

Request for Proposal (RFP) Custodial Services

DUE: 2:00 P.M., PST, 10/6/2023

Proposal Release Date: 9/16/2023

Deadline for Questions: 4:00 P.M., PST, 9/29/2023

Mail or Deliver all Proposals to:

Monica Garcia

Executive Secretary, Asst. Superintendent Business Services

Antelope Valley Union High School District

Business Services

176 Holston Dr

Lancaster, CA 93535

OVERVIEW OF THE PROJECT

The primary purpose of this Request for Proposals (RFP) is to offer experienced professional custodial service entities the opportunity to present a thoroughly detailed proposal of their qualifications and experience in providing and performing comprehensive custodial services. The secondary purpose of this RFP is to establish, subject to the terms and conditions of the Contract, a contractual relationship with an experienced and qualified entity to provide custodial services. Antelope Valley Union High School District (AVUHSD) will consider the most efficient and cost-effective proposals that display the highest level of safety and reliability.

INTENT

It is the intent of this RFP to solicit proposals for Custodial Services for an estimated 50,000 square footage of office space located at our district office, 176 Holston Dr, Lancaster, CA 93535.

SCOPE OF PROPOSAL

AVUHSD is seeking proposals from experienced and qualified Contractors for Custodial Services based on zones (map attached) for the district office that will provide maximum value through trained staff, enhanced technology, superior customer service, streamlined processes, sustainability efforts and reasonable costs. AVUHSD requires a clean, safe, and healthy environment for visitors, administration and staff at the district office. The scope of the services required is detailed in the RFP document.

AVUHSD intends for this RFP to result in a contract consisting of a three (3) year initial period. The contract may be extended for two (2) additional one (1) year periods by mutual written consent of the Contractor and AVUHSD.

An electronic invoice will be submitted to acctspayable@avhsd.org within ten (10) business days after the end of each month during the term of this agreement for service fees for the immediately preceding month, together with a detailed accounting of the charges for services rendered. Payment shall be made by AVUHSD 30 days after the invoice for services performed has been reviewed and accepted by the district's authorized representative. All services provided by the awarded bidder pursuant to this proposal shall be performed to the satisfaction of the district, as determined at the sole discretion of its authorized representative.

Antelope Valley Union High School District maintains the right to cancel for cause if performance is not to standard as defined within this RFP.

Zone 1*

Entry and Personnel

Zone 1 consists of the main entrance for the district office and extends into reception and the personnel department. Area to include surrounding offices, conference rooms and café bar.

Zone 2*

Business and Food Services

Zone 2 consists of the business department, and its surrounding offices and conference rooms. It will also include Food Services, its surrounding offices, conference rooms and their kitchen space.

Zone 3*

Student Services and Café

Zone 3 consists of the second public entrance, Student Services and the cafeteria. Areas will include all surrounding offices, conference rooms and the district cafeteria.

Zone 4*

Education Services and Superintendents Office

Zone 4 will encompass the south side of the building. This area includes the boardroom, boardroom entrance, all conference rooms, employee entrances, the Education Services department and Superintendent's office.

***Work to be done in each zone**

Each zone is to be cleaned once a week, to include the following:

- Clean glass as needed
- Clean fingerprints on doors and switch plates as needed
- Wipe down countertops/surfaces, conference tables and tops of file cabinets
- Clean/restock any areas that require supplies
- Wipe and clean window sills, ledges, wood paneling and molding
- Low dusting including baseboards, chair rungs
- High dusting of door frames, partition tops, picture moldings and frames
- Walkways and communal areas connecting departments are to be cleaned with the zone they are most associated with
- Cleaning of wall and ceiling vents, light fixtures – dusting and vacuuming
- Mop hard floors with suitable auto-scrubber (ie. Waxie Fast Glide 18" mopping system)
- Vacuum Carpets

Areas to be Cleaned Daily

***Work to be done in each zone**

- Sweep, dust mop and damp mop all composition floor areas
- Empty trash and restock all breakroom areas
- Clean all Entrance doors (to include interior glass as needed)

