



University of
West Florida

Procurement & Contracts
11000 University Parkway
Building 20W, Room 159
Pensacola, FL 32514

**Request for Proposal
15RFPT-03AW
Custodial Services**

September 1, 2015

TO: Potential Participants

The University of West Florida (hereinafter referred to as UWF) is soliciting responses to a Request for Proposal (RFP) for Custodial Services at the University of West Florida located in Pensacola, Florida.

Carefully review this Request for Proposal, it provides specific technical information necessary to aid participating firms in formulating a thorough response. **Should you elect to participate, complete an original and the required copies of the requested information and return proposal binders and the sealed price package all in a sealed box/envelope directly to Procurement & Contracts before 3:00 p.m. Central Time on Tuesday, October 13, 2015.** For more information refer to "RFP Information and Instructions" below. **Late or incomplete responses will not be accepted.**

Respondents are required to attend a mandatory pre-submittal meeting and site visit which will be held at 9:00 a.m. Central Time on Tuesday, September 15, 2015 in Building 960, Room 258 (the Wellness Classroom) on the UWF main campus in Pensacola, FL. Please plan to allow four (4) hours for this mandatory pre-submittal meeting/site visit. **Submittals will be rejected from any firm not directly represented at the mandatory pre-submittal meeting/site visit.**

Parking permits are required on campus, therefore be sure to stop by the Visitors Center (Building 81) to obtain a visitor's parking permit and information about where to park. The Visitors Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Central Time. For more information about visiting UWF, please refer to the following website: <http://uwf.edu/about/location/maps/>.

Respondents are fully responsible for obtaining the complete RFP, including all attachments, any and all addenda (if applicable), and information concerning the RFP tabulations by visiting our website: <http://uwf.edu/offices/procurement/vendors-only/open-solicitations/>.

In accordance with 119.071, Florida Statutes, submittals will only be acknowledged in the public solicitation closing, no submittals will be opened and no pricing will be announced. Submittals are exempt from public records laws until such time as the agency provides notice of an intended decision or thirty (30) days after the closing. In compliance with the statutes, the University will not open submittals publicly but will retain a recording of the opening and will post the decision as soon as available.

Because purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities, all respondents shall understand that portions (potentially all) of their submittals as well as final contract and related documents will become public record upon contract award. After the posting of award, respondents may view solicitation files by contacting the Procurement & Contracts Facilitator.

Alicia Waymack, C.P.M.
Senior Buyer
Phone: 850.474.2633
E-mail: awaymack@uwf.edu

**UNIVERSITY OF WEST FLORIDA
PROCUREMENT AND CONTRACTS**

REQUEST FOR PROPOSAL # 15RFPT-03AW

Custodial Services

RFP DUE DATE: Tuesday, October 13, 2015 at 3:00 p.m. Central Time

Section I

OVERVIEW

A. General Information and Summary

The University of West Florida is a public, fully accredited, co-education institution of the twelve-member State University System of Florida. The University is a regional, comprehensive university with its main campus located in Pensacola, Florida, with a branch located in Fort Walton Beach as well as a center at Eglin Air Force Base, and offices at Naval Air Station Pensacola, Whiting Field in Milton and Hurlburt Air Force Base in Mary Esther.

The University currently enrolls more than 12,500 students in its College of Arts, Social Sciences and Humanities, College of Business, College of Education and Professional Studies, and College of Science, Engineering & Health. It is the University's goal to become the number one regional comprehensive university in America. We believe that education is a path to success and a vital contributor to the quality of life. We strive to provide an environment that nurtures integrity, quality, innovation, teamwork, stewardship, courage and caring.

The University's website, <http://uwf.edu/>, provides additional information which may be useful to the Respondents.

The University requires custodial services for the following unique departments: I. Health and Wellness, II. Educational Research Center for Child Development (ERCCD), III. Housing, and IV. UWF Small Business Development Center (SBDC).

The University intends to contract with a firm which specializes in custodial services to provide these services for the above named departments.

B. Timetable

The anticipated schedule and deadlines for this RFP and contract approval are projected as follows:

Activity	Time (Central)	Date
Issue RFP		September 1, 2015
Mandatory pre-submittal meeting and site visit	9:00 am CT	September 15, 2015
Written request for explanation deadline date	3:00 pm CT	September 22, 2015
Estimated issuance of explanation response		September 29, 2015
RFP Due Date	3:00 pm CT	October 13, 2015
Estimated Notice of Intent to Award		November 3, 2015
Estimated contract start date		December 1, 2015

C. Contact Person

The Procurement & Contracts Facilitator and sole contact for this RFP is:

Alicia Waymack, Senior Buyer
Email: awaymack@uwf.edu
Phone: 850.474.2633
Web address: <http://uwf.edu/offices/procurement/>

Respondents are advised that from the date of release of this RFP until award of the contract, **no contact with University personnel related to this RFP is permitted. All communications are to be directed to the Procurement & Contracts Facilitator listed above. Any such unauthorized contact may result in the disqualification of the Respondent's submittal.**

Respondents are fully responsible for obtaining the complete RFP, including all attachments, any and all addenda (if applicable), and information concerning the RFP tabulations by visiting our web site: <http://uwf.edu/offices/procurement/vendors-only/open-solicitations/>. It is recommended that you bookmark this web site and visit it frequently.

Explanation(s) desired by respondent(s) regarding the meaning or interpretation of this RFP must be requested from the above contact person in writing via e-mail prior to the deadline date as stated in the above Timetable. The explanation response will be issued in the form of an official addendum and posted to our web site. **All addenda shall be signed and submitted as part of your response. Failure to do so may disqualify your response.**

Respondents should not rely on any representations, statements, or explanations other than those made in writing by the UWF sole POC in the official addendum format. Where there appears to be a conflict between the RFP and any addenda issued, the last written addendum issued shall prevail.

D. Response Submission

The University of West Florida (UWF) is subject to Section 119.07, Florida Statutes, which requires it to provide access to its records, subject to certain limitations. Material submitted in response to this solicitation may become a public document unless a specific exemption to section 119.07 exists. Submitted material which is marked as confidential will be treated as confidential by UWF to the extent it is considered a trade secret as defined under Florida law or it meets other criteria otherwise exempt from Section 119.07, Florida Statutes, or other applicable law.

In order for the information to be considered covered by trade secret exemption of the Public Records law, you must take measures to assert the exemption by placing the information provided in your submission that meets the criteria of a trade secret in the "confidential information" tab noted below in Section IV.

The required copies of the Response with the signed Affidavit Form must be received by the University of West Florida Procurement & Contracts Office by the due date and time as stated in the above Timetable.

Each response is to be submitted in a three-ring binder using index tabs with the appropriate tab identification as requested within this RFP. See Section IV, "RFP Information and Instructions" for more information.

Submit:

- One (1) original, clearly marked as the original, which shall contain the original manual signature of the authorized person signing the proposal
- Six (6) hard copies of the original
- One (1) electronic copy of the original

Additionally, one (1) original Cost Proposal is to be submitted in a separate, sealed envelope, clearly marked as "Cost Proposal". **Do not include the Cost Proposal in the three-ring binders.**

Failure to include the signed original and all copies shall be grounds for rejection of your response without further evaluation.

- The outer carton of the response shall include the RFP number, RFP name, and due date.
- Your response shall include the information and required submittals described in Section IV, "RFP Information and Instructions", and be tabbed and numbered with all information appearing in the Tab in which it was requested.
- All information and required submittals requested shall be in hard copy form and included in your written response. Responses shall not refer the University to electronic media such as websites, cd's, disks, or tapes in order to obtain the required information or submittals.
- Information submitted that is not requested by the University may be considered to be supplemental, and not subject to evaluation by the team members.
- If there is any information or required submittals which due to size or binding cannot be incorporated following the proper tab, you must provide information following the numbered tab, telling the evaluator where the information can be found in your response.
- All required signed and completed copies of the response with the signed Affidavit Form must be either mailed or delivered to:

UNIVERSITY OF WEST FLORIDA
Procurement & Contracts
Building 20W Room 159
11000 University Parkway
Pensacola, FL 32514

• **CAUTION: The executed Affidavit Form must be signed and submitted as part of your response. Failure to do so will disqualify your response.**

• **All addenda shall be signed and submitted as part of your response. Failure to do so may disqualify your response.**

- E. Affidavit Form**
See Attachment A
- F. RFP Information and General Conditions**
See Attachment B
- G. Sample Agreement**
See Attachment C
- H. Minimum Insurance Requirements**
See Attachment D
- I. Cost Proposal**
See Attachment E
- J. Marmoleum Floor Care Guidelines**
See Attachment F
- K. Buildings List**
See Attachment G

Section II

SCOPE OF SERVICES

UWF desires the most thoroughly developed and highest quality professional services available. The following specifications outline the **minimum** firm requirements for the proposed service. They are provided to assist participants in understanding the objectives of UWF and submitting a thorough response. Responses must reflect in detail their inclusion and the degree to which provided.

