor the restrooms such as remove water or towels from floor, etc.
2. Work in student and faculty lounges (3), removing all trash, clearing and washing tables, clean floor, etc.
3. Maintain lobby appearances in regard to glass, spills etc. (as needed)

- B. Night Shift: Total hours per week = 120
This should consist of at least 1 Site Supervisor and Custodial Staff
Working hours shall begin at 5:00 p.m.

Total Contract Hours Summary

1 site supervisor	40 per week
Custodians (nights)	80 per week
Custodians (days)	15 per week
Total	135 per week

1.1 EQUIPMENT LIST

Equipment inventory to be maintained on site

- 1 - Carpet machine with upholstery cleaning hoses
- 2 - Backpack vacuums or uprights

Note: Additional equipment may be brought on site as needed

2.0 OFFICES DAILY

- A. Empty all wastepaper receptacles. Damp wipe and replace liners where required. Remove waste materials to designated area on premises.
- B. Dust all exposed filing cabinets, bookcases and shelves as needed or directed. EICCD staff will be encouraged to clear their desks each Friday so that custodians may clean and polish same. If desk tops are not cleared, custodians will not be expected to clean and polish the desk.
- C. Vacuum carpeted floors (dust floors where tile or concrete floors exist). Spot vacuum floors and furniture as needed.
- D. Spot clean carpets (or hard surface floors) to remove any stains which may have accumulated during the day.
- E. Spot clean walls, partitions, doors and door frames as needed or directed.
- F. Empty recycle bins as needed. (designated area in basement)

2.1 OFFICES WEEKLY

- A. Vacuum upholstered furniture as requested.
- B. Spot vacuum problems as requested.
- C. Wipe light switch covers, handles, chair rails, push plates and remove foot marks from door kick plates.
- D. Dust moldings, picture frames and air vents as needed or requested.

2.2 OFFICES MONTHLY

- A. Dust all blinds, drapes or other window coverings as needed.
- B. Scrub and buff all hard surface floors as requested.

3.0 STUDENT/STAFF LOUNGES/VENDING DAILY

- A. Wipe clean all table tops.
- B. Empty all waste receptacles and damp wipe and replace liners where required.
- C. Clean chairs as needed.
- D. Clean all horizontal surfaces.
- E. Dust and damp mop hard surface floors.
- F. Vacuum all carpeted floors (move furniture as requested) and spot clean carpet stains.

3.1 STUDENT/STAFF LOUNGES/VENDING WEEKLY

- A. Clean floors in all hart-to-reach areas, such as, under vending machines and microwave tables.
- B. High dust door frames, ledges, vending machines and remove any cobwebs.
- C. Deep clean all carpeted floors.

3.2 STUDENT/STAFF LOUNGES/VENDING MONTHLY

- A. Scrub and buff hard surface floor as needed.
- B. Thoroughly clean all upholstered furniture as needed.

3.3 WARMING KITCHEN DAILY

- A. Clean all sinks, microwave ovens, counter tops and horizontal surfaces.
- B. Empty all waste receptacles and damp wipe and replace liners where required.
- C. Check all hand towels and soap dispensers for refilling purposes.

4.0 STAIRS – DAILY

- A. Dust all surfaces such as moldings, rails, banister, etc.
- B. Dust and damp mop hard surfaces floors as needed.
- C. Remove any obstructions or trash.

4.1 STAIRS – WEEKLY

- A. High dust areas not able to be reached in daily cleaning such as doors, frames and cobwebs near ceilings and behind doors, etc.
- B. Scrub and recoat hard surface floors (not steps) with three coats of finish.

- C. Clean all light fixtures, lenses and all air diffusers.
- D. Clean all walls with appropriate cleaners.

4.2 STAIRS – MONTHLY

- A. Scrub and buff hard surface floors as requested.

5.0 MAIN LOBBY AND ELEVATOR – DAILY

- A. Vacuum all carpeted floors.
- B. Clean all glass in lobby area to include entry glass inside and outside.
- C. Empty all wastepaper receptacles. Damp wipe and replace liners where required. Remove waste materials to designated area.
- D. Edge vacuum floors with hand tool as needed.

6.0 RESTROOMS - DAILY

- A. Empty all waste and sanitary napkin disposal receptacles. Wipe clean and replace liners where required. Remove all waste to designated area on the premises.
- B. Fill toilet tissue, paper towel and soap dispensers.
- C. Wipe down partitions, walls, doors, door frames and light switches to remove fingerprints, smudges, graffiti, water marks, etc.
- D. Wash all basins, bowls and urinals using a germicidal solution.
- E. Wash and sanitize both sides of toilet seat rings with a germicidal solution. Rings are to be left in “up” position when cleaning.
- G. Wash and polish all mirrors, powder shelves, bright metal and faucets.
- H. Sweep and mop floors with a germicidal solution.
- I. Low dust all horizontal surfaces, such as, baseboards, sills, ledges and tops or partitions.
- J. Check to make sure all windows are closed and locked. Turn off all lights.

6.1 RESTROOMS – WEEKLY

- A. High dust all areas not reached in daily cleaning, especially cobwebs near ceilings, corners and behind doors.

6.2 RESTROOMS – SEMI-ANNUALLY

- A. Clean all light fixture lenses and all air diffusers.

7.0 CLASSROOMS – DAILY

- A. Empty and clean waste receptacles, wipe clean and replace liners where required. Remove all waste to the designated area on the premises.
- B. Clean glass windows in doors leading to classrooms.
- C. Clean all chalkboards, whiteboards and trays. Restock chalk and erasers as needed.

- D. Dust horizontal surfaces, such as, table tops, furniture, file cabinets, bookshelves, window sills and ledges.
- E. Clean any sinks/fixtures and surrounding walls.
- F. Vacuum all carpeted floors and damp mop any stains that may accumulate during the day.
- G. Dust and damp mop hard surface floors as needed.
- H. Dust any hard surface floors and damp mop any stains that may accumulate during the day.
- I. Arrange room furniture in an orderly manner.
- J. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

7.1 CLASSROOMS – WEEKLY

- A. High dust all ledges, doors, door frames and cobwebs near ceilings and behind doors, etc.
- B. Vacuum upholstered furniture as needed..