Disinfect Protocols –

On each visit, the following high-touch areas are to be disinfected using CDC approved disinfectant solutions or wipes:

1. Doorknobs, push bars, and push plates
2. Light switches and plates
3. Counters and misc. high-touch areas
4. Bathroom stall latches and toilet handles
5. Dispensers
6. ADA buttons (if applicable)

*** All restrooms are to be cleaned, disinfected and restocked daily.**

- Wipe down sinks and fixtures
- Clean and disinfect toilets
- Check all paper products and replace as needed
- Check soap dispensers and fill as needed
- Wipe down walls as needed
- Mop

Areas to be Cleaned Quarterly

- Draperies and/or blinds
- Spot cleaning carpet stains

Areas to be cleaned Semi-Annually

- Exterior windows cleaned inside and outside

Attachment A: District Office Map: includes a map of AVUHSD District Office.

CLEANING FREQUENCY SCHEDULE					
The general specifications are given to establish a minimum quality of services for major cleaning activities	DAILY	WEEKLY	QUARTERLY	SEMI-ANNUALLY	AS NEEDED/REQUESTED
Trash (all)	x				
Restrooms	x				
Cafeteria	x				
Zone 1		x			
Zone 2		x			
Zone 3		x			
Zone 4		x			
Draperies/Blinds			x		x
Spot cleaning carpet stains			x		x
Exterior windows (inside and outside)				x	x

PROPOSAL REQUIREMENTS

Proposals must follow the format specified in this section. The submission of a signed proposal will confirm understanding and acceptance of all requirements, terms, and conditions of the RFP unless specific exceptions are taken and alternative language or provisions are offered. The response submitted should have all business, technical, and financial information and pricing. Firms submitting proposals should include the following information as a minimum:

Contractor Information:

1. The legal name of the Contractor, address and telephone number, as well as the information on any other local office that may assist in the provision of services.
2. The name, address, email address and telephone number of the person to whom correspondence should be directed.
3. Provide certificates of insurance that meet the minimum requirements outlined in the Insurance Requirements*

Contractor Work Experience:

1. Proposer must be able to demonstrate and show evidence of having the capability to provide the required services by possessing adequate available resources, including personnel, operational controls, quality control, and other related factors.
2. Provide (3) similar customer references, at least (2) current and (1) former clients, comparable in scope, complexity and operations and with names of organizations and names and phone numbers of customers who have used similar services to those, which are to be provided. Please include the organization's name, address, phone number, email address, and the name of the supervisor/administrator for that department. The district reserves the right to contact or visit any of the references provided. Additionally, the district reserves the right to contact additional references that the district is aware of or may become aware of.
3. Proposer shall provide evidence of the background check process. Background checks by Proposer shall comply with all applicable laws, rules and regulations. Proposer further agrees that the background checks as required in this RFP are necessary to preserve and protect the public health, safety and welfare. Background checks will be completed prior to employment and on an annual basis as needed while the employee is assigned to AVUHSD.

Staffing Plan & Policy:

1. Provide staffing and management plan for Zones, including protocols for alternate staffing to fulfill the requirements within this RFP.

Operations Plan & Policy:

1. Provide quality control procedures.
2. Provide emergency cleaning procedures.

Submittal Requirements:

For questions regarding this RFP, submit all inquiries via email to purchasing@avhsd.org by 4:00 pm, September 29, 2023. Responses to the questions will be provided no later than October 3, 2023. All documents for a proposal should be included in the package, no separate mailings.