The following departments are included in this RFP, each with its own Scope of Services: I. Health and Wellness, II. Educational Research Center for Child Development (ERCCD), III. Housing, and IV. UWF Small Business Development Center (SBDC).

I. Health and Wellness

The Health and Wellness Building includes three distinct functional areas.

1. The Health Center (a primary care medical facility operated for the benefit of UWF students) includes staff offices, examining rooms, procedure rooms, and similar specialized spaces. The Health Center must be maintained to a standard appropriate to medical facilities.
2. The Counseling Center includes staff and therapist offices, a conference room, a group room and similar spaces.
3. The Health Promotions program includes staff offices, student work spaces, a large student lounge/program space, and an outdoor roof top patio.

The building includes an elevator and other common spaces.

The University requires a scope of work for the Health and Wellness Building that includes appropriate daily, weekly, and monthly cleaning tasks to achieve APPA's Level 1 of cleanliness. APPA Level 1 is described as Orderly Spotlessness and includes the following indicators:

- Floors and base molding shine and/or are bright and clean; colors are fresh,
- There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. All lights are in working order and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste and are clean and odor free.

Services should be scheduled five (5) days per week (Monday through Friday, excluding holidays) with work hours beginning not later than 6 am.

Minimum Cleaning Tasks for the Health and Wellness Building

- A. Entrances, Lobbies, Offices, Exam Rooms, Lab Room, Conference Room, Roof Top Patio, Hallways, Elevators, Stairwells.
 1. Daily
 - a. Empty trash receptacles and remove to dumpsters and empty recycling receptacles. Replace liners and damp wipe receptacle as needed.
 - b. Clean glass doors and glass partitions.
 - c. Damp wipe entrance metal and clean finger marks on entrance glass.
 - d. Police entrance walks and patio for trash and debris.
 - e. Vacuum all carpeting and mats in traffic lanes and waiting rooms. Spot extract spills and soiled areas as needed.
 - f. Sweep stairs.
 - g. Dust mop and damp mop vinyl composition tile (VCT)
 - h. Dust mop other hard surface floors with a non-treated dust mop and damp mop.

- i. Clean and polish bright work of elevators and drinking fountains.
 - j. Dust all horizontal surfaces including desktops, telephones, files, windowsills, chairs, tables, pictures, and other furnishings.
 - k. Damp wipe telephones and tables using a disinfectant.
 - l. Straighten lobby furniture and rugs.
 - m. Pour approximately ½ gallon of water into Student Health Services (SHS) Exam Room 9 drain.
 - n. Provide and maintain biohazardous spill kit and supplies for SHS.
2. Weekly
 - a. Vacuum all carpeting and mats, taking care to get into corners, along edges, under mats, and beneath furniture.
 - b. Machine blow roof top patio, exterior stairway, and approach walkways.
 - c. Dust baseboards and ledges. Damp wipe as needed.
 - d. Monitor all walls for soil, clean as necessary.
 3. Monthly
 - a. Burnish VCT to present best possible shine.
 - b. Perform high dusting (beyond the tasks described above).
 4. Quarterly scrub, rinse and wax VCT.
 5. Annually
 - a. Machine strip and wax VCT.
 - b. Shampoo all carpet using the extraction method.

B. Restrooms – Daily

- Stock towels, tissue and hand soap (moisturizing lotion soap for SHS).
- Empty trash receptacles and remove to dumpsters and empty recycling receptacles. Replace liners and damp wipe receptacle as needed.
- Empty sanitary napkin receptacles and damp wipe with disinfectant.
- Scour and disinfect all basins.
- Clean and polish mirrors and bright work.
- Clean toilets and urinals with a disinfectant cleaner daily to include splash area on adjacent walls. Toilet seats to be cleaned on both sides and disinfected.
- Dust partitions, tops of mirrors and frames.
- Wipe towel cabinet covers, dispensers, and changing tables (if applicable).
- Wet mop and rinse restroom floors with disinfectant.
- Pour approximately ½ gallon of water into SHS staff and lobby bathroom drains.

C. Student Lounge Kitchen/Staff Break Room - Daily

- Wipe and disinfect counter tops, stove tops, and sinks.
- Maintain cleanliness of appliances to include: clean outside of stove, refrigerator and microwaves.
- Dust mop and damp mop floors.
- Check walls and cabinets for splash or spill marks and remove as needed.

II. Educational Research Center for Child Development

The Educational Research Center for Child Development (ERCCD) provides direct childcare services for UWF students (priority access), faculty, staff, and alumni; serves as a model program site; and provides practicum opportunities for select academic programs.

Due to the unique nature of daily activity and classroom management in the facility the University seeks two options for custodial services.

- Option 1, services should be provided five (5) days per week (Monday through Friday, excluding holidays) with service occurring outside of center base operating hours (7 am – 5:30 pm).
- Option 2, services should be provided one (1) day per week (currently on Wednesday) with service occurring outside of center base operating hours (7 am – 5:30 pm).

Minimum Cleaning Tasks for ERCCD – Option 1 (5 days per week, Monday thru Friday)

- A. Entrances, Lobby, Offices, Classroom, Conference Room, Hallways. (Note: frequency variable based on proposed options for five days a week, twice a week, once a week, twice a month, or monthly service schedules.)
1. Daily
 - a. Empty trash receptacles and remove to dumpsters and empty recycling receptacles. Replace liners and damp wipe receptacle as needed.
 - b. Clean glass doors and glass partitions.
 - c. Damp wipe entrance metal and clean finger marks on entrance glass.
 - d. Police entrance walks and patio for trash and debris.
 - e. Vacuum all carpeting and mats in traffic lanes. Spot extract spills and soiled areas as needed.
 - f. Dust mop hard surface floors with a non-treated dust mop and damp mop in accordance with Attachment F.
 - g. Clean and polish bright work of drinking fountains.
 - h. Dust all horizontal surfaces including desktops, telephones, files, windowsills, chairs, tables, pictures, and other furnishings. Wipe tables with a disinfectant cleaner as needed.
 - i. Damp wipe telephones using a disinfectant.
 - j. Machine blow patios and approach walkways.
 2. Weekly
 - a. Vacuum all carpeting and mats, taking care to get into corners, along edges, under mats, and beneath furniture.
 - b. Dust mop and damp mop hard surface floors in accordance with Attachment F.
 - c. Dust baseboards and ledges. Damp wipe as needed
 - d. Monitor all walls for soil, clean as necessary.
 3. Monthly
 - a. Burnish hard surface floors to present best possible shine in accordance with Attachment F.
 - b. Perform high dusting (beyond the tasks described above)
 4. Quarterly – Scrub, rinse and wax hard surface floors in accordance with Attachment F.
 5. Annually
 - a. Machine strip and wax hard surface floors in accordance with Attachment F.
 - b. Shampoo all carpet using the extraction method.
- B. Restrooms - Daily
- Stock towels, tissue and hand soap.
 - Empty trash receptacles and remove to dumpsters and empty recycling receptacles. Replace liners and damp wipe receptacle as needed.
 - Empty sanitary napkin receptacles and damp wipe with disinfectant.
 - Scour and disinfect all basins.
 - Clean and polish mirrors and bright work.
 - Clean toilets and urinals with a disinfectant cleaner to include splash area on adjacent walls. Toilet seats to be cleaned on both sides and disinfected.
 - Dust partitions, tops of mirrors and frames.
 - Wipe towel cabinet covers, dispensers, and changing tables (if applicable).
 - Wet mop and rinse restroom floors with disinfectant.
- C. Kitchen/Staff Break Room - Daily
- Wipe and disinfect counter tops, stove tops, and sinks.
 - Maintain cleanliness of appliances to include: stove, refrigerator, and microwaves.
 - Dust mop and damp mop hard surface floors in accordance with Attachment F.
 - Check walls and cabinets for splash or spill marks and remove as needed.