7.2 CLASSROOMS – MONTHLY

- A. Dust all blinds as needed or requested.
- B. Scrub and recoat hard surface floors with three coats of finish as requested.
- C. Clean all light fixture lenses and all air diffusers as requested.

8.0 LOBBY/CORRIDOR- DAILY

- A. Spot vacuum all carpeted floors, moving light furniture.
- B. Dust and damp mop hard surface floors as needed.
- C. Empty and clean waste receptacles and replace liners where required. Remove waste to designated areas on the premises.
- D. Wash, sanitize and polish all water fountains.
- E. Spot clean walls.
- F. Clean all entrance door glass inside and outside to remove fingerprints and smudges.

8.1 LOBBY/CORRIDOR –WEEKLY

- A. High dust all areas not able to be reached in daily cleaning, such as, doors and frames, alarm boxes and cobwebs near the ceilings and behind doors, etc.
- B. Clean all light fixture lenses and ceiling air diffusers as requested.

9.0 HALLWAYS/VESTIBULES DAILY

- A. Dust, auto scrub and buff hard surface floors. Move light furniture to perform a thorough job.
- B. Empty and clean waste receptacles and replace liners where required. Remove waste to the designated areas on the premises.
- C. Wash, sanitize and polish all water fountains.

- D. Spot clean walls.
- E. Clean all entrance door glass inside and outside to remove fingerprints and smudges.
- F. Lift and shake all entrance mats and clean under mats.
- G. Dust all furniture and low fixtures.
- H. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

9.1 HALLWAYS/VESTIBULES WEEKLY

- A. High dust all areas not able to be reached in daily cleaning, such as doors and frames, alarm boxes and cobwebs near the ceilings and behind doors, etc.
- B. Spot clean all walls.

9.2 HALLWAYS/VESTIBULES MONTHLY

- A. Restore all hard surface floors.
- B. Thoroughly clean all upholstered furniture.

9.3 HALLWAYS/VESTIBULES SEMI-ANNUALLY

- A. Scrub and recoat hard surface floors with three coats of finish.
- B. Clean all light fixture lenses and ceiling air diffusers.

9.4 HALLWAYS/VESTIBULES ANNUALLY

- A. Strip and refinish hard surface floors with three coats of finish.
- B. Clean all walls with appropriate cleaners.

SPECIAL CONDITIONS AND/OR CONSIDERATIONS

1. Contractor shall be responsible for securing all exterior entrance doors, windows and alarm not later than 10:00 p.m. on Monday through Thursdays and 5:00 p.m. on Fridays. Special events may require modification of work hours to accommodate cleaning and securing the buildings.
2. All interior partition windows shall be cleaned weekly.
3. Contractor shall use discretion while using lights only in areas as they are being serviced.
4. The extraction method of carpet cleaning will be used on a rotation basis annually. Other methods of carpet cleaning may be employed with owner's permission only.
5. Some light fixtures may require removing insects more frequently.

6. More frequent thorough cleaning of upholstered furniture may be required following special events.
7. The contractor's Site Supervisor will be responsible for getting floor mats and erasers washed as necessary.
8. Hours needed for semi and annual hard surface floor maintenance and cleaning of carpet are not to be considered as staff work hours, but to be part of annual cost for custodial services.
9. Environmentally friendly "green" products are requested to be used, when practical. Report all product changes to the site Facility Manager.
10. The Coffee Shop, "Coffee Envy" counter and back of counter is excluded from areas to be cleaned. The Coffee Shop, counter and back of counter operation area is the responsibility of the Coffee Shop owner/operator.

1.0 **BUILDING DATA SUMMARIES**

West Davenport Center

- A. SCC West Davenport Center
 - A-1. One Floor.
 - A-2. Total Square Feet = 19,200 sq. ft.
 - A-3. Constructed in 2012.
 - A-4. Total Carpeted floor area to be cleaned = 15,720 sq. ft.
 - A-5. Total Concrete/Tile surface floor area to be cleaned daily and sealed twice yearly = 2780 sq. ft.
 - A-6. Total Concrete surface floor area requiring periodic cleaning and sealed twice yearly = 700 sq. ft.

1.1 **PROPOSED STAFFING AND WORK HOURS**

- A. Day Shift: Total hours per week = 10 hours
Work Hours: 11:30 a.m. – 1:30 p.m., Monday – Friday
Responsibilities:
Restock and police all men's and women's restrooms. Policing consisting of picking up items on floors, on counters, and mop up any spills. Stock consisting of paper hand towels, toilet paper, soap for dispensers and feminine products. Police vending and lounge areas. Wash entry door and other internal windows in halls.
- B. Night Shift: Total hours per week = 40 hours
Work Hours: 5:00 p.m. or later start time

Total Contract Hours Summary

Days	10 Hrs per week
Nights	<u>40</u> Hrs per week
Total	50 Hrs per week

1.2 **EQUIPMENT LIST**

Equipment inventory to be maintained on site:

- 1 carpet machines with upholstery cleaning hoses.
- 1 Swing Machines
- 1 Backpack vacuums
- 2 carpet vacuums
- 1 Wet/Dry vacuum

Note: Additional equipment may be bought on site as needed.

2.0 OFFICES/RECEPTION AREA DAILY

- A. Empty all wastepaper receptacles. Damp wipe and replace liners where required. Remove waste materials to designated area on premises.
- B. Dust all exposed filing cabinets, bookcases and shelves. EICCD staff will be encouraged to clear their desks each Friday so that custodians may clean and polish same. If desk tops are not cleared by the respective staff member, custodians will not be expected to clean and polish the desk.
- C. Vacuum carpeted floors (dust floors where tile or concrete floors exist) moving light furniture to perform a thorough job.
- D. Spot clean carpets (or hard surface floors) to remove any stains which may have accumulated during the day.
- E. Spot clean walls, partitions, doors and door frames.
- F. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

2.1 OFFICES/RECEPTION AREA WEEKLY

- A. Vacuum upholstered furniture.
- B. Edge vacuum carpeted floors with hand tool in all hard-to-reach areas such as, under desks, behind files and in corners.
- C. Wipe light switch covers, handles, chair rails, push plates and remove foot marks from door kick plates.
- D. Damp mop hard surface floors.
- E. Wipe and sanitize telephones.
- F. Dust moldings, picture frames and air vents.
- G. Wash and polish bright metals.

