SPECIFICATIONS

The following buildings are to be cleaned as per the schedule below.

Area #2	
Ray Building	5 days per week
John E. Jones Agri-Center	5 days per week
Facilities Offices/Warehouse	5 days per week
Regional Juvenile Detention	5 days per week
Sheriff's Office at Jail	5 days per week
Historical Society (Old Courthouse)	3 days per week
Landfill Scale House	5 days per week
Sheriff's Training Center	3 days per week
Environmental Building	3 days per week
Future EMA/IT building	5 days per week
Area #3	
County Services Building (Pelham)	5 days per week
Mary Ellen Estes Community Center (Heardmont Senior Center)	5 days per week
Heardmont House	3 days per week
Area #4	
Water Services Westover (Office and Warehouse	5 days per week
280 County Services Building	5 days per week

All buildings cleaned 5 days per week shall be cleaned on Saturday or Sunday, Monday, Tuesday, Wednesday and Thursday. All buildings cleaned 3 days per week shall be cleaned on Saturday or Sunday, Tuesday, and Thursday. All cleaning done on workdays must be done after 5:00 p.m. If events at any locations are scheduled outside of normal business hours it shall be the contractor's responsibility to perform work such that it does not interrupt any meeting or event. (i.e. public meetings or any other gatherings)

Each building must be immediately brought up to its highest level of cleanliness. Tile floors will be stripped and waxed, carpets cleaned, walls wiped, restrooms sanitized and scrubbed, stained concrete floors will be cleaned, sealed and coated, and all glass cleaned. The described initial cleaning must be completed within 60 calendar days from the beginning of contract work. During the initial cleaning process, all daily procedures must be performed according to specifications.

Any needed repairs noticed by the contractor in any of the buildings should be immediately reported to the Facilities & General Services office by emailing at fgs@emaintx3app.com.

It is the intention of Shelby County to maintain all buildings at the highest level of cleanliness possible. Any additional services, other than specified in this bid, **must** be approved by the Manager of Facilities & General Services in writing.

Quarterly service will be performed on a 90 day interval from the completion date of initial cleaning for each building. A schedule calendar **must** be provided to Facilities & General Services at the time of contract execution. Any variance from the calendar must be approved a minimum of 72 hours prior to scheduled work. If quarterly cleaning calendars are not provided at the time of execution and quarterly (prior to work being performed) thereafter, the contract may be terminated.

DAILY SERVICE

Wastebaskets and Trash Containers:
Containers are to be emptied, wiped clean, and returned to original location. Plastic liners are to be installed in waste receptacles as needed with liners to be furnished by the Contractor. Liners should fit the size container being lined. Liner must be secured in container. All waste is to be deposited into the available dumpsters around said building(s). Containers outside the entryway doors are considered part of the contract responsibilities.

General Dusting:
Hand dusting of the following using a treated cloth or in cases where called for, a damp cloth: miscellaneous cabinets, window sills, coat racks, ledges, desktops, counters, hallway stair tops, interior window shelves, air supply and return vents. Feather type dusters are only to be used around computers. Check for cobwebs in corners, window sills, behind and under chairs, etc. and clean as needed.

Chairs and File Cabinets:
Chairs will be dusted on all horizontal surfaces. Fabric upholstered seats and arms are to be spot whisked. Side chairs are to be treated in a like manner. All chairs are to be replaced in original position to maintain an overall orderly and neat appearance.

Entrance Areas:
Entrance areas will be given special attention on a daily basis. Dust mop and spray buff tile floors as necessary. Glass doors, side windows at entryways and transom window above doors shall be cleaned and any spider webs near the entryway and any light fixtures near the entryways shall be cleaned. Exterior mats located at the entrance doors are to be vacuumed and/or swept nightly. Exterior entrances should be swept if leaves or debris is present. Trash receptacles located immediately outside the doors are to be emptied during each cleaning and any trash or debris on or around the receptacles shall be removed during each cleaning.

Carpets and Mats:
All carpets and interior mats will be vacuumed daily paying particular attention to knee well areas under desks and counters. Interior carpet mats will be located at each entrance to County buildings. Contractor will service these mats as specified for carpeted areas.

Tile Floors:
Tile floor areas are to be **clean** mopped daily with chemically treated mops. Use of dirty water for mopping will not be acceptable. All spills and stains are to be thoroughly addressed on a daily basis. Notify F&GS of any grout that appears to not come clean.

Marble Floors:
All marble floors shall be dust mopped with clean, non-treated dry dust mop. Spot cleaning shall be performed using products approved for marble floors.