1. Submit 4 hard copies of your proposal no later than **2:00 pm on October 6, 2023** to:
Antelope Valley Union High School District
attn: Monica Garcia, Executive Secretary
176 Holston Dr
Lancaster, CA 93535
2. Proposals may be mailed or hand delivered in a box or envelope and labeled as follows:
2023 Custodial Services

*Proposals that do not arrive by the specified date and time, **WILL NOT BE ACCEPTED** and will be returned unopened. Contractors may submit their proposal any time prior to the above stated deadline. At its sole discretion, AVUHSD may reject incomplete proposal submittals if, in its judgment, the submittal lacks information needed to effectively evaluate the proposal. Nothing in this request for proposals implies a contractual obligation with any firm, nor will AVUHSD reimburse costs for submittal preparation.*

PROPOSAL EVALUATION PROCESS

It is a mandatory requirement of this RFP that the proposer respond to each of the sections listed in the following – Proposal Requirements, and in the order in which they appear. AVUHSD is seeking proposals from Custodial Service Contractors to provide custodial cleaning services to the AVUHSD district office by Zones. Therefore, it is incumbent upon the proposer to present the responses to the RFP concisely and to the point. The awarding of contract(s) will be based upon the responses to proposals.

Each proposer’s submission will be scored in each of the following categories:

Dun/Bradstreet Number and Date Granted	Y / N
License Registration Number and Date Granted	Y / N
Certificate of Insurance	Y / N
Contractor References	15 points
Experience and Qualifications of Contractor, Personnel and Staff	20 points
Response to Cleaning Specifications/Scope of Work, including Zone Breakouts	20 points
Cost Proposal	20 points
Acknowledgement and acceptance of AVUHSD Terms and Conditions	15 points
Sustainability Efforts and Sustainability Proposed Solutions	10 points

INTERPRETATION OR CORRECTION OF RFP DOCUMENTS

RFP DATES

Contractors interested in submitting proposals in response to this RFP should do so according to the following schedule. Failing to adhere to the dates and times for performance specified below, can be a cause for disqualification.

RFP Release Date	September 16th
RFP Advertisement Dates	September 16th and 23rd
Facility Tour	September 26, 2023 at 10:00 am
Deadline for Submitting Questions	September 29, 2023 at 4:00 pm
District Deadline to Respond to Questions	October 3, 2023
RFP Submission Deadline/Bid Opening	October 6, 2023 at 2:00 pm
Targeted Contract Execution, Contractor Start Date	October 23, 2023

Proposers shall promptly notify AVUHSD, in writing, of any ambiguity, inconsistency or error, which they may discover upon examination of the RFP Documents or of the site and local conditions. Proposers requiring clarification, interpretation, changes or modifications to the Proposal Documents shall submit a written request to AVUHSD in time to be received by AVUHSD at least five (5) calendar days prior to the opening of the proposal date. Interpretations, changes or modifications to the meaning of the RFP Documents will be accomplished through written addenda to all Proposers of record, issued by AVUHSD.

Only questions answered by formal written addenda will be binding. All questions concerning interpretation, changes or modifications shall be emailed to:

purchasing@avhsd.org

INDEMNIFICATION

The Contractor shall indemnify AVUHSD, its Board of Trustees, its officers and employees against any loss or damage (including reasonable attorney's fees and other costs of litigation) caused by the Contractor's negligent acts or omissions or negligent acts or omissions of the Contractor's agents or employees. Contractor shall defend any suit against AVUHSD alleging injuries or damages arising out of the services performed; provided, however, that nothing contained herein shall require the Contractor to defend or indemnify AVUHSD for injuries or damages arising solely out of the negligence of AVUHSD, its agents, or employees.

INSURANCE REQUIREMENTS

Without limiting any liabilities or any other obligation of Contractor, Contractor will purchase and maintain (and cause its subcontractors to purchase and maintain), until all of their obligations have been discharged or satisfied, insurance against claims that may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors, as described below.

These insurance requirements are minimum requirements for the Agreement and in no way limit any indemnity covenants in the Agreement. AVUHSD does not warrant that these minimum limits are sufficient to protect Contractor from liabilities that might arise out of the performance of the work under the Agreement by the Contractor, its agents, representatives, employees, or subcontractors.