2.2 OFFICES/RECEPTION AREA MONTHLY

- A. Dust all blinds, drapes or other window coverings.
- B. Scrub and buff all hard surface floors.

2.3 OFFICES/RECEPTION AREA SEMI-ANNUALLY

- A. Scrub and recoat hard surface floors with two coats of finish.
- B. Clean all light fixture lenses and ceiling air diffusers.

2.4 OFFICES/RECEPTION AREA ANNUALLY

- A. Strip and refinish hard surface floors with three coats of finish.
- B. Clean all walls with the appropriate cleaners.

3.0 LOUNGE AND VENDING DAILY

- A. Wipe clean all table tops.
- B. Empty all waste receptacles and damp wipe and replace liners where required. Remove waste materials to designated area on premises.
- C. Spot clean chairs as needed.
- D. Clean sinks and countertops.
- E. Clean all horizontal surfaces.
- F. Dust and damp mop hard surface floors.
- G. Vacuum all carpeted floors moving light furniture to clean all accessible areas. Spot clean carpet stains.
- H. Clean glass and fronts of all vending machines, video games, and Information Center window.
- I. Wash all vending machines and microwave oven.
- J. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

3.1 LOUNGE AND VENDING WEEKLY

- A. Clean floor in all hard-to-reach areas, such as, under vending machines and microwave tables.
- B. High dust door frames, ledges, vending machines and remove any cobwebs.
- C. Deep clean all carpeted floors.

3.2 LOUNGE AND VENDING MONTHLY

- A. Thoroughly clean all upholstered furniture.

3.3 LOUNGE AND VENDING SEMI-ANNUALLY

- A. Clean all light fixture lenses and ceiling air diffusers.
- B. Carpet will be cleaned using extraction method.

3.4 LOUNGE AND VENDING ANNUALLY

- A. Carpet will be cleaned using extraction method.

4.0 RESTROOMS DAILY

- A. Empty all waste and sanitary napkin disposal receptacles. Wipe clean and replace liners where required. Remove all waste to the designated area on the premises.
- B. Fill toilet tissue, paper towel and soap dispensers.
- C. Wipe down partitions, walls, doors, door frames and light switches to remove fingerprints, smudges, graffiti, and water marks.
- D. Wash all basins, bowls and urinals using a germicidal solution.
- E. Wash and sanitize both sides of toilet seat rings with a germicidal solution. Rings are to be left in “up” position when cleaning is completed.
- F. Wash and polish all mirrors, powder shelves, bright metal and faucets.

- G. Sweep and mop floors with a germicidal solution.
- H. Low dust all horizontal surfaces, such as, baseboards, sills, ledges and tops or partitions.
- I. Turn off all lights.

4.1 RESTROOMS WEEKLY

- A. High dust all areas not reached in daily cleaning, especially cobwebs near ceilings, corners and behind doors.

4.2 RESTROOMS MONTHLY

- A. Scrub and buff hard surface floors.

4.3 RESTROOMS SEMI-ANNUALLY

- A. Scrub and recoat hard surface floors with three coats of finish.
- B. Clean all light fixture lenses and ceiling air diffusers.

4.4 RESTROOMS ANNUALLY

- A. Strip and refinish floors with three coats of finish.
- B. Wash all walls and partitions thoroughly.

5.0 CLASSROOMS/TUTORING/CONFERENCE ROOMS DAILY

- A. Empty and clean waste receptacles, wipe clean and replace liners where required. Remove all waste to the designated area on the premises. Empty recycle, as needed.
- B. Clean glass windows in doors leading to classrooms.
- C. Clean all whiteboards and trays. Restock markers and erasers as needed.
- D. Dust horizontal surfaces, such as, table tops, furniture, file cabinets, bookshelves, window sills, and ledges.
- E. Clean any sinks/fixtures and surrounding walls.
- F. Refill hand towels and soap dispensers.
- G. Vacuum all carpeted floors moving light furniture to clean all accessible areas. Spot clean carpet stains.
- H. Dust any hard surface floors and damp mop any stains that may accumulate during the day.
- I. Arrange room furniture in an orderly manner.
- J. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

5.1 CLASSROOMS/TUTORING/CONFERENCE ROOMS WEEKLY

- A. Edge vacuum all hard-to-reach areas, such as under desks, behind files and in corners.
- B. High dust all ledges, doors and door frames and cobwebs near ceilings and behind doors, etc.
- C. Dust moldings, air vents and chair rails.
- D. Dust and thoroughly damp mop hard surface floors.

5.2 CLASSROOMS/TUTORING/CONFERENCE ROOMS MONTHLY

- A. Dust all blinds and drapes.
- B. Dust, damp mop, and buff hard surface floors.

5.3 CLASSROOMS/TUTORING/CONFERENCE ROOMS SEMI-ANNUALLY

- A. Clean all carpeting with the extraction method.
- B. Clean all light fixture lenses and ceiling air diffusers.

5.4 CLASSROOMS/TUTORING/CONFERENCE ROOMS ANNUALLY

- A. Clean all carpeting with the extraction method.
- B. Clean all walls with appropriate cleaners.

6.0 HALLWAYS/VESTIBULES DAILY

- A. Vacuum carpeted floors (dust floors where tile or concrete floor exists). Move light furniture to perform a thorough job.
- B. Spot clean carpets to remove any stains which may have accumulated during the day.
- C. Empty and clean waste receptacles and replace liners where required. Remove waste to the designated areas on the premises.
- D. Wash, sanitize and polish all water fountains.
- E. Spot clean walls, doors, door frames.
- F. Clean all entrance door glass inside and outside to remove fingerprints and smudges.
- G. Lift and shake all entrance mats and clean under mats.
- H. Dust all furniture and low fixtures.
- I. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

6.1 HALLWAYS/VESTIBULES WEEKLY

- A. High dust all areas not able to be reached in daily cleaning, such as doors and frames, alarm boxes and cobwebs near the ceilings and behind doors, etc.
- B. Spot clean all walls.