Wood Floors:
Daily Service: Dust mop or vacuum to ensure removal of grit and dust. Quarterly Service: Scrub and wax after removing grit and dust. Do not use water based cleaner. All cleaning products must be compatible with wood floor finish and must be approved by Owner. Contact Owner before performing quarterly service.

Walls:
Wall surfaces around light switches, handrails, door knobs, and other heavy traffic areas are to be spot cleaned as needed and should be evaluated daily.

Drinking Fountains:
Drinking fountains will be cleaned using a disinfectant cleaner and wiped dry. Calcium deposits i.e. white circles and marks must be removed.

Hallways Non-Carpet:
Hallways that are non-carpeted are to be dust mopped with chemically treated dust mops. Spills and stains are to be spot cleaned on a daily basis.

Steps and Landings:
Steps and landings will be swept and mopped with a detergent disinfectant solution. Handrails in stairways are to be wiped down completely with a disinfectant cleaner.

Commodes and Urinals:
Commodes and urinals will be washed and dried. Seats shall be washed top and bottom. This work will be performed using an acceptable, non-pungent germicidal disinfectant solution that is properly diluted to prevent sticky residue. Bright metal parts are to be dry shined.

Washbasins:
Washbasins are to be washed inside and out. Bright metal parts are to be dry shined.

Mirrors:
Mirrors are to be cleaned and dry shined.

Waste Receptacles:
All waste receptacles are to be emptied and interiors wiped out. Sanitary napkin waste disposal containers are to be emptied, sprayed with an approved disinfectant spray and wiped dry. The contents of the containers will be emptied into special carry out containers for removal from the premises.

Paper and Soap Products:
Toilet tissue, white paper towels, and foam hand soap will be furnished by Shelby County. All dispensing units are to be filled as needed and are to be kept clean. Notify F&GS when paper product supply is **low** – NOT OUT. Paper products and soap dispensers are to be checked during the daily cleaning to ensure that there is enough product to last through the next business day.

Air Fresheners:
Air freshener products will be placed within the restrooms and replaced as needed. The Contractor shall provide the air freshener and said freshener fragrance must be approved by the County.

Tile Floors within Office Areas/Suites:
Sweep loose paper and debris from tile floors. Mop floors with a detergent disinfectant solution using a scraper for adherents.

Tile Floors in Restrooms:
Restroom floors will be mopped clean with a chemical to disinfect and particularly ensure the cleaning of the areas between the floor tile and the commode.

Break Areas:
Break areas will be cleaned on a daily basis using an acceptable, non-pungent germicidal disinfectant solution. Tables and chairs will be wiped off, trash will be collected and removed, microwave ovens will

be cleaned both interior and exterior. The exterior of refrigerators will be wiped down with cleaning solvent. The refrigerators will be emptied and cleaned every 6 months. Contractor shall post notices at least five days in advance on the outside of the refrigerator before emptying and cleaning inside. Contents shall be removed for cleaning and replaced after cleaning. Only the refrigerators in designated break or kitchen areas will be cleaned. Private refrigerators will not be serviced.

Stained Concrete Floors:
Dry mop / dust mop to remove loose soil.

Supervisor Reports:
Daily reports must be turned in to Facilities & General Services on a weekly basis. Reports must be filled in completely and signed by the contractor's supervisor.

Communications:
Communication with contractor or contractor's agent and Facilities & General Services shall be conducted via email. Work orders will be transmitted to the contractor via email. Response within 24 hours either confirming the work order has been completed or information regarding the status and schedule of completing the work order is required. If at any time during the contract this requirement is not met it is grounds for termination of the contract.

Personal items on desks, shelves etc. are NOT to be touched.

WEEKLY SERVICE – Saturday or Sunday, Unless Otherwise Approved in Writing by Facilities & General Services

Restroom Walls:
Restroom walls will be cleaned to remove water splashes and runs, soap splashes, fingerprints, and smudges.

Restroom Toilet Partitions:
Tops of all partitions will be dusted. Partition walls will be cleaned with a detergent disinfectant solution (top and sides).

Glass Partitions, Glass Doors and Glass Storefronts:
Glass panels and doors are to be cleaned with glass cleaner to remove dirt, fingerprints and smudges. This includes glass doors, transoms and side lights at entryways. This also includes all transaction glass to be cleaned on both sides.

Carpet Stains:
All carpet stains are to be sprayed with stain removing agent and cleaned.

Pictures:
All wall hung pictures and other wall adornments are to be dusted.

Telephones:
Sanitize all telephone receivers.

Tile and Stained Concrete Floors:
Tile and Stained Concrete floors will be dust mopped and wet mopped as needed in high traffic areas. Mop solution or spray used must not make a slippery/slick surface. Dust must be removed from corners and behind doors.