Minimum Cleaning Tasks for ERCCD – Option 2 (1 day per week)

A. Entrances, Lobby, Offices, Classroom, Conference Room, Hallways

1. Weekly

- a. Empty trash receptacles and remove to dumpsters and empty recycling receptacles. Replace liners and damp wipe receptacle as needed.
- b. Clean glass doors and glass partitions.
- c. Damp wipe entrance metal and clean finger marks on entrance glass.
- d. Police entrance walks and patio for trash and debris.
- e. Vacuum all carpeting and mats, taking care to get into corners, along edges, under mats, and beneath furniture. Spot extract spills and soiled areas as needed.
- f. Dust mop and damp mop hard surface floors in accordance with Attachment F. Center classrooms and kitchen to be wet mopped.
- g. Clean and polish bright work of elevators and drinking fountains.
- h. Dust all horizontal surfaces including desktops, telephones, files, windowsills, chairs, tables, pictures, and other furnishings. Wipe tables with a disinfectant cleaner as needed.
- i. Damp wipe telephones using a disinfectant.
- j. Machine blow roof top patio, exterior stairway, and approach walkways.
- k. Dust baseboards and ledges. Damp wipe as needed
- l. Monitor all walls for soil, clean as necessary.

2. Monthly

- a. Burnish hard surface floors to present best possible shine in accordance with Attachment F.
- b. Hallways and lobby to be wet mopped.
- c. Perform high dusting (beyond the tasks described above).

3. Quarterly – Scrub, rinse and wax hard surface floors in accordance with Attachment F.

4. Annually

- a. Machine strip and wax hard surface floors in accordance with Attachment F.
- b. Shampoo all carpet using the extraction method.

B. Restrooms – Weekly

- Stock towels, tissue and hand soap.
- Empty trash receptacles and remove to dumpsters and empty recycling receptacles. Replace liners and damp wipe receptacle as needed.
- Empty sanitary napkin receptacles and damp wipe with disinfectant.
- Scour and disinfect all basins.
- Clean and polish mirrors and bright work.
- Clean toilets and urinals with a disinfectant cleaner to include splash area on adjacent walls. Toilet seats to be cleaned on both sides and disinfected.
- Dust partitions, tops of mirrors and frames.
- Wipe towel cabinet covers, dispensers, and changing tables (if applicable).
- Wet mop and rinse restroom floors with disinfectant.

C. Kitchen/Staff Break Room - Weekly

- Wipe and disinfect counter tops, stove tops, and sinks.
- Maintain cleanliness of appliances to include: stove, refrigerator, and microwaves.
- Dust mop and damp mop hard surface floors in accordance with Attachment F.
- Check walls and cabinets for splash or spill marks and remove as needed.

III. Housing

The University requires a scope of work for the Housing Department that includes appropriate daily, weekly, and monthly cleaning tasks to achieve APPA's Level 2 of cleanliness. APPA Level 2 is described as Ordinary Tidiness and includes the following indicators:

Same as Level 1 with the following exceptions:

- There can be up to two (2) days' worth of dust, dirt, stains, or streaks on floors and base molding
- Dust, smudges, and fingerprints are noticeable on vertical and horizontal surfaces

Services should be scheduled five (5) days per week (Monday through Friday) with work hours beginning not later than 6 am.

i. **Daily Cleaning Schedules** *(To be priced as a monthly lump sum per building)*

Daily Cleaning Schedule – Southside Residence Halls *(15 Buildings: 14, 15, 16, 23, 24, 25, 26, 27, 28, 29, 30, 31, 33, 34, and 35)*

NOTE: The University will close/suspend services to Southside buildings periodically to perform maintenance or control costs. No cleaning services will be required for a Southside building that is closed for the semester, and Contractor invoicing will be adjusted accordingly.

Southside Residence Halls (15 Buildings: 14, 15, 16, 23, 24, 25, 26, 27, 28, 29, 30, 31, 33, 34, and 35)	
Named Area	Approximate Square Footage
Office, Building 28	285
Office Restroom, Building 28	33
Laundry	43
Entrances, Landings and Stairs	572
Inner Courtyards	1,003
Walkways and Grounds – area outside of building	N/A

Schedule:

- A. Office (located in Building 28)
 - 1) Vacuum carpet. Extract spills and soil as needed.
 - 2) Dust all horizontal surfaces. Wipe with a disinfectant.
 - 3) Empty trash receptacles.

- B. Office Restroom (located in Building 28)
 - 1) Stock paper towels, tissue and hand soap.
 - 2) Empty receptacles.
 - 3) Clean and polish mirrors and bright work.
 - 4) Clean and disinfect toilet and adjacent walls.
 - 5) Sweep and damp mop floor.

- C. Laundry Rooms
 - 1) Sweep and police for debris.
 - 2) Maintain cleanliness of washers and dryers inside and outside to include lint traps.
 - 3) Wipe folding counter with a disinfectant cleaner.

- D. Entrances, Landings, and Stairs (4 per building)
 - 1) Dust mop and damp mop first floor VCT.
 - 2) Sweep down spiral stairs.
 - 3) Clean glass doors and partition glass.

- E. Inner Courtyards
 - 1) Police courtyards for debris and potential hazards.

- F. Walkways and Grounds
 - 1) Police walkways around buildings, sidewalks and grounds daily. Sweep or blow off walkways weekly.

Daily Cleaning Schedule – Argo, Pace and Martin Halls

Argo Hall	
Named Area	Approximate Square Footage
Commons (to include: Entrances, Lobbies, TV Rooms, Studies, Hallways, Elevators, and Offices)	9,069
Restrooms	120
Laundry Rooms	364
Stairwells	1,333
Kitchen	89
Parking Lot & Grounds (To include: Patios, Walkways, and Dumpsters) – area outside building	N/A

Pace Hall	
Named Area	Approximate Square Footage
Commons (to include: Entrances, Lobbies, TV Rooms, Studies, Hallways, Elevators, and Offices)	8,575
Restrooms	120
Laundry Rooms	364
Stairwells	1,652
Kitchen	175
Parking Lot & Grounds (To include: Patios, Walkways, and Dumpsters) – area outside building	N/A

Martin Hall	
Named Area	Approximate Square Footage
Commons (to include: Entrances, Lobbies, TV Rooms, Studies, Hallways, Elevators, and Offices)	12,373
Restrooms	120
Laundry Rooms	364
Stairwells	2,415
Kitchen	175
Parking Lot & Grounds (To include: Patios, Walkways, and Dumpsters) – area outside building	N/A

Schedule:

- A. Common Areas (To Include: Entrances, Lobbies, TV Rooms, Studies, Hallways, Elevators, and Offices)
 - 1) Empty trash receptacles and remove to dumpsters and empty recycling receptacles.
 - 2) Clean glass doors and glass partitions daily. Clean fingerprints throughout the day as needed.
 - 3) Vacuum all carpeting in common area. Spot extract spills and soiled areas as needed.
 - 4) Dust mop and damp mop VCT daily. Burnish to present best possible shine weekly. Scrub rinse and wax quarterly.
 - 5) Clean and polish bright work of elevators and drinking fountains.
 - 6) Dust all horizontal surfaces, wiping tables with a disinfectant cleaner.
 - 7) Monitor all walls and ceilings for food waste and soil, clean as necessary.

- B. Restrooms
 - 1) Stock towels, tissue and hand soap.
 - 2) Clean and polish mirrors and bright work.
 - 3) Clean toilets and urinals with a disinfectant cleaner daily to include splash area on adjacent walls.
 - 4) Dust mop and damp mop floors.

- C. Laundry Rooms
 - 1) Dust mop and damp mop.
 - 2) Dust horizontal surfaces daily and vertical surfaces as needed.
 - 3) Maintain cleanliness of washers and dryers inside and outside to include lint traps.