6.2 HALLWAYS/VESTIBULES MONTHLY

- A. Restore all hard surface floors.
- B. Thoroughly clean all upholstered furniture.

6.3 HALLWAYS/VESTIBULES SEMI-ANNUALLY

- A. Scrub and recoat hard surface floors with three coats of finish.
- B. Clean all carpeting with extraction method.
- C. Clean all light fixture lenses and ceiling air diffusers.

6.4 HALLWAYS/VESTIBULES ANNUALLY

- A. Strip and refinish hard surface floors with three coats of finish.
- B. Clean all carpeting with extraction method
- C. Clean all walls with appropriate cleaners.

6.5 GENERAL – WEEKLY

- A. Pick up trash/garbage along sidewalks and parking lots.
- B. Empty exterior trash receptacles.

1.0 BUILDING DATA SUMMARIES

Blong Technology Center

A. Blong Technology Center

- A-1. Two Floors.
- A-2. Total Square Feet = 36,525
- A-3. Constructed in 2001
- A-4. Total Carpeted floor area to be cleaned = 18,950 sq. ft.
- A-5. Total Concrete surface floor area to be cleaned daily and sealed twice yearly = 3,408 sq. ft.
- A-6. Total BTC surface floor area to be cleaned = 18, 950 sq. ft.
- A-7. Total Concrete surface floor area excluded from cleaning but sealed twice yearly =9,795 sq. ft.
- A-8. Total Vinyl surface floor area to be cleaned = 1,430 sq. ft.

B. BTC Welding Facility

- B-1. Constructed in 2008. (5,102 Sq. Ft.)
- B-2. One Level On-Grade.
- B-3. 2- Single Occupancy Restrooms (51 sq. ft. each, Concrete Floor)
Floors cleaned daily and sealed twice per year
- B-4. 1- Double Occupancy Office (168 sq. ft., Concrete Floor)
Floor cleaned daily and sealed twice per year
- B-5. 1- Entryway Foyer (128 sq. ft., Concrete Floor)
Floor cleaned daily and sealed twice per year
- B-6. 1- Main Welding Laboratory (4,293.5 sq. ft., Concrete Floor)
Floor cleaned periodically
- B-7. 1- Mechanical & Janitorial Room (410.5 sq. ft., Concrete Floor)
Floor cleaned periodically

DISCLAIMER:

The breakout of floor surface by square feet is intended to be used as a guide. Although it has been recertified for accuracy, the college will not be responsible for errors that may cause a different type of cleaning or more or less area to be cleaned. The break-out of square feet will not equal the total due to walls, etc.

1.0 PROPOSED STAFFING AND WORK HOURS

- A. Day Shift: Total hours per week = 10
Work Shift: 11:30 a.m. – 1:30 p.m., Monday – Friday

Responsibilities:

1. Restock all men's and women's restrooms. Stock consisting of paper hand towels, toilet paper, soap for dispensers and feminine products. Monitor the restrooms such as remove water or towels from floor, etc.
2. Work in student and faculty lounges, removing all trash, clearing and washing tables, clean floor, etc.
3. Maintain lobby appearances in regard to glass, spills etc. (as needed)

- B. Night Shift: Total hours per week = 40
Work Shift: 5:00 p.m. or later start time

Total Contract Hours Summary

Days 10 Hours per week

Nights 40 Hours per week

Total 50 Hours per week

1.1 EQUIPMENT LIST

Equipment inventory to be maintained on site:

- 1 - Carpet machine with upholstery cleaning hoses
- 1 - Backpack vacuum
- 1 - Swing machine
- 1 - Dry/Wet vacuum
- 2 - Carpet vacuums

Note: Additional equipment may be brought on site as needed

2.0 OFFICES DAILY

- A. Empty all wastepaper receptacles. Damp wipe and replace liners where required. Remove waste materials to designated area on premises.
- B. Dust all exposed filing cabinets, bookcases and shelves as needed or directed. EICCD staff will be encouraged to clear their desks each Friday so that custodians may clean and polish same. If desk tops are not cleared, custodians will not be expected to clean and polish the desk.
- C. Vacuum carpeted floors (dust floors where tile or concrete floors exist).
- D. Spot clean carpets (or hard surface floors) to remove any stains which may have

- accumulated during the day. Spot vacuum floors and furniture as needed.
- E. Spot clean walls, partitions, doors and door frames as needed or directed.

2.1 OFFICES WEEKLY

- A. Vacuum upholstered furniture as requested.
- B. Spot vacuum problems as requested.
- C. Wipe light switch covers, handles, chair rails, push plates and remove foot marks from door kick plates.
- D. Dust moldings, picture frames and air vents as needed or requested.
- E. Damp mop hard surface floors.
- F. Wash and polish bright metals.

2.2 OFFICES MONTHLY

- A. Dust all blinds, drapes or other window coverings as needed.
- B. Scrub and buff all hard surface floors as requested.

2.3 OFFICES SEMI-ANNUALLY

- A. Scrub and recoat hard surface floors with two coats of finish.
- B. Clean all light fixture lenses and ceiling air diffusers.

3.0 LOUNGE AND VENDING /BREAKROOM DAILY

- A. Wipe clean all table tops.
- B. Empty all waste receptacles and damp wipe and replace liners where required. Remove waste materials to designated area on premises.
- C. Clean chairs as needed.
- D. Clean all horizontal surfaces.
- E. Dust and damp mop hard surface floors.
- F. Vacuum all carpeted floors (move furniture as requested) and spot clean carpet stains.
- G. Clean Information Center window.
- I. Wash microwave oven.
- J. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

3.1 LOUNGE AND VENDING /BREAKROOM WEEKLY

- A. Clean floors in all hard-to-reach areas, such as, under vending machines and microwave tables.
- B. High dust door frames, ledges, vending machines and remove any cobwebs.
- C. Deep clean all carpeted floors.