QUARTERLY SERVICE

Baseboards
Baseboards are to be dusted. Either treated cloths, soft dust cloths, or vacuums may be used for this operation.

Air Conditioning Registers and Vents
All registers and vents are to be dusted and/or cleaned.

Tile Floors:
All ceramic tile floors and grout to be machine scrubbed and wet vacuumed. No wax or finish to be applied.

All VCT tile floors will be machine stripped, scrubbed, waxed and polished. Care will be exercised in the operation of floor machines and equipment so as to prevent damage to furniture and baseboards. Floor finish will not be allowed to build up around edges or corners. Splash marks will be removed from baseboards, doors, walls, etc. VCT flooring in all areas is to be stripped and waxed with special attention to high traffic areas. Corners and edges should not have buildup. Wax on baseboards or walls shall be removed. Floors are to be stripped, two (2) coats of sealer applied, and four (4) coats of floor finish with not less than 28% solid applied. Thoroughly clean floors to remove dirt and debris before application of sealer. All floors will have a high gloss without embedded dirt and debris.

All Marble floors (i.e. Natural Stone in Courthouse Floors A and B) will be cleaned, sealed, and polished using products specifically formulated and approved for marble. Products containing acid shall not be used.

All LVT floors will be cleaned per the manufactures specifications (no waxing or polishing allowed).

Carpets:
Carpets on all floors in all areas are to be cleaned by the steam extraction method with extra care given to break areas and high traffic areas. Heavily soiled areas and spots are to be pre-soaked before extracting. Carpet cleaning must occur on a Friday night or Saturday morning before 12:00 noon to ensure drying time before Monday morning.

Blinds:
All window and door blinds will be cleaned using either a vacuum or a damp cloth.

Windows:
Clean windows where accessible from the interior. (Exterior window cleaning is not part of this contract other than those specified in the entryway areas.)

Stained Concrete Floors:
Products refer to HILD Ultra Glo Systems

1) Clean Floor
    a. Brush baseboards and other perimeter areas to loosen dust and debris.
    b. Vacuum entire floor using a medium brush attachment
    c. Clean floor with auto-scrubber (white pad or red pad)
    d. Damp mop, rinse with CLEAN cool water
    e. Let floor dry before applying finish

2) Sealer
   a. Apply two (2) coats of Sim Sealer
   b. Allow sealer to cure over night
3) Tuff-Stuff (four coats)
   a. Use dedicated clean synthetic wax/finish mop, apply even medium coats
   b. Let each coat dry to touch
   c. Floor will streak if partially dried material on mop is deposited on subsequent coats. This is not acceptable.
4) TAA (Thermo Adhesion Activator)
   a. Pour TAA directly on DEDICATED 24-oz. rayon mop, NOT INTO BUCKET
   b. This mop must be dedicated to TAA
   c. Mop aggressively one (1) thin coat of TAA wall to wall.
   d. Dries in 10-15 minutes.
   e. Burnish IMMEDIATELY after drying
   f. Burnish with 1500-2000 RPM high speed buffer. NATURAL HAIR burnishing pads.
   g. Burnish AGGRESSIVELY and slowly to crystal clear shine.
   h. TAA must be burnished more aggressively and slowly than standard coatings.

Kitchen Areas

Clean ceiling and walls around kitchen hood (use degreaser where applicable)

ADDITIONAL BID SPECIFICATIONS AND CLARIFICATIONS

- Mandatory weekly meetings and inspections will be held with designated Facilities and General Services representative and a representative from contractor. These meetings will be conducted at locations determined by Facilities and General Services.

- Contractor must have an established, operating office within fifty (50) miles of Columbiana, Alabama (Shelby County).

- Proposal forms shall include pricing for all buildings. Failure to price all locations will be deem the bidder unresponsive.

- The Airport and Animal Services Buildings are not included in this bid. There will be occasional floor work needed at these locations. Proposals will be requested from the Contractor on an as needed basis. No work will be performed until written approval is given by Facilities and General Services and invoicing for this additional work will be invoiced and paid separately after work is completed and accepted.

- The refrigerators in all building will be emptied and cleaned on a six-month basis. Contractor shall post notices at least five days in advance on outside of refrigerator before emptying and cleaning inside. Only the refrigerators in kitchen and break areas will be cleaned. Contents shall be removed for cleaning and replaced after cleaning. Cleaning is to be coordinated through the Facilities Office, and scheduled a minimum of one full week in advance.