A. Minimum Scope and Limits of Insurance:

Contractor's insurance coverage will be primary insurance with respect to all other available sources. The Contractor will provide coverage with limits of liability not less than those stated below:

1. Commercial General Liability – Policy will include bodily injury, property damage, personal injury, and broad form contractual liability coverage. Occurrence Form. Limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate on Insurance Services Office Form CG, ISO 2007 or equivalent:
 - a. Policy will contain a waiver of subrogation against Antelope Valley Union High School District, its departments, agencies, boards, and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of Contractor.
 - b. Policy must be endorsed to include “care-custody-control” coverage.
2. Automobile Liability. Policy will include Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of the Agreement in the following amount. Coverage will be a combined single limit of \$1,000,000 per accident.
 - a. Policy will contain a waiver of subrogation against Antelope Valley Union High School District, its departments, agencies, boards, and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of Contractor.
 - b. Policy will contain a severability of interest provision.
3. Worker's Compensation and Employers' Liability. Applicable statutory limits, as amended from time to time.
 - a. Employer's Liability in the amount of \$1,000,000 injury and disease per employee.
 - b. Policy will contain a waiver of subrogation against Antelope Valley Union High School District, its departments, agencies, boards, and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of Contractor.

4. Commercial Crime Policy or Blanket Fidelity Bond. Coverage should include, but is not limited to, employee dishonesty (to include coverage for theft and mysterious disappearance and inventory shortage).

- a. The bond or policy must be issued with limits of 50% of the contract value or \$25,000 – whichever amount is greater.
- b. The bond or policy must include coverage for all agents and employees of Contractor.
- c. The policy shall be endorsed to include Antelope Valley Union High School District as Loss Payee.
- d. The policy shall not contain a condition requiring a conviction or arrest in order to file a claim.
- e. Coverage shall be extended to third parties.

B. Cancellation; Material Changes:

Cancellation notices will be delivered to AVUHSD in accordance with all policy provisions. Notices required in this Section must be sent directly to AVUHSD.

C. Acceptability of Insurers:

Insurance is to be placed with insurers in the State of California with an “A.M. Best” rating of not less than A- VII, unless otherwise approved by AVUHSD.

D. Verification of Coverage:

Each insurance policy required by the Agreement must be in effect at or prior to commencement of work under the Agreement and remain in effect for the term of the Agreement. Failure to maintain the insurance policies as required by the Agreement, or to provide evidence of renewal, is a material breach of contract. If requested by AVUHSD, the Contractor will furnish AVUHSD with valid certificates of insurance.

E. Approval.

These insurance requirements are the standard insurance requirements of AVUHSD Any modification or variation from the insurance requirements in the Agreement will require the approval of AVUHSD.

RIGHT TO REJECT STATEMENTS OF QUALIFICATION

AVUHSD reserves the right, at its sole discretion, to reject any and all Proposals, to cancel this RFP in its entirety, or to cancel the selected group of approved applicants.