- D. Stairwells
 - 1) Sweep stairwells. Damp mop spills as needed.
 - 2) Damp mop main stairwell and by elevators once per week.

- E. Kitchen
 - 1) Wipe and disinfect counter tops, stove tops, and sinks.
 - 2) Maintain cleanliness of appliances to include: stove, refrigerator, and microwaves.
 - 3) Dust mop and damp mop floors.
 - 4) **Dishes to be cleaned by students.

- F. Parking Lot and Grounds (To Include: Patios, Walkways, and Dumpsters)
 - 1) Police adjacent parking area for debris.
 - 2) Police around dumpsters.
 - 3) Police patios and sidewalks for cigarette butts and debris.
 - 4) Sweep or blow off patios and walkways daily or as needed.
 - 5) Police grounds around halls.
 - 6) Empty waste receptacles and cigarette cans.

Daily Cleaning Schedule – Village West Apartments (*Buildings A, B, C, and D*)

Village West Apartments (Buildings A, B, C, and D)	
Named Area	Approximate Square Footage
Clubhouse	466
Clubhouse Restroom	76
Elevators (2)	84
Stairwells and Walkways	10,730
Parking Lot, Dumpsters & Grounds – area outside building	N/A

Schedule:

- A. Clubhouse
 - 1) Vacuum all carpet and extract spills and soil as needed.
 - 2) Dust all horizontal surfaces and wipe with a disinfectant.
 - 3) Clean glass doors and wipe fingerprints from the doors throughout the day as needed.

- B. Clubhouse Restroom
 - 1) Stock paper towels, tissue, and hand soap.
 - 2) Empty receptacles.
 - 3) Clean and polish mirror and bright work.
 - 4) Clean and disinfect urinals, toilet, and adjacent walls.
 - 5) Sweep and damp mop.
 - 6) Scrub, rinse and wax VCT quarterly.

- C. Elevators
 - 1) Sweep and mop.
 - 2) Wipe and polish bright work.

- D. Stairwells and Walkways
 - 1) Police daily for trash and cigarettes.
 - 2) Sweep or blow dirt weekly.
 - 3) Spot sweep.
 - 4) Monitor all walls and ceilings for food waste and soil, clean as necessary.

- E. Parking Lot, Dumpsters, and Grounds
 - 1) Police parking lot, grounds, pool and area around dumpsters.
 - 2) Clean outdoor furniture as needed.

Daily Cleaning Schedule – Village East Apartments (Buildings E, F, G, and H)

Village East Apartments (Buildings E, F, G, and H)	
Named Area	Approximate Square Footage
Clubhouse	1,743
Clubhouse Restroom	224
Clubhouse Laundry Room	323
Clubhouse Kitchen	108
Elevators (2)	86
Stairwells and Walkways	20,448
Parking Lot, Dumpsters & Grounds – area outside building	N/A

Schedule:

- A. Clubhouse
 - 1) Vacuum all carpet and extract spills and soil as needed.
 - 2) Dust all horizontal surfaces and wipe with a disinfectant.
 - 3) Clean glass doors and wipe fingerprints from the doors throughout the day as needed.
 - 4) Dust mop and damp mop.
 - 5) Empty trash receptacles and empty recycling receptacles.

- B. Clubhouse Restroom
 - 1) Stock paper towels, tissue, and hand soap.
 - 2) Empty receptacles.
 - 3) Clean and polish mirror and bright work.
 - 4) Clean and disinfect urinals, toilet, basins and adjacent walls.
 - 5) Sweep and damp mop.
 - 6) Scrub, rinse and wax VCT quarterly.

- C. Clubhouse Laundry Room
 - 1) Sweep and damp mop.
 - 2) Maintain cleanliness of washers and dryers inside and outside to include lint traps.

- D. Clubhouse Kitchen
 - 1) Wipe and disinfect counter tops, stove tops, and sinks.
 - 2) Maintain cleanliness of appliances to include: stove, refrigerator, and microwaves.
 - 3) Dust mop and damp mop floors.
 - 4) **Dishes to be cleaned by students.

- E. Elevators
 - 1) Sweep and mop.
 - 2) Wipe and polish bright work.

- F. Stairwells and Walkways
 - 1) Spot sweep.
 - 2) Police for trash and cigarettes.
 - 3) Sweep or blow dirt weekly.
 - 4) Monitor all walls and ceilings for food waste and soil, clean as necessary.

- G. Parking Lot, Dumpsters, and Grounds
 - 1) Police parking lot, grounds, and area around dumpsters.
 - 2) Clean outdoor furniture as needed

Daily Cleaning Schedule – Heritage and Presidents Halls

Heritage Hall	
Named Area	Approximate Square Footage
Commons (to include: Entrances, Lobbies, Studies, Hallways, Elevators and Offices)	12,403
Restrooms	76
Laundry Rooms	734
Stairwells	2,658
Kitchens (9)	2,326
Grounds and Area Surrounding Heritage Hall (to include: Patios, Walkways and Dumpsters)	N/A
Trash chute rooms	892

Presidents Hall	
Named Area	Approximate Square Footage
Commons (to include: Entrances, Lobbies, Studies, Hallways, Elevators and Offices)	12,584
Restrooms	574
Laundry Rooms	712
Stairwells	2,954
Kitchens (9)	2,644
Grounds and Area Surrounding Heritage Hall (to include: Patios, Walkways and Dumpsters)	N/A
Trash chute rooms	1,065
Multi-purpose Room	1,736

Schedule:

- A. Common Areas (To include: Entrances, Lobbies, Studies, Hallways, Elevators and Offices)
 - 1) Empty trash receptacles and remove to dumpsters and empty recycling receptacles.
 - 2) Clean glass doors and glass partitions. Clean fingerprints throughout the day as needed.
 - 3) Vacuum all carpeting in common area. Spot extract spills and soiled areas as needed.
 - 4) Dust mop and damp mop VCT daily. Burnish to present best possible shine weekly. Scrub, rinse and wax quarterly.
 - 5) Clean and polish bright work for elevators and drinking fountains.
 - 6) Dust all horizontal surfaces, wiping table with a disinfectant cleaner.
 - 7) Monitor all walls and ceilings for food waste and soil, clean as necessary.

- B. Restrooms
 - 1) Stock towels, tissue and hand soap.
 - 2) Clean and polish mirrors and bright work.
 - 3) Clean toilets and urinals with a disinfectant cleaner daily to include splash area on adjacent walls.
 - 4) Dust mop and damp mop floors.

- C. Laundry Rooms
 - 1) Dust mop and damp mop.
 - 2) Dust horizontal surfaces daily and vertical surfaces as needed.

- 3) Maintain cleanliness of washers and dryers inside and outside to include lint traps.
- 4) Empty trash receptacles and remove to dumpsters.

D. Stairwells

- 1) Sweep stairwells. Damp mop spills as needed.
- 2) Damp mop main stairwell and by elevators once per week.

E. Kitchens

- 1) Wipe and disinfect counter tops, stove tops, and sinks.
- 2) Deep clean all appliances to include: stove, refrigerator, and microwaves.
- 3) Dust mop and damp mop floors.
- 4) ** Dishes to be cleaned by students.
- 5) Vacuum all carpeting in common area. Spot extract spills and soiled areas as needed.

F. Grounds and Area Surrounding Heritage Hall and Presidents Hall

- 1) Police around dumpsters.
- 2) Police patios and sidewalks for cigarette butts and debris.
- 3) Sweep or blow off patios and walkways daily or as needed.
- 4) Police grounds around halls.
- 5) Empty waste receptacles and cigarette cans.

G. Trash Chute Rooms

- 1) Must be cleaned daily

H. Presidents Hall Multi-purpose Room

- 1) Empty trash receptacles and remove to dumpsters and empty recycling receptacles.
- 2) Clean glass doors and glass partitions. Clean fingerprints throughout the day as needed.
- 3) Vacuum all carpeting. Spot extract spills and soiled areas as needed.
- 4) Clean and polish bright work for elevators and drinking fountains.
- 5) Dust all horizontal surfaces, wiping table with a disinfectant cleaner.
- 6) Monitor all walls and ceilings for food waste and soil, clean as necessary.

ii. Restoration Cleaning Schedules

a. Restoration Cleaning – Student Rooms / Apartments *(To be priced as a lump sum per student residence per service)*

Note: The pricing provided for Restoration Cleaning of student rooms / apartments will also apply to Resident Advisor (RA) rooms / apartments

Restoration cleaning is the deep cleaning of student and Resident Advisor (RA) rooms and apartments which have been inhabited for a semester or longer per the following cleaning schedules.