3.2 LOUNGE AND VENDING /BREAKROOM MONTHLY

- A. Scrub and buff hard surface floor as needed.
- B. Thoroughly clean all upholstered furniture as needed.
- C. Clean all light fixture lenses and ceiling air diffusers as needed.
- D. Carpet will be cleaned using extraction method semi-annually or as needed.

4.0 RESTROOMS - DAILY

- A. Empty all waste and sanitary napkin disposal receptacles. Wipe clean and replace liners where required. Remove all waste to designated area on the premises.
- B. Fill toilet tissue, paper towel and soap dispensers.
- C. Wipe down partitions, walls, doors, door frames and light switches to remove fingerprints, smudges, graffiti, water marks, etc.
- D. Wash all basins, bowls and urinals using a germicidal solution.
- E. Wash and sanitize both sides of toilet seat rings with a germicidal solution. Rings are to be left in “up” position when cleaning.
- G. Wash and polish all mirrors, powder shelves, bright metal and faucets.
- H. Sweep and mop floors with a germicidal solution.
- I. Low dust all horizontal surfaces, such as, baseboards, sills, ledges and tops or partitions.
- J. Check to make sure all windows are closed and locked. Turn off all lights.

4.1 RESTROOMS – WEEKLY

- A. High dust all areas not reached in daily cleaning, especially cobwebs near ceilings, corners and behind doors.

4.2 RESTROOMS – MONTHLY

- A. Scrub and buff hard surface floors.

4.3 RESTROOMS – SEMI-ANNUALLY

- A. Clean all light fixture lenses and all air diffusers.
- B. Scrub and recoat hard surface floors with three coats of finish.

4.4 GENERAL – WEEKLY

- A. Pick up trash/garbage along sidewalks and parking lots.
- B. Empty exterior trash receptacles

5.0 CLASSROOMS – DAILY

- A. Empty and clean waste receptacles, wipe clean and replace liners where required. Remove all waste to the designated area on the premises.
- B. Clean glass windows in doors leading to classrooms.
- C. Clean all chalkboards, whiteboards and trays. Restock chalk and erasers as needed.
- D. Dust horizontal surfaces, such as, table tops, furniture, file cabinets, bookshelves, window sills and ledges.
- E. Clean any sinks/fixtures and surrounding walls.
- F. Vacuum all carpeted floors and damp mop any stains that may accumulate during the day.
- G. Dust any hard surface floors and damp mop any stains that may accumulate during the day.
- H. Arrange room furniture in an orderly manner.
- I. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.
- J. Refill hand towels and soap dispensers.

5.1 CLASSROOMS – WEEKLY

- A. High dust all ledges, doors, door frames and cobwebs near ceilings and behind doors, etc.
- B. Vacuum upholstered furniture as needed.

5.2 CLASSROOMS – MONTHLY

- A. Dust all blinds as needed or requested.
- B. Scrub and recoat hard surface floors with three coats of finish as requested.
- C. Clean all light fixture lenses and all air diffusers as requested.
- D. Dust, damp mop and buff hard surface floors.

5.3 CLASSROOMS – ANNUALLY

- A. Clean all walls with appropriate cleaners.

6.0 HALLWAYS/VESTIBULES- DAILY

- A. Vacuum carpeted floors (dust floors where tile or concrete floor exists). Move light furniture to perform a thorough job.
- B. Empty and clean waste receptacles and replace liners where required. Remove waste to designated areas on the premises.
- C. Wash, sanitize and polish all water fountains.
- D. Spot clean walls, doors and door frames.
- E. Clean all entrance door glass inside and outside to remove fingerprints and smudges.
- F. Spot clean carpets (or hard surface floors) to remove any stains which may have accumulated during the day.
- G. Lift and shake all entrance mats and clean under mats. Dust all furniture and low fixtures.

6.1 HALLWAYS/VESTIBULES –WEEKLY

- A. High dust all areas not able to be reached in daily cleaning, such as, doors and frames, alarm boxes and cobwebs near the ceilings and behind doors, etc.
- B. Clean all light fixture lenses and ceiling air diffusers as requested.

6.2 HALLWAYS/VESTIBULES – MONTHLY

- A. Restore all hard surface floors.
- B. Thoroughly clean all upholstered furniture.

6.3 HALLWAYS/VESTIBULES – ANNUALLY

- A. Clean all walls with appropriate cleaners.
- B. Strip and refinish hard surface floors with three coats of finish.

7.0 INSTRUCTIONAL LABS SEMI – ANNUALLY

(Electronics, Hydraulics, Machining, Welding)

- A. Scrub and recoat hard surface floors with three coats of finish.
- B. Clean all light fixture lenses and ceiling air diffusers.

SPECIAL CONDITIONS AND/OR CONSIDERATIONS

- 1. Contractor shall be responsible for securing all exterior entrance doors, windows and alarm no later than 10:00 p.m., Monday through Thursday and 5:00 p.m., Friday. Special events may require modification of work hours to accommodate cleaning and securing buildings.
- 2. All interior partition windows shall be cleaned daily.
- 3. Contractor shall use discretion, daily, while using lights only in areas as they are being serviced.
- 4. The extraction method of carpet cleaning is preferred by EICCD. Other methods of carpet cleaning may be employed with permission from Facilities Manager, only.
- 5. Some light fixtures may require removing insects more frequently.
- 6. Site supervisor will be responsible for getting mops, floor mats and erasers washed as necessary. Clean erasers once a month in rotation with new provided by maintenance.

1.0 BUILDING DATA SUMMARIES

DeWitt CAC Building

- A. DeWitt CAC Building
 - A-1. One Floor.
 - A-2. Total Square Feet = 26,000 sq. ft.
 - A-3. Constructed in 2024.

1.1 PROPOSED STAFFING AND WORK HOURS

- A. Work Hours: No more than 4 Hours Per Day Monday – Friday
Starting after 3:00 p.m.

Total Contract Hours Summary
Total 20 Hrs per week

1.2 EQUIPMENT LIST

Equipment inventory to be maintained on site:

- 1 carpet machines with upholstery cleaning hoses.
- 1 Swing Machines
- 1 Backpack vacuums
- 2 carpet vacuums
- 1 Wet/Dry vacuum

Note: Additional equipment may be bought on site as needed.