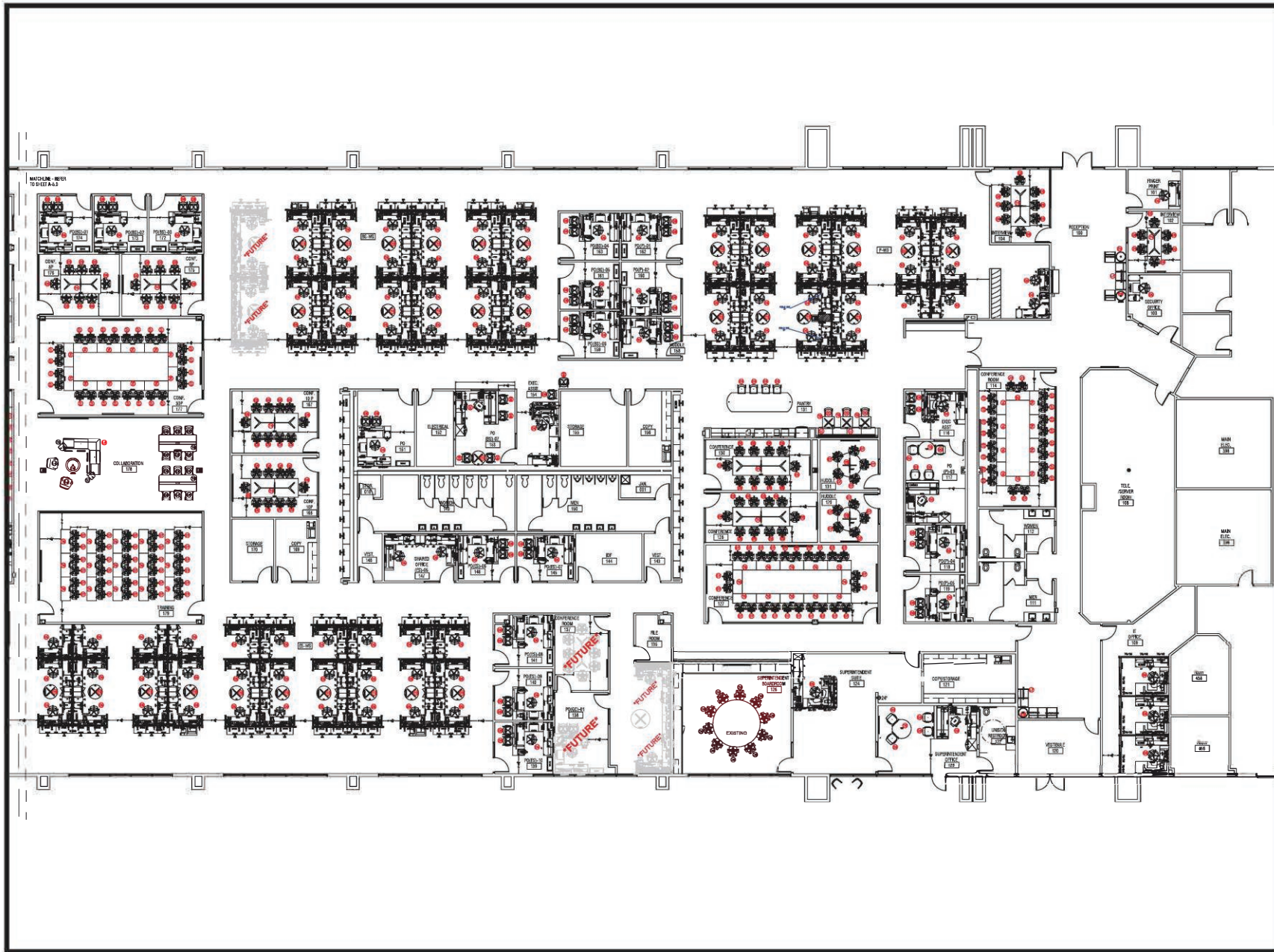
Any submittal which does not meet the requirements of this RFP may be considered to be non-responsive, and the Proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable local, state, and federal laws and regulations. AVUHSD may reject any Contractor that does not comply with all of the terms, conditions, and performance requirements of this RFP.

- Proposers must possess all trade, professional, or business licenses as may be required by the work contemplated by this RFP.

NONDISCRIMINATION

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the AVUHSD's contracted programs or activities on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal constitutional statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with AVUHSD or in the employment practices of AVUHSD's Contractors. Accordingly, all Request For Qualification Proposers entering contracts with AVUHSD, upon request, be required to show proof of such nondiscrimination.

- Collusion among Proposers is not allowed. If there is proof of collusion among proposers, all proposals involved in the collusive action will be rejected.
- Proposers must operate within the guidelines of all Federal, State, and Local laws.



Sierra School Equipment Company
 1911 Mineral Court
 Bakersfield, CA 93308
 Phone: (661)399-2993 Fax: (661)399-0218
 Space Planning Department

Project:
 Antelope Valley UHSD
 New District Office
Part B
 44811 N. Sierra Highway
 Lancaster, CA 93534

Proprietary to Sierra School Equipment Company (SSEC).
 The ideas and drawings contained here are the exclusive
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DATE: 02/10/2022
 DRAWN BY: Daisy Soto
 REVISION: 17
 SCALE: N/A