Restoration cleaning is required three times per year to accommodate the closing and opening of residence halls in between semesters. The number of rooms requiring restoration cleaning varies depending on the number of rooms being vacated. At the end of each semester, Housing will provide a prioritized list of the rooms requiring restoration cleaning. Please note that some rooms may require restoration within a 24-48 hour period.

b. Restoration Cleaning – Common Areas *(To be priced as a lump sum per building per service)*

Restoration cleaning of all Common Areas is also required several times per year per the following cleaning schedules, which include vacuuming and extraction of all carpet and stripping and waxing of all VCT.

Restoration cleaning of student rooms and apartments is to be priced separate from restoration cleaning of common areas (see Attachment E).

Restoration Cleaning Schedule – Southside Residence Halls

<p>Southside Residence Halls (15 Buildings: 14, 15, 16, 23, 24, 25, 26, 27, 28, 29, 30, 31, 33, 34, and 35) 16 Student Rooms per Building <i>(2 beds per room)</i> 200 sq. ft. per Room</p>
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Named Areas

- A. Student Rooms (16 per Building)
- B. Restrooms
- C. Laundry Rooms
- D. Entrances, Landings and Stairs (4 per Building)
- E. Inner Courtyards
- F. Walkways and Grounds

Schedule

- A. Student Rooms (16 per Building)
 - 1) Dust ceiling tile and air vent covers.
 - 2) Wash air duct vent covers with a bleach solution.
 - 3) Dust all horizontal surfaces. Wash all horizontal surfaces with disinfectant.
 - 4) Wash wall spills and smudges. Wash dirty doorjambs.
 - 5) Sweep and wash baseboards.
 - 6) Wipe out and disinfect drawers.
 - 7) Vacuum carpet. Extract carpet and remove stains and spills.
 - 8) Clean appliances to include: microwave and refrigerators. Unplug with doors open upon completion.
 - 9) Wash basins and polish bright work to include mirror above sink.

- 10) Wash showers and toilets removing soap scum from wall, calcium from toilets, and polishing bright work.
- 11) Clean ceramic tile floors. Sweep, mop, and bleach if necessary.
- 12) Wash ceilings as needed.
- 13) Wash all towel racks.
- 14) Scrape all tape from walls and doors, including stickers.
- 15) Arrange furniture to predetermined location to allow most efficient use of space and uniformity.

B. Restrooms

- 1) Deep clean basins, polishing bright work, toilets, and tubs removing rust and calcium.
- 2) Remove soap scum from ceramic tile walls.
- 3) Clean mirrors and medicine cabinets.
- 4) Clean ceramic tile floors. Sweep, mop, and bleach if necessary.
- 5) Wash ceilings as needed.
- 6) Wash all towel racks.

C. Laundry Rooms

- 1) Sweep and mop floors.
- 2) Sweep and dust walls.
- 3) Remove debris and dust from behind appliances.
- 4) Clean interior and exterior of appliances (washers and dryers).
- 5) Wash countertops.

D. Entrances, Landings and Stairs (4 per Building)

- 1) Sweep and mop stairways. Wash railings.
- 2) Strip and wax VCT bi-annually.
- 3) Clean all glass.
- 4) Dust all horizontal surfaces and then wash them.
- 5) Remove all non-departmental stickers and signs from doors.
- 6) Wash prints and spills/smudges from doors and walls.

E. Inner Courtyards

- 1) Police courtyard for debris.

F. Walkways and Grounds

- 1) Police all walkways and grounds adjacent to building.
- 2) Gas or electric blow all walkways and sidewalks.

Restoration Cleaning Schedule – Argo, Pace and Martin Halls

Argo Hall

102 Student Rooms (2 beds per room)
242 sq. ft. per Room

Pace Hall

102 Student Rooms (2 beds per room)
275 sq. ft. per Room

Martin Hall

154 Student Rooms (2 beds per room)
275 sq. ft. per Room

Named Areas

- A. Student Rooms
- B. Commons (To Include: Entrances, Lobbies, TV Rooms, Studies, Hallways, Elevators and Offices)
- C. Restrooms
- D. Laundry Room
- E. Stairwells
- F. Kitchen
- G. Grounds (To Include: Patios, Walkways, Adjacent Parking Lot, and Dumpsters)

Schedule

- A. Student Rooms
 - 1) Vacuum all carpet, moving furniture to include refrigerator.
 - 2) Extract all carpet.
 - 3) Dust and wash all horizontal surfaces with disinfectant cleaner.
 - 4) Remove A/C plastic vents and wash, then replace.
 - 5) Dust all baseboards; washing as needed.
 - 6) Dust all blinds; washing as needed.
 - 7) Wash out all drawers.
 - 8) Wash basins and polish bright work to include mirror above sink.
 - 9) Wash showers and toilets removing soap scum from wall, calcium from toilets, and polishing bright work.
 - 10) Clean ceramic tile floors. Sweep, mop, and bleach if necessary.
 - 11) Wash ceilings as needed.
 - 12) Wash all towel racks.
 - 13) Scrape all tape from walls and doors, including stickers.
 - 14) Move furniture and raise and lower beds to configure rooms for occupancy requirements.
- B. Common Areas
 - 1) Strip and wax all VCT.
 - 2) Vacuum and extract all carpet.
 - 3) Dust and wash all horizontal surfaces with a disinfectant cleaner.
 - 4) High dust all ceiling surfaces as needed to include vent covers and surrounding areas. Remove all spider webs and dust light fixtures as well.
 - 5) Clean and polish bright work of elevators, drinking fountains, and polished steel.
 - 6) Dust all baseboards; washing as needed.
 - 7) Wash all tables and desks with disinfectant cleaner.

- C. Restrooms
 - 1) Deep clean basins, polishing bright work, toilets, and tubs removing rust and calcium.
 - 2) Remove soap scum from ceramic tile walls.
 - 3) Clean mirrors and medicine cabinets.
 - 4) Clean ceramic tile floors. Sweep, mop, and bleach if necessary.
 - 5) Wash ceilings as needed.
 - 6) Wash all towel racks.

- D. Laundry Room
 - 1) Strip and wax all VCT.
 - 2) Wash all horizontal surfaces.
 - 3) Wash inside and exterior of all washers and dryers.
 - 4) Remove dust and debris from behind washers.

- E. Stairwells
 - 1) Sweep, mop and electric scrub all main stairwells. Sweep and mop all other stairwells.
 - 2) Wash railings and wall spills and smudges to include doors.

- F. Kitchen
 - 1) Deep clean all appliances to include: stove, refrigerator, and microwave.
 - 2) Strip and wax all VCT.
 - 3) Wash all surfaces with disinfectant cleaner.

- G. Grounds (To Include: Patios, Walkways, Adjacent Parking Lot, and Dumpsters)
 - 1) Sweep or blow off all patios and walkways.
 - 2) Pressure wash all patios and walkways leading to building entrance.
 - 3) Police parking lot and grounds for debris.

Restoration Cleaning Schedule – Village West Apartments (Buildings A, B, C, and D)

<p>Village West Apartments (Buildings A, B, C, and D) 32 2-Bedroom Apartments, 787 sq. ft. per 2-Bedroom Apartment <i>(1 bed per bedroom)</i> 32 4-Bedroom Apartments, 1094 sq. ft. per 4-Bedroom Apartment <i>(1 bed per bedroom)</i></p>
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Named Areas

- A. Student Apartments
- B. Kitchen
- C. Restrooms
- D. Balconies
- E. Laundry area
- F. Clubhouse
- G. Clubhouse Restrooms

Schedule

- A. Student Apartments
 - 1) Strip and wax all VCT to include: bathrooms and laundry rooms.
 - 2) Vacuum carpet. Extract all carpet, removing spills and stains.
 - 3) High dust vents and ceilings, light fixtures, and ceiling fans; wash as needed.
 - 4) Sweep and dust all baseboards; wash as needed.
 - 5) Empty and wash all drawers.
 - 6) Wipe down all furniture.
 - 7) Dust and wash all horizontal surfaces with disinfectant cleaner.
 - 8) Dust and wash all blinds as needed.