2.0 OFFICES/RECEPTION AREA DAILY

- A. Empty all wastepaper receptacles. Damp wipe and replace liners where required. Remove waste materials to designated area on premises.
- B. Dust all exposed filing cabinets, bookcases and shelves. EICCD staff will be encouraged to clear their desks each Friday so that custodians may clean and polish same. If desk tops are not cleared by the respective staff member, custodians will not be expected to clean and polish the desk.
- C. Vacuum carpeted floors (dust floors where tile or concrete floors exist) moving light furniture to perform a thorough job.
- D. Spot clean carpets (or hard surface floors) to remove any stains which may have accumulated during the day.
- E. Spot clean walls, partitions, doors and door frames.
- G. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

2.1 OFFICES/RECEPTION AREA WEEKLY

- A. Vacuum upholstered furniture.
- B. Edge vacuum carpeted floors with hand tool in all hard-to-reach areas such as, under desks, behind files and in corners.
- C. Wipe light switch covers, handles, chair rails, push plates and remove foot marks from door kick plates.
- D. Damp mop hard surface floors.
- E. Wipe and sanitize telephones.
- F. Dust moldings, picture frames and air vents.
- G. Wash and polish bright metals.

2.2 OFFICES/RECEPTION AREA MONTHLY

- A. Dust all blinds, drapes or other window coverings.
- B. Scrub and buff all hard surface floors.

2.3 OFFICES/RECEPTION AREA SEMI-ANNUALLY

- A. Scrub and recoat hard surface floors with two coats of finish.
- B. Clean all light fixture lenses and ceiling air diffusers.

2.4 OFFICES/RECEPTION AREA ANNUALLY

- A. Strip and refinish hard surface floors with three coats of finish.
- B. Clean all walls with the appropriate cleaners.

3.0 LOUNGE AND VENDING DAILY

- A. Wipe clean all table tops.
- B. Empty all waste receptacles and damp wipe and replace liners where required. Remove waste materials to designated area on premises.
- C. Spot clean chairs as needed.
- D. Clean sinks and countertops.
- E. Clean all horizontal surfaces.
- F. Dust and damp mop hard surface floors.
- G. Vacuum all carpeted floors moving light furniture to clean all accessible areas. Spot clean carpet stains.
- H. Clean glass and fronts of all vending machines, video games, and Information Center window.
- I. Wash all vending machines and microwave oven.
- J. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

3.1 LOUNGE AND VENDING WEEKLY

- A. Clean floor in all hard-to-reach areas, such as, under vending machines and microwave tables.
- B. High dust door frames, ledges, vending machines and remove any cobwebs.
- C. Deep clean all carpeted floors.

3.2 LOUNGE AND VENDING MONTHLY

- A. Thoroughly clean all upholstered furniture.

3.3 LOUNGE AND VENDING SEMI-ANNUALLY

- A. Clean all light fixture lenses and ceiling air diffusers.
- B. Carpet will be cleaned using extraction method.

3.4 LOUNGE AND VENDING ANNUALLY

- A. Carpet will be cleaned using extraction method.

4.0 RESTROOMS DAILY

- A. Empty all waste and sanitary napkin disposal receptacles. Wipe clean and replace liners where required. Remove all waste to the designated area on the premises.
- B. Fill toilet tissue, paper towel and soap dispensers.
- C. Wipe down partitions, walls, doors, door frames and light switches to remove fingerprints, smudges, graffiti, and water marks.
- D. Wash all basins, bowls and urinals using a germicidal solution.
- E. Wash and sanitize both sides of toilet seat rings with a germicidal solution. Rings are to be left in “up” position when cleaning is completed.
- F. Wash and polish all mirrors, powder shelves, bright metal and faucets.
- G. Sweep and mop floors with a germicidal solution.
- H. Low dust all horizontal surfaces, such as, baseboards, sills, ledges and tops or partitions.
- I. Turn off all lights.

4.1 RESTROOMS WEEKLY

- A. High dust all areas not reached in daily cleaning, especially cobwebs near ceilings, corners and behind doors.

4.2 RESTROOMS MONTHLY

- A. Scrub and buff hard surface floors.

4.3 RESTROOMS SEMI-ANNUALLY

- A. Scrub and recoat hard surface floors with three coats of finish.
- B. Clean all light fixture lenses and ceiling air diffusers.

4.4 RESTROOMS ANNUALLY

- A. Strip and refinish floors with three coats of finish.
- B. Wash all walls and partitions thoroughly.

5.0 CLASSROOMS/TUTORING/CONFERENCE ROOMS DAILY

- A. Empty and clean waste receptacles, wipe clean and replace liners where required. Remove all waste to the designated area on the premises. Empty recycle, as needed.
- B. Clean glass windows in doors leading to classrooms.
- C. Clean all whiteboards and trays. Restock markers and erasers as needed.
- D. Dust horizontal surfaces, such as, table tops, furniture, file cabinets, bookshelves, window sills, and ledges.
- E. Clean any sinks/fixtures and surrounding walls.
- F. Refill hand towels and soap dispensers.
- G. Vacuum all carpeted floors moving light furniture to clean all accessible areas. Spot clean carpet stains.
- H. Dust any hard surface floors and damp mop any stains that may accumulate during the day.
- I. Arrange room furniture in an orderly manner.
- J. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

5.1 CLASSROOMS/TUTORING/CONFERENCE ROOMS WEEKLY

- A. Edge vacuum all hard-to-reach areas, such as under desks, behind files and in corners.
- B. High dust all ledges, doors and door frames and cobwebs near ceilings and behind doors, etc.
- C. Dust moldings, air vents and chair rails.
- D. Dust and thoroughly damp mop hard surface floors.

5.2 CLASSROOMS/TUTORING/CONFERENCE ROOMS MONTHLY

- A. Dust all blinds and drapes.
- B. Dust, damp mop, and buff hard surface floors.

5.3 CLASSROOMS/TUTORING/CONFERENCE ROOMS SEMI-ANNUALLY

- A. Clean all carpeting with the extraction method.
- B. Clean all light fixture lenses and ceiling air diffusers.