Approval: _____
 Date: _____

- CHAIRS**
- ① Lumin 44 Leg Chair Plastic + Armless
 - ② Lumin Bar Stool Plastic + Armless
 - ③ Lumin Counter Stool Plastic + Armless
 - ④ Lumin Wire Rod Frame Plastic + Arms
 - ⑤ St. Timothy S931-STG
 - ⑥ Novo Highback Mesh Back + Arms
 - ⑦ Wit Highback Mesh Back + Arms
 - ⑧ Freelance 4-leg Upholstered Seat/Back + Arms
 - ⑨ Freelance HD Upholstered Seat/Back + Arms
 - ⑩ Novo Midback Stool Mesh Back
 - ⑪ Achieve Side Upholstered Back Caster + Arms
 - ⑫ St. Timothy S930 - STG
 - ⑬ Knoll Life Chair
- Lounge**
- ⑭ Co-Op Banquette
 - ⑮ Pasaes Bench
 - ⑯ Pasaes 27" Table
 - ⑰ Envot Midback Chair
 - ⑱ Compositum Sharp Club Seat
 - ⑲ Compositum Sharp Sofa
 - ⑳ Aviera Chairs + Arms
- Tables**
- ㉑ Anyway Square X-Base Table 42H
 - ㉒ Anyway Square X-Base Table 29H
 - ㉓ Knoll Round X-Base Table 29H
 - ㉔ Knoll Y-Leg Table 29H
 - ㉕ Knoll Ref Round Table 29H
 - ㉖ ICC Nesting Tables
 - ㉗ Anyway Dining Table 29H
 - ㉘ Encore Communal Table 42H
 - ㉙ St On It - Uni
 - ㉚ Berco Discus Occasional Table

Exhibit B

Cleaning Activity Specifications

These specifications are given as a general guideline to establish a minimum quality of service for each cleaning activity.

GENERAL CLEANING

1. Trash Collection, bag and place in designated areas, leaving an area neat and free of trash. Trash containers are to be lined with black bags. All boxes must be collapsed prior to placement in recycling bins. Do not remove items which do not appear to be trash; leave items which appear to be placed purposefully (such as test papers, etc.), and leave or turn in items which appear to be lost (such as coats, books, notebooks, etc.).

HARD SURFACE FLOORS

1. Sweep using soft hair brooms sprayed with a non-oily sweeping compound. Sweeping shall leave the surfaces uniformly clean of all dust and surface dirt including corners and places inaccessible to the broom. Surface accumulation of hardened dirt that cannot be loosened with the broom shall be loosened sufficiently to permit removal by sweeping.
2. Dust Mop using floor mops treated with a non-oily floor mop dressing. Dust mopping shall leave the surfaces uniformly clean of all dust and surface dirt including corners and places inaccessible to the mop. Surface accumulation of hardened dirt that cannot be loosened with a mop shall be loosened sufficiently to permit removal by dust mopping.
3. Damp Mop (tile floors only) using a clean mop and/or via use of automated scrubbing equipment and neutral detergent. Dust mop floor immediately prior to damp mopping to remove loose dirt and dust. Damp mopping shall leave the floor clean and free from streaks, stains, and film. Scrub heavily soiled areas as needed with mop or other scrubbing equipment and strong cleaning solution to remove all heavy soil, stains, and traffic marks. There shall be no splashes left on walls, baseboards, furniture and other adjacent surfaces, and the floor shall be left damp, not wet. If a strong cleaning solution is used, the floor shall be rinsed with clean water.
4. Scrub & Disinfect: Scrub floor using a clean mop or other cleaning equipment and germicidal cleaner leaving floor completely clean, disinfected, and free of streaks, stains, mildew, odor and film. Exchange mopping solutions frequently to ensure the solution is clear and does not contribute to resoiling. Sweep or dust mop prior to scrubbing to remove loose dirt and dust. Also, wipe the base with a clean cloth or sponge and germicidal cleaner.