- 9) Wash wall spills and smudges.
- 10) Remove tape and stickers from walls and doors.

B. Kitchen

- 1) Deep clean refrigerator, stove, oven fan, oven, and microwave. Replace drip pans as needed (provided by Housing Maintenance). Sweep beneath appliances.
- 2) Clean and polish all sinks.
- 3) Wash all cabinets, shelves, and drawers.

C. Restrooms

- 1) Clean all vent covers.
- 2) Wash ceiling as needed.
- 3) Wash all basins and mirrors, polishing bright work.
- 4) Wash all toilets and tubs removing calcium, lime deposits, and soap scum on ceramic tile walls.
- 5) Strip and wax all VCT.

D. Balconies

- 1) Sweep all balconies.

E. Laundry area

- 1) Clean behind washer and dryer.
- 2) Wash interior and exterior of washer and dryer.
- 3) Wipe and sweep walls to remove dust.
- 4) Strip and wax all VCT.

F. Clubhouse

- 1) Strip and wax all VCT.
- 2) Vacuum and extract all carpet.

G. Clubhouse Restrooms

- 1) Deep clean basins, polishing bright work, toilets, and tubs removing rust and calcium.
- 2) Remove soap scum from ceramic tile walls.
- 3) Clean mirrors and medicine cabinets.
- 4) Clean ceramic tile floors. Sweep, mop, and bleach if necessary.
- 5) Wash ceilings as needed.
- 6) Wash all towel racks.
- 7) Replace all shower curtains (supplied by Housing Department).

Restoration Cleaning Schedule – Village East Apartments (*Buildings E, F, G, and H*)

Village East Apartments

(Buildings E, F, G, and H)

48 2-Bedroom Apartments, 656 sq. ft. per 2-Bedroom Apartment (*1 bed per bedroom*)

48 4-Bedroom Apartments, 915 sq. ft. per 4-Bedroom Apartment (*1 bed per bedroom*)

Named Areas

- A. Student Apartments
- B. Kitchen
- C. Restrooms
- D. Balconies
- E. Laundry Room
- F. Clubhouse
- G. Clubhouse Restrooms

Schedule

- A. Student Apartments
 - 1) Strip and wax all VCT throughout apartment, moving furniture. Replace furniture to predetermined placement for most efficient use of space and uniformity.
 - 2) Vacuum carpet. Extract all carpet, removing spills and stains.
 - 3) High dust vents and ceilings, light fixtures, and ceiling fans; wash as needed.
 - 4) Sweep and dust all baseboards; wash as needed.
 - 5) Empty and wash all drawers.
 - 6) Wipe down all furniture.
 - 7) Dust and wash all horizontal surfaces with disinfectant cleaner.
 - 8) Dust and wash all blinds as needed.
 - 9) Wash wall spills and smudges.
 - 10) Remove tape and stickers from walls and doors.
- B. Kitchen
 - 1) Deep clean refrigerator, stove, oven fan, oven, and microwave. Replace drip pans as needed (provided by Housing Maintenance). Sweep beneath appliances.
 - 2) Clean and polish all sinks.
 - 3) Wash all cabinets, shelves, and drawers.
- C. Restrooms
 - 1) Clean all vent covers.
 - 2) Wash ceiling as needed.
 - 3) Wash all basins and mirrors, polishing bright work.
 - 4) Wash all toilets and tubs removing calcium, lime deposits, and soap scum on ceramic tile walls.
- D. Balconies
 - 1) Sweep all balconies.
- E. Laundry Room
 - 1) Clean behind washer and dryer.
 - 2) Wash interior and exterior of washer and dryer.
 - 3) Wipe and sweep walls to remove dust.
- F. Clubhouse
 - 1) Strip and wax all VCT and concrete.
 - 2) Vacuum and extract all carpet.

G. Clubhouse Restrooms

- 1) Deep clean basins, polishing bright work, toilets, and tubs removing rust and calcium.
- 2) Remove soap scum from ceramic tile walls.
- 3) Clean mirrors and medicine cabinets.
- 4) Clean ceramic tile floors. Sweep, mop, and bleach if necessary.
- 5) Wash ceilings as needed.
- 6) Wash all towel racks.
- 7) Replace all shower curtains (supplied by Housing Department).

Restoration Cleaning Schedule – Heritage and Presidents Halls

Heritage Hall

42 2-Bedroom Apartments, 574 sq. ft. per 2-Bedroom Apartment (*2 beds per bedroom*)

28 3-Bedroom Apartments, 523 sq. ft. per 3-Bedroom Apartment (*1 bed per bedroom*)

Presidents Hall

36 3-Bed Suites, 565 sq. ft. per 3-Bed Suite (*1 bed per bedroom*)

36 4-Bed Suites, 685 sq. ft. per 4-Bed Suite (*1 - 2 - 1 configuration*)

Named Areas

- A. Studio Apartments
- B. Commons (To Include: Entrances, Lobbies, Studies, Hallways, Elevators and Offices)
- C. Restrooms
- D. Laundry Rooms
- E. Stairwells
- F. Kitchens / Lounges
- G. Grounds (To Include: Patios, Walkways, and Dumpsters)
- H. Trash Chutes
- I. Presidents Hall Multi-purpose Room

Schedule

- A. Studio Apartments
 - 1) Strip and wax all VCT and clean cove base.
 - 2) Vacuum and extract all carpet.
 - 3) Dust and wash all horizontal surfaces with disinfectant cleaner.
 - 4) Remove A/C plastic vents and wash. Then replace.
 - 5) Dust all baseboards; washing as needed.
 - 6) Dust all blinds; washing as needed.
 - 7) Wash out all drawers and cabinets.
 - 8) Wash basins and polish bright work to include mirror above sink.
 - 9) Wash showers and toilets removing soap scum from wall, calcium from toilets, and polishing bright work.
 - 10) Clean ceramic tile floors. Sweep, mop, and bleach if necessary.
 - 11) Wash ceilings as needed.
 - 12) Wash all towel racks.
 - 13) Deep clean all appliances, to include refrigerators and microwaves.
 - 14) Scrape all tape from walls and doors, including stickers.
 - 15) Move furniture and raise and lower beds to configure rooms for occupancy requirements.

B. Common Areas

- 1) Strip and wax all VCT.
- 2) Vacuum and extract all carpet.
- 3) Dust and wash all horizontal surfaces with a disinfectant cleaner.
- 4) High dust all ceiling surfaces as needed to include vent covers and surrounding areas. Remove all spider webs and dust light fixtures as well.
- 5) Clean and polish bright work of elevators, drinking fountains, and polished steel.
- 6) Dust all baseboards; washing as needed.
- 7) Wash all tables and desks with disinfectant cleaner.

C. Restrooms

- 1) Deep clean basins, polishing bright work, toilets and tubs removing rust and calcium.
- 2) Remove soap scum from ceramic tile walls.
- 3) Clean mirrors and medicine cabinets.
- 4) Clean ceramic tile floors. Sweep, mop, and bleach if necessary.
- 5) Wash ceilings as needed.
- 6) Wash all towel racks.

D. Laundry Rooms

- 1) Strip and wax all VCT.
- 2) Wash all horizontal surfaces.
- 3) Wash inside and exterior of all washers and dryers.
- 4) Remove dust and debris from behind washers, dryers and vending machines.

E. Stairwells

- 1) Sweep, mop and electric scrub all main stairwells. Sweep and mop all other stairwells.
- 2) Wash railings and wall spills and smudges to include doors.

F. Kitchens / Lounges

- 1) Vacuum all carpet, moving furniture to include refrigerator.
- 2) Extract all carpet.
- 3) Deep clean all appliances to include: stove, refrigerator, and microwave.
- 4) Strip and wax all VCT and clean cove base.
- 5) Wash all surfaces with disinfectant cleaner.

G. Grounds (To Include: Patios, Walkways, and Dumpsters)

- 1) Sweep or blow off all patios and walkways.
- 2) Pressure-wash all patios and walkways leading to building entrance.
- 3) Police grounds for debris.