5.4 CLASSROOMS/TUTORING/CONFERENCE ROOMS ANNUALLY

- A. Clean all carpeting with the extraction method.
- B. Clean all walls with appropriate cleaners.

6.0 HALLWAYS/VESTIBULES DAILY

- A. Vacuum carpeted floors (dust floors where tile or concrete floor exists). Move light furniture to perform a thorough job.
- B. Spot clean carpets to remove any stains which may have accumulated during the day.
- C. Empty and clean waste receptacles and replace liners where required. Remove waste to the designated areas on the premises.
- D. Wash, sanitize and polish all water fountains.
- E. Spot clean walls, doors, door frames.
- F. Clean all entrance door glass inside and outside to remove fingerprints and smudges.
- G. Lift and shake all entrance mats and clean under mats.
- H. Dust all furniture and low fixtures.
- I. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

6.1 HALLWAYS/VESTIBULES WEEKLY

- A. High dust all areas not able to be reached in daily cleaning, such as doors and frames, alarm boxes and cobwebs near the ceilings and behind doors, etc.
- B. Spot clean all walls.

6.2 HALLWAYS/VESTIBULES MONTHLY

- A. Restore all hard surface floors.
- B. Thoroughly clean all upholstered furniture.

6.3 HALLWAYS/VESTIBULES SEMI-ANNUALLY

- C. Scrub and recoat hard surface floors with three coats of finish.
- D. Clean all carpeting with extraction method.
- C. Clean all light fixture lenses and ceiling air diffusers.

6.4 HALLWAYS/VESTIBULES ANNUALLY

- C. Strip and refinish hard surface floors with three coats of finish.
- D. Clean all carpeting with extraction method

- C. Clean all walls with appropriate cleaners.

6.5 GENERAL – WEEKLY

- A. Pick up trash/garbage along sidewalks and parking lots.
- B. Empty exterior trash receptacles.

1.0 BUILDING DATA SUMMARIES

Maquoketa Center

- A. Maquoketa Center
 - A-1. One Floor.
 - A-2. Total Square Feet = 11,000 sq. ft.

1.1 PROPOSED STAFFING AND WORK HOURS

- A. Work Hours: 2 Hours Per Day Monday – Friday
Starting after 3:00 p.m.

Total Contract Hours Summary
Total 10 Hrs per week

1.2 EQUIPMENT LIST

Equipment inventory to be maintained on site:

- 1 carpet machines with upholstery cleaning hoses.
- 1 Swing Machines
- 1 Backpack vacuums
- 2 carpet vacuums
- 1 Wet/Dry vacuum

Note: Additional equipment may be bought on site as needed.

2.0 OFFICES/RECEPTION AREA DAILY

- A. Empty all wastepaper receptacles. Damp wipe and replace liners where required. Remove waste materials to designated area on premises.
- B. Dust all exposed filing cabinets, bookcases and shelves. EICCD staff will be encouraged to clear their desks each Friday so that custodians may clean and polish same. If desk tops are not cleared by the respective staff member, custodians will not be expected to clean and polish the desk.
- C. Vacuum carpeted floors (dust floors where tile or concrete floors exist) moving light furniture to perform a thorough job.
- D. Spot clean carpets (or hard surface floors) to remove any stains which may have accumulated during the day.
- E. Spot clean walls, partitions, doors and door frames.
- H. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

2.1 OFFICES/RECEPTION AREA WEEKLY

- A. Vacuum upholstered furniture.
- B. Edge vacuum carpeted floors with hand tool in all hard-to-reach areas such as, under desks, behind files and in corners.
- C. Wipe light switch covers, handles, chair rails, push plates and remove foot marks from door kick plates.
- D. Damp mop hard surface floors.
- E. Wipe and sanitize telephones.
- F. Dust moldings, picture frames and air vents.
- G. Wash and polish bright metals.

2.2 OFFICES/RECEPTION AREA MONTHLY

- A. Dust all blinds, drapes or other window coverings.
- B. Scrub and buff all hard surface floors.

2.3 OFFICES/RECEPTION AREA SEMI-ANNUALLY

- A. Scrub and recoat hard surface floors with two coats of finish.
- B. Clean all light fixture lenses and ceiling air diffusers.

2.4 OFFICES/RECEPTION AREA ANNUALLY

- A. Strip and refinish hard surface floors with three coats of finish.
- B. Clean all walls with the appropriate cleaners.

3.0 LOUNGE AND VENDING DAILY

- A. Wipe clean all table tops.
- B. Empty all waste receptacles and damp wipe and replace liners where required. Remove waste materials to designated area on premises.
- C. Spot clean chairs as needed.
- D. Clean sinks and countertops.
- E. Clean all horizontal surfaces.
- F. Dust and damp mop hard surface floors.
- G. Vacuum all carpeted floors moving light furniture to clean all accessible areas. Spot clean carpet stains.
- H. Clean glass and fronts of all vending machines, video games, and Information Center window.
- I. Wash all vending machines and microwave oven.
- J. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

3.1 LOUNGE AND VENDING WEEKLY

- A. Clean floor in all hard-to-reach areas, such as, under vending machines and microwave tables.
- B. High dust door frames, ledges, vending machines and remove any cobwebs.
- C. Deep clean all carpeted floors.

3.2 LOUNGE AND VENDING MONTHLY

- A. Thoroughly clean all upholstered furniture.

3.3 LOUNGE AND VENDING SEMI-ANNUALLY

- A. Clean all light fixture lenses and ceiling air diffusers.
- B. Carpet will be cleaned using extraction method.

3.4 LOUNGE AND VENDING ANNUALLY

- A. Carpet will be cleaned using extraction method.

4.0 RESTROOMS DAILY

- A. Empty all waste and sanitary napkin disposal receptacles. Wipe clean and replace liners where required. Remove all waste to the designated area on the premises.
- B. Fill toilet tissue, paper towel and soap dispensers.
- C. Wipe down partitions, walls, doors, door frames and light switches to remove fingerprints, smudges, graffiti, and water marks.
- D. Wash all basins, bowls and urinals using a germicidal solution.
- E. Wash and sanitize both sides of toilet seat rings with a germicidal solution. Rings are to be left in “up” position when cleaning is completed.
- F. Wash and polish all mirrors, powder shelves, bright metal and faucets.
- G. Sweep and mop floors with a germicidal solution.
- H. Low dust all horizontal surfaces, such as, baseboards, sills, ledges and tops or partitions.
- I. Turn off all lights.