CARPETED FLOORS

1. Vacuum carpeted floor rates brushing or beating action and/or carries the Carpet & Rug Institute (CRI) Seal of Approval. Carpets shall be left clean of all dust, and loose and embedded dirt for their full depth. If necessary, spot clean using a dry cleaner or spot remover to leave the carpet clean of spots and stains.
2. Carpet Clean: Clean carpeted floors using a water extraction method safe for all carpets, and assist in quick-drying with use of carpet blowers. Immediately prior to cleaning, vacuum, spot clean, and pre-treat heavily soiled areas. If necessary, corners and areas not accessible to machines shall be cleaned by hand. Furniture shall be moved prior to cleaning and shall be

moved back into place after the carpet is cleaned, placing all furniture on moisture barriers if carpet is damp. Care shall be taken when moving desks, large tables, file cabinets, credenzas, shelving units, etc.

WALLS AND DOORS

1. Dust walls, moldings, door frames, and the tops of doors using a clean cloth treated with a non-oily dressing to leave surfaces free of dust, loose dirt, and webs.
2. Spot Clean walls using a clean cloth or sponge and neutral detergent solution to leave walls free of marks, stains, and streaks.
3. Scrub and Disinfect walls, including incidental hardware, and vertical grills and louvers, using a clean cloth or sponge and germicidal cleaner leaving walls and surfaces completely clean, disinfected, and free of streaks, stains, mildew, odor and film.

FIXTURES AND FURNITURE

1. Empty Trash bag trash, and place it in dumpsters.
2. Replace Trash with liners compatible with trash can size.
3. Wash Trash cans using a neutral detergent solution, (germicidal cleaner for restroom trash cans), leaving the trashcan clean and free of odor.
4. Dust & Clean Light Fixtures using a clean dry cloth, or water and a neutral detergent if necessary, leaving surfaces clean of all dust, insects, and other foreign matter.
5. Dust Furniture, including shelves, window sills, and other surfaces, using a cloth treated with a non-oily dressing to remove all dust, loose dirt, and webs. Dust only those surfaces which are cleaned of papers and other possessions of the occupants.
6. Clean Furniture by damp wiping vinyl, plastic, or leather furniture, and vacuuming cloth furniture to remove all loose dirt, lint, and dust.
7. Dust Blinds using a cloth treated with a non-oily dressing to remove all dust, loose dirt, and webs.
8. Clean Hardware using a clean cloth dampened with a neutral cleaner. Wipe dry and polish metal surfaces.
9. Clean Ceiling Grilles by dusting using finger duster or cloth treated with a non-oily dressing, or vacuum to remove all dust, loose dirt, lint and webs. If necessary, clean with a clean cloth or sponge dampened with a neutral cleaner, wipe dry, and polish metal surfaces.

RESTROOM FIXTURES AND ACCESSORIES

1. Clean & Disinfect Toilet Fixtures including toilet bowls, urinals, sinks, etc.using a clean cloth, brush or sponge and a germicidal cleaner. (Do not use the same cloth or sponge for toilet bowls and urinals for any other surfaces). Thoroughly scrub all surfaces, including outside of fixtures, pipes, fittings, and wall and floor in the immediate area of fixture, leaving surfaces clean and disinfected, and free from streaks, stains, mildew, odor, mineral deposits, and film. Wipe dry with a clean cloth after scrubbing.
2. Clean & Disinfect Toilet Accessories including dispensers, disposals, shelves, mirrors, partitions, etc. using a clean cloth or sponge dampened with a germicidal cleaner, leaving accessories clean

and disinfected, and free from streaks, stains, mildew, odor and film. Empty sanitary napkin disposals prior to cleaning. Wipe all surfaces dry with a clean cloth and polish metal surfaces.

3. Replace Toilet Supplies as necessary to keep supplies from running out, including toilet paper, paper towels, hand soap, and urinal blocks.

GLASS

1. Clean Door Glass, both sides, and wipe dry, leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign material shall be cleaned from sashes, sills, jambs, and mullions.
2. Clean Entrance Door and/or Hallway Door Glass and wipe dry, leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign materials shall be cleaned from sashes, sills, jambs, and mullions.
3. Clean Interior Windows and wipe dry, leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign material shall be cleaned from sashes, sills, jambs, and mullions.