- The Contractor must ensure that the contractor's supervisor inspects all building areas before crew departs building on a daily basis. It is the contractor's supervisor's responsibility to ensure all doors are locked and lights turned off. If a task is not completed as specified within the contract specifications, the County will notify the Contractor by email or fax on the first occurrence. Should the County notify the contractor a second time concerning the same task not being performed as specified, including not securing doors, the County will deduct ten percent (10%) from the Contractor's monthly invoice for that building as a non-performance penalty. The non-performance penalty deduction will increase by 5% for each occurrence within a quarter and shall continue each month thereafter when the cleaning tasks or areas are subsequently missed.

- Contractor is responsible to ensure that all doors are maintained secure during work operation and before departing each area/building. Contract deductions will apply to doors left unlocked. The security of our buildings and departments are of the highest priority. Ten percent deduction will be taken from the Contractor's monthly invoice for that building as a non-performance penalty for all occurrences of doors not being locked when departing.

- The Contractor, as a part of their proposal will provide his manpower plan for daily janitorial services. This information will be used to determine the responsiveness of Contractor's bid. List supervisor(s) and workers per area with anticipated hours. Acceptance of the Contractor's

proposal and subsequent award of contract shall not serve as a guarantee by the County that Contractor's manpower plan is adequate to perform the contract requirements. Contractor shall provide all labor necessary to perform in accordance with the contract requirements. Supervision shall be adequate to ensure inspection of work performed each day. If performance is deemed unacceptable the Contractor's supervisor shall be replaced at request of the County.

- It is the responsibility of the Contractor to check and replenish the supply of all paper products and hand soaps so these supplies do not run out during the workday. The County will provide these products to the building for Contractor use. Contractor must provide advance notice (minimum 48 hours) to County when replenishment of supplies is needed.

- It will be mandatory for the Contractor to provide to the County a schedule of the quarterly service items for each building. Calendars must be turned in to Facilities and General Services no later than one week before work is scheduled to be performed.

- If Contractor damages or finds something damaged or in need of repair (furniture, appliances, plumbing, sinks, toilets, carpet, etc.), it is the responsibility of the Contractor to report it to the County within 24 hours.

- Daily Service – General dusting is to include but not be limited to desk tops, table tops, counters, judge's benches and other furniture surfaces. Glass on tables should be cleaned daily with glass cleaner. If removal of dirt or dust below the glass surface, removal and replacement of the glass is to be performed.

- Weekly Service – Courtroom benches are to be dusted and/or vacuumed (all Courtrooms with cloth seats will required vacuuming and stain removal as needed; all others will need to be dusted).

- All building restrooms shall have air fresheners installed and maintained by the Contractor. The actual fragrance and strength to be used will be pre-approved by the County.

- Weekly Services spray buffing of tile floors shall occur at all traffic areas and in areas where there are stains. The Contractor will have to use good judgment and physically inspect all locations to ensure the spray buffing occurs in all areas that require attention.

- Quarterly Services floor stripping and waxing shall include the stripping and waxing of the VCT tile in all restrooms, building entrances, corridors / hallways and other areas as needed within the building.

- Any items (cleaning supplies, materials, solvents, etc.) not clearly denoted as being furnished by the County shall be furnished by the Contractor. Before work begins, Contractor will submit for approval a detailed list of all cleaning products proposed for use under this contract, including MSDS information.

- Contractor to ensure all building doors are locked and lights are turned off before departing.

- Contractor **MUST** have a non-working supervisor (Quality Control Manager) to walk each space after the cleaning crew is complete to verify the accuracy of work. The supervisor's daily reports must be turned in to the Facilities and General Services on a weekly basis. The non- working supervisor must have no regular daily cleaning responsibilities.

- Any employee working in any of the County buildings part of this contract will be assigned keys and an access card. In order to receive the assigned keys and access card, the contractor's employee must comply with the following:

    - The contractor must submit a completed "Request For Access Card" and "Agreement for Use" form (attached) for each individual employee. This request must be emailed to Facilities and General Services representative, Gina LeCroy at rlecroy@shelbyal.com.
    - The "Request" will be forwarded by Facilities and General Services to the Shelby County Court Administrator for review and background investigation.
    - Approval or denial, with further instructions, will be sent to the Contractor from Facilities and General Services.

- No person is allowed in any County building for cleaning or otherwise without the approval. Anyone found allowing access to a County building without approval will have their access approval revoked immediately. If it is determined that the contractor knowingly allowed any person not approved in any County building it will be grounds for terminating the contract.

- If any Contractor's employee has access privileges revoked or if they are terminated by the Contractor the Contractor will confiscate and return employee's assigned keys and access badge and return them to Facilities and General Services within 1 business day of notification. If the Contractor fails to return the assigned keys and access badge it will be grounds for terminating the contract.

- Schedule - In addition to the requirement to provide a schedule of the quarterly cleaning, the Contractor will provide written notice to the County that quarterly service has been performed. This will be provided for each building and delivered electronically.