4.1 RESTROOMS WEEKLY

- A. High dust all areas not reached in daily cleaning, especially cobwebs near ceilings, corners and behind doors.

4.2 RESTROOMS MONTHLY

- A. Scrub and buff hard surface floors.

4.3 RESTROOMS SEMI-ANNUALLY

- A. Scrub and recoat hard surface floors with three coats of finish.
- B. Clean all light fixture lenses and ceiling air diffusers.

4.4 RESTROOMS ANNUALLY

- A. Strip and refinish floors with three coats of finish.
- B. Wash all walls and partitions thoroughly.

5.0 CLASSROOMS/TUTORING/CONFERENCE ROOMS DAILY

- A. Empty and clean waste receptacles, wipe clean and replace liners where required. Remove all waste to the designated area on the premises. Empty recycle, as needed.
- B. Clean glass windows in doors leading to classrooms.
- C. Clean all whiteboards and trays. Restock markers and erasers as needed.
- D. Dust horizontal surfaces, such as, table tops, furniture, file cabinets, bookshelves, window sills, and ledges.
- E. Clean any sinks/fixtures and surrounding walls.
- F. Refill hand towels and soap dispensers.
- G. Vacuum all carpeted floors moving light furniture to clean all accessible areas. Spot clean carpet stains.
- H. Dust any hard surface floors and damp mop any stains that may accumulate during the day.
- I. Arrange room furniture in an orderly manner.
- J. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

5.1 CLASSROOMS/TUTORING/CONFERENCE ROOMS WEEKLY

- A. Edge vacuum all hard-to-reach areas, such as under desks, behind files and in corners.
- B. High dust all ledges, doors and door frames and cobwebs near ceilings and behind doors, etc.
- C. Dust moldings, air vents and chair rails.
- D. Dust and thoroughly damp mop hard surface floors.

5.2 CLASSROOMS/TUTORING/CONFERENCE ROOMS MONTHLY

- A. Dust all blinds and drapes.
- B. Dust, damp mop, and buff hard surface floors.

5.3 CLASSROOMS/TUTORING/CONFERENCE ROOMS SEMI-ANNUALLY

- A. Clean all carpeting with the extraction method.
- B. Clean all light fixture lenses and ceiling air diffusers.

5.4 CLASSROOMS/TUTORING/CONFERENCE ROOMS ANNUALLY

- A. Clean all carpeting with the extraction method.
- B. Clean all walls with appropriate cleaners.

6.0 HALLWAYS/VESTIBULES DAILY

- A. Vacuum carpeted floors (dust floors where tile or concrete floor exists). Move light furniture to perform a thorough job.
- B. Spot clean carpets to remove any stains which may have accumulated during the day.
- C. Empty and clean waste receptacles and replace liners where required. Remove waste to the designated areas on the premises.
- D. Wash, sanitize and polish all water fountains.
- E. Spot clean walls, doors, door frames.
- F. Clean all entrance door glass inside and outside to remove fingerprints and smudges.
- G. Lift and shake all entrance mats and clean under mats.
- H. Dust all furniture and low fixtures.
- I. Check to make sure all windows are closed and locked. Turn off all lights and lock all doors.

6.1 HALLWAYS/VESTIBULES WEEKLY

- A. High dust all areas not able to be reached in daily cleaning, such as doors and frames, alarm boxes and cobwebs near the ceilings and behind doors, etc.
- B. Spot clean all walls.

6.2 HALLWAYS/VESTIBULES MONTHLY

- A. Restore all hard surface floors.
- B. Thoroughly clean all upholstered furniture.

6.3 HALLWAYS/VESTIBULES SEMI-ANNUALLY

- E. Scrub and recoat hard surface floors with three coats of finish.
- F. Clean all carpeting with extraction method.
- C. Clean all light fixture lenses and ceiling air diffusers.

6.4 HALLWAYS/VESTIBULES ANNUALLY

- E. Strip and refinish hard surface floors with three coats of finish.
- F. Clean all carpeting with extraction method
- C. Clean all walls with appropriate cleaners.

6.5 GENERAL – WEEKLY

- A. Pick up trash/garbage along sidewalks and parking lots.
- B. Empty exterior trash receptacles.

EASTERN IOWA COMMUNITY COLLEGE DISTRICT
101 W 3RD STREET
DAVENPORT, IOWA 52801

**CUSTODIAL SERVICES
CONTRACT BID**

P R O P O S A L

We propose to furnish material, equipment, and labor, complete and in accordance with the contract specifications, for the following sum(s): Prices quoted are annual prices, however, payments will be made monthly.

SECTION I.

Eastern Iowa Community College Locations

1. Custodial Services Pricing by Location:

Scott Community College	\$ _____
Blong Technology Center	\$ _____
West Davenport Center	\$ _____
SCC Urban Campus	\$ _____
DeWitt CAC Building	\$ _____
Maquoketa Center	\$ _____

2. Additional Labor Rates – Rates for services required outside of “contract” guidelines:

Labor Category	Cost Per Hour
Day Cleaners	_____
Site Supervisor	_____
Floor Person	_____
Night Cleaners	_____
Weekend Coverage	_____
Holidays	_____

3. **We understand that EICC has the right to approve or reject all or part of this bid.**

FIRM NAME:

AUTHORIZED REPRESENTATIVE (Typed Name):

AUTHORIZED SIGNATURE:

TELEPHONE: _____ DATE:

SECTION II.

ACCEPTANCE OF PROPOSAL

The prices, specifications, and conditions are satisfactory and are hereby accepted. Your firm is authorized to perform the work as specified. Payment shall be billed and paid as specified.

Eastern Iowa Community College District

AUTHORIZED REPRESENTATIVE

(Typed Name):

AUTHORIZED SIGNATURE:

TELEPHONE: _____ DATE: _____