H. Trash Chutes

- 1) Trash Compactor area should be cleaned after trash is emptied
- 2) Garbage from trash chute rooms should be cleaned twice a day
- 3) Outside trash cans around building should be emptied daily

I. Presidents Hall Multi-purpose Room

- 1) Vacuum and extract all carpet.
- 2) Dust and wash all horizontal surfaces with a disinfectant cleaner.
- 3) High dust all ceiling surfaces as needed to include vent covers and surrounding areas. Remove all spider webs and dust light fixtures as well.
- 4) Clean and polish bright work of elevators, drinking fountains, and polished steel.
- 5) Dust all baseboards; washing as needed.
- 6) Wash all tables and desks with disinfectant cleaner.

iii. Turnaround Cleaning Schedule

Turnaround cleaning is to be provided during summer months and short temporary periods.

- The Housing System rents accommodations to a variety of guest and camp groups, including but not limited to, New Student Orientation, Sports Camps, Youth Camps and National and Regional Associational Groups.
- Rental periods range from a few days to multiple weeks.
- Upon their departure, a turnaround cleaning is required to prepare for the next guest and/or camp group.
- Turnaround cleaning may be required to be completed within one full work day or multiple work days depending on guest and/or camp schedules.
- Multiple teams may be necessary as multiple housing areas may require cleaning simultaneously.

Schedule: Light to Medium Cleaning

1. Dust all horizontal surfaces.
2. Vacuum carpet
3. Wipe out appliances.
4. Clean and disinfect restrooms, basins, mirrors, and polish bright work.
5. Restore furniture to predetermined arrangement.
6. Wipe down all mattresses.

iv. As Needed Cleaning Schedule

Note: In case of an emergency, response is required within one (1) hour of notification, 24 hours per day, 7 days per week, 365 days per year.

As Needed Cleaning Schedule: Southside Residence Halls

- 1) Clean student rooms upon written request as students vacate rooms throughout the school year.
- 2) Respond to written service requests daily.
- 3) Respond to carpet flooding due to plumbing/AC emergencies as needed.
- 4) Move furniture and raise and lower beds to configure rooms for occupancy requirements.

As Needed Cleaning Schedule: Argo, Martin, Pace, Heritage and Presidents Halls

- 1) Clean student rooms upon written request as students vacate rooms throughout the school year.
- 2) Respond to written service requests daily – referred to as work orders, distributed through Housing/Maintenance Offices.
- 3) Respond to carpet flooding due to plumbing/AC emergencies as needed.
- 4) Move furniture and raise and lower beds to configure rooms for occupancy requirements.

As Needed Cleaning Schedule: Village West Apartments

- 1) Clean student rooms upon written request as students vacate rooms throughout the school year.
- 2) Respond to written service requests daily.
- 3) Respond to carpet flooding due to plumbing/AC emergencies as needed.

As Needed Cleaning Schedule: Village East Apartments

- 1) Clean student rooms upon written request as students vacate rooms throughout the school year.
- 2) Respond to written service requests daily.
- 3) Respond to carpet flooding due to plumbing/AC emergencies as needed.

IV. UWF Small Business Development Center

The University requires the following Scope of Services for the UWF Small Business Development Center (SBDC). Services should be scheduled five (5) days per week (Monday through Friday).

1. Daily – Lobby, Offices, Conference Room, Lounge, Kitchen

- a. Empty trash receptacles and remove to dumpsters and empty recycling receptacles. Replace liners and damp wipe receptacles as needed.
- b. Clean front glass door, entrance windows and glass partitions. Ensure removal of fingerprints.
- c. Police the front entrance for trash and debris. Clear out and remove any obstacles to entrance.
- d. Vacuum all carpet areas of building, including carpet mats, in high traffic lanes, taking care to get into corners, edges.
- e. Clean and polish drinking fountain / water dispenser.
- f. Thoroughly wipe and dust all horizontal surfaces: including desktops, telephones, files, windowsills, chairs, tables, pictures and all manner of furnishing in above named areas.
- g. Kitchen and Lounge area – Damp wipe tables, counter, exterior of appliances and sink. Check walls and cabinets for spill/splash marks and remove as necessary.
- h. Dust mop hard surface floors with a non-treated dust mop.
- i. Damp mop hard surface floors to remove any spillage or soiled areas.
- j. Use a high co-efficient disinfectant for proper sanitation.

2. Daily – Restrooms

- a. Stock paper towels, toilet paper, tissue and hand soap.
- b. Empty all trash cans and receptacles and damp wipe with disinfectant as needed.
- c. Clean and polish mirrors.
- d. Wipe towel cabinet covers, dispensers and surfaces.
- e. Toilets, toilet seats and urinals must be cleaned and disinfected inside and out. Polish bright work.
- f. Scour and disinfect all basins. Polish bright work.
- g. Dust partitions, tops of mirrors and frames.
- h. Remove splash marks around basins and from walls.
- i. Wet mop and rinse restroom floors with disinfectant.

3. Weekly Cleaning – All Areas

- a. Dust all vertical areas of desk, file cabinets, chairs, tables, other furniture and furnishings. Damp wipe.
- b. Dust and damp wipe baseboards and ledges.
- c. Vacuum all carpet areas, not just high traffic areas, taking care to get into corners, along edges, under mats and beneath furniture.
- d. Damp mop hard surface floors, taking care to get into corners, along edges, under mats and beneath furniture.
- e. Damp wipe and disinfect telephones in every office.

4. Monthly Cleaning – All Areas

- a. Accomplish high dusting of all areas not mentioned in previous cleaning details. Task must be accomplished without use of ladder.
- b. Remove fingerprints from light switches and marks of doorframes and other high visible areas.

5. Annual Cleaning – Shampoo all carpet using the extraction method.

Section III

SPECIAL TERMS AND CONDITIONS

A. Term of Contract

The proposal is to cover an initial period of three (3) years with an option to renew services for three (3) additional one (1) year periods. UWF and the provider will agree upon renewals in writing.

B. Insurance

The respondent shall include written evidence of the appropriate insurance coverage with the proposal. During the term of the contract, the successful Respondent must provide, pay for and maintain insurance in accordance with Attachment D – Minimum Insurance Requirements.

Upon notification of intent of award to the successful Respondent, an original ACORD certificate of insurance for the coverage described above must be received by UWF Procurement and Contracts with the appropriate identification for the “holder and additional insured” as specified in the Minimum Insurance Requirements.

C. Public Records

This Agreement is subject to the requirements of Chapter 119, Florida Statutes (Public Records Law). UWF may unilaterally cancel this Agreement for refusal by Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement.

Further, Contractor agrees that, to the extent it may meet the definition of a “contractor” within the meaning of Section 119.0701, Florida Statutes, it will:

- A. Keep and maintain public records that ordinarily and necessarily would be required by UWF in order to perform the services performed by Contractor under the Agreement.
- B. Provide the public with access to such public records on the same terms and conditions that UWF would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law.
- D. Meet all requirements for retaining public records and transfer to UWF, at no cost, all public records in possession of Contractor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to UWF in a format that is compatible with the information technology systems of UWF.
- E. The failure of Contractor to comply with the provisions set forth herein shall constitute a default and breach of this Agreement and UWF shall enforce the default in accordance with the provisions set forth herein.

D. Background Checks

A Level II background check is required to be performed by Contractor for each employee engaged in performing the services described in this RFP. The Contractor must represent that each employee it assigns to perform the services described in this RFP will have successfully passed a Level II background check.

E. Equipment and Supplies

The University expects Contractor to provide essential staff, equipment, and cleaning supplies for the services to be provided. The University will provide consumables (i.e. toilet paper, paper towels, soap, etc.).

Notwithstanding the foregoing, a department may decide to have Contractor manage the ordering and stocking of consumables. Please provide a markup / price for consumables management services in your Cost Proposal (see Attachment E).

F. Mold Remediation License

The University prefers Contractor maintain a mold remediation license in-house, but use of an approved, licensed subcontractor to fulfill this requirement is acceptable. Please provide pricing for mold remediation services in your Cost Proposal (see Attachment E).

G. Invoicing

Contractor shall invoice each department separately on a monthly basis. The University reserves the right to make payment via Purchase Order/check and/or PCard.

H. Drawings and Specifications

To obtain the building floor plans including room finish specifications where available, email the Contact Person for this solicitation: Alicia Waymack, awaymack@uwf.edu.

Section IV

RFP INFORMATION AND INSTRUCTIONS

A. RFP Information

- Proposals must be made in the official name of the firm or individual under which business is conducted and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. The submittal of a proposal by a Respondent will be considered by UWF as constituting an offer by the Respondent to provide the services for UWF at the rates proposed herein.
- Respondents shall be of known reputation and shall have sufficient experienced and qualified personnel to adequately perform the prescribed service.
- By submitting a proposal, the Respondent agrees to be governed by the terms and conditions as set forth in this document to include all attachments. Any proposal containing variations from terms and conditions set forth herein may, at the sole discretion of the University, render such proposal unresponsive.
- All provisions of this Request for Proposal and the successful Respondent's proposal, as mutually agreed upon by subsequent negotiation, provide the specifications for, and obligations of both parties to be executed by any duly authorized representative(s). The following shall constitute the contract agreement:
 - UWF RFP document, including all attachments
 - All addenda issued pursuant thereto
 - Contractor's proposal
 - UWF Contractor Agreement to include all clarifications & negotiated modifications to Contractor's proposal

B. Submittal Instructions

Respondents shall format their responses utilizing the following Tab, Topics, Lettering, and Numbering system with requested information contained in each. Failure to comply may result in a negative review of your response and may place your response in jeopardy. Each copy is to be submitted in a three-ring binder using index tabs with the appropriate tab identification.

Tab A Essential Documents

- Signed Affidavit Form (Attachment A)
- Signed addenda (if applicable)
- Signed Certification Regarding E-Verify System
- Copy of required licenses:
 - a) Business License for the State of Florida
 - b) Mold Remediation License – please provide a copy of the Respondent’s license or, if subcontracting mold remediation, Subcontractor’s license

Tab B Executive Overview

- Disclose general information about your company including a brief history and information regarding amount and type of experience of the company.
- Provide a description of the standard services offered by the company and its ability to provide custodial services as outlined in this solicitation.
- Provide a listing of professional organizations of which the firm is a member.
- Include copies of the two most recent financial and annual reports of the company.
- Disclose if the company has ever declared bankruptcy. If yes, attach a statement indicating the bankruptcy date, court jurisdiction, trustees’ name, telephone number, amount of liabilities, amount of assets, and current status of the bankruptcy.
- Attach detailed information regarding any litigation or claims of more than \$5,000.

Tab C Personnel and Service Description

- Provide names and résumés of key personnel (i.e. Manager, Supervisors, etc.) who will be assigned to provide these services to the University.
- Provide a description of the approach the respondent will take in providing the services outlined in this solicitation.

Tab D References

Provide at least three (3) references for whom you have provided the same or similar service within the last 3 –5 years. Each reference should include the Company Name, Contact Name, Current Phone Number, **and E-mail address.**

Tab E Contractor Agreement

Review Attachment C for the University’s standard contract to be issued to the awarded Respondent. If applicable, list any objections to specific contract terms and provide requested replacement contract language. The University reserves the right to accept or reject any suggested replacement contract language. Although subject to minor revisions to include all clarifications and negotiated modifications, the successful firm will be required to execute the University’s agreement.

Tab F Confidential Information

Any information provided in your submission that meets the criteria of a trade secret as defined under Florida law or meets other criteria otherwise exempt from Section 119.07, Florida Statutes, or other applicable law must be placed in Tab F, Confidential Information.

Cost Proposal

The template to be used to submit your pricing for this RFP is included as Attachment E, Cost Proposal. **DO NOT MAKE ANY CHANGES TO THE FORMATTING OF THE COST PROPOSAL. Failure to submit pricing as requested may disqualify your response.**

Respondents are to submit the completed Attachment E in one (1) separate, sealed envelope identified as "Cost Proposal" with the firm's name and the RFP number and name clearly marked. **Do not include the Cost Proposal in the three-ring binders.**

Section V

EVALUATION, NEGOTIATION, AND CONTRACT AWARD

A. Evaluation Process

Each response will be reviewed by Procurement & Contracts to determine whether it is responsive to the submission requirements outlined in the RFP. A responsive RFP is one which has followed the requirements of the RFP, includes all documentation (including, but not limited to, the signed Affidavit Form), is submitted in the format outlined in the RFP, was submitted prior to the due date and time, and has the appropriate signatures as required on each document. Failure to comply with these requirements may put your response at risk of being rejected as "non-responsive".

Proposals fulfilling the basic submittal requirements shall be referred to an Evaluation Team for review and evaluation. Responses will be independently evaluated by Evaluation Team members on the basis of the written responses and additional written information as requested. The Evaluation Team will review the responses and assign a score to each category for each Respondent. The scoring by each member of the evaluation team will be aggregated to establish an overall ranking of every Respondent.

The Evaluation Team will rank each submittal utilizing the following criteria:

B. Evaluation Criteria and Weights

- | | |
|--|-----|
| 1. Experience of firm and standard services offered by firm | 35% |
| 2. Experience of personnel to be assigned to this engagement | 25% |
| 3. Approach to this engagement | 20% |
| 4. Pricing Proposal | 20% |

The Procurement & Contracts Facilitator will facilitate and record the scores and/or rank assigned by each evaluator and then an overall Team ranking will be established for each Respondent. Total scores will be used to break a tie in ranking.

All Respondents are hereby advised that the University may determine that oral interviews, additional written information, internal staff analysis and presentations, outside consultants, and/or any other information may be requested at any time during the Evaluation process in order to assist with the selection of the Best Value Respondent(s). The Evaluation Team may determine as a result of additional information that the impact of this information is significant and shall be accorded as such and may be incorporated into the scoring and/or ranking as a revision of the same and at the discretion of the Team.

C. Negotiations and Contract Award

After the Evaluation Team has developed an overall ranking for each Respondent, the Team and appropriate senior level management shall determine which Respondent(s) potentially offer the Best Value for UWF.

UWF may immediately award or commence negotiations with the Respondent or Respondents selected in the process above. If a satisfactory contract agreement cannot be reached, the University reserves the right to make the determination to: award without negotiation, terminate the negotiations without attempting to negotiate with all responding companies, or may hold negotiations with multiple companies simultaneously until the Best and Final offers (BAFO) have been received and compared with the award recommendation going to the most advantageous BAFO. This process may continue until such time as UWF has determined the negotiations to be successful or a determination is made to stop and cancel the solicitation.

The University reserves the right to reject any and all proposals or portions thereof. The University reserves the right to withdraw this RFP or a portion of this RFP without making an award. The award recommendation will be made on a Best Value basis to the most advantageous "Best and Final Offer" presented.

The University will not be required to select the lowest cost Respondent. UWF may award a contract on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Respondent's best terms from a cost, price and technical standpoint. The University reserves the right to award without negotiation if deemed in the best interest of the University.

Representatives of the respondent(s) selected to participate in negotiation(s) shall first be **required to submit written authorization from the company CEO or CFO attesting to the fact that the company's lead negotiator is authorized to bind the company to the terms and conditions agreed to during negotiations and as contained in the Respondent's best and final offer.** Such authorization will be requested immediately after the ranking of the respondents, and the provision of such authorization will be a prerequisite to continuation in the RFP process. Company negotiators shall enter the negotiations prepared to speak on behalf of the company. The University reserves the right to immediately terminate negotiations with any company whose representatives are not empowered to, or who will not, make decisions during the negotiation session. Companies are reminded that the University may elect not to solicit a best and final offer from any company whose representative(s) have been unable or unwilling to commit to decisions reached during the verbal negotiation process.

If the University determines that a company awarded a contract based on this RFP does not honor all agreements reached during the negotiations, and as contained in the subsequent "Best and Final Offer", the University reserves the right to immediately cancel the award, and to place the company on the University's suspended vendor list.

Time is of the essence and therefore the University retains the right to cease negotiations with any/all firms that do not respond to negotiation issues on a timely basis. UWF may reject offers that are determined to not be reasonably supportable. UWF reserves the right to select, and subsequently recommend for award, the proposed equipment/service which best meets its required needs, quality levels, and budget constraints.