EXTERIOR

1. Remove Dirt etc. when necessary, using tools and appropriate chemicals as needed to keep building entrance areas and sidewalks clean.
2. Clean Exterior of Glass Entrance Area and wipe dry, leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign material shall be cleaned from sashes, sills, jambs, and mullions. Area includes all glass adjacent to the entrance doors.

CLEANING MATERIALS

The Contractor will be required to furnish all the materials required to do the work as outlined in the schedule of work. It will include, the following approved products:

1. Soaps and detergents.
2. Cleaning chemicals used on floors, walls, furniture, toilet rooms, shower and locker rooms, glass, tile brick, concrete or other building surfaces.
3. Wet floor signs.
4. Absorbent lint free cloths (terry cloth is an example), sponges, brushes, pails, spray bottles, scrapers and steel wool.
5. Germicides or fungicides.

The Contractor shall furnish a complete list of cleaning materials, waxes, polishes, stripping compounds, glass cleaners, fungicides, etc., proposed for use in the building. Each item shall be identified by product name, manufacturer and the manufacturer's complete instructions for use. Any product found to be unsatisfactory shall be removed and the correct product submitted for approval at no extra cost to AVUHSD. Supplies may be stored in bulk provided they are clearly identified. Any secondary container shall be clearly marked for identification during use.

All requests for additional services, outside the scope of this contract, shall be submitted to the contractor by the designated university representative only. Any requests for services received by the unauthorized personnel should be referred to the designated university representative. "The University will not be responsible, financially or otherwise, for any services not authorized or otherwise approved in writing by the designated university representative."

Exhibit C

CUSTODIAL STANDARDS

SWEEPING

Sweeping is defined as the removal of loose dirt, dust, debris and other foreign material through either annual or mechanized methods, as appropriate for the location and situation.

1. Standard: When properly completed, a swept area will be free of all loose dirt, dust, debris or other foreign material with no build up in corners, crevices, under or around furniture parts. All items moved to remove dirt will be returned to their original location.

WET MOPPING

Wet mopping is defined as the removal of built up dirt, soil, liquids or other foreign materials from a floor using a cotton or similar yarn type mop and sufficient neutral detergent and water solution or neutral disinfectant detergent and water solution. This will include rinsing if required or recommended by the detergent manufacturer.

1. Standard: When properly completed a wet mopped floor will be free of all dirt, debris soil, liquids or other foreign material. It will present a uniform appearance free of streaks, smudges, heel-marks or any other marks which can be reasonably removed through this cleaning method. (All splash marks/spots on walls and furniture/fixtures must be removed for the proper completion of the wet mopping task.) All items moved to accomplish this task will be returned to their original positions.

MACHINE SCRUBBING

Machine scrubbing is defined as the use of a mechanized scrubbing/vacuum machine to accomplish the same result as wet mopping for large areas such as halls, lobbies, auditoriums or similar large areas which would otherwise require extensive labor requirements to complete in a reasonable time period.

1. **Standard**: When properly completed machine scrubbing will be held to the same quality standard as wet mopping.

DAMP MOPPING

Damp mopping is defined as the use of a cotton or similar yarn type mop which has been mechanically wrung/squeezed to remove excess solution for the purpose of removing light soil, dirt, liquid or other foreign material from a floor which does not require the complete mopping of the area or the area is not soiled sufficiently to require wet mopping.

1. Standard: When properly completed damp mopping will be held to the same quality standard as wet mopping.

SPOT CLEANING

Spot cleaning is defined as the removal of dirt, soil, debris, liquids, stains or other foreign materials from floors, walls, furniture, fixtures or other areas which can be accomplished by cleaning only the immediately affected area where the requirement of cleaning the whole area would not be

necessary. Spot cleaning may be accomplished by any of the methods contained herein and as dictated by the circumstances of the soiling.

1. Standard: When properly completed, spot cleaning will remove completely any evidence of the soiling which necessitated the cleaning, and return the finish of the item/area affected to its pre-soiled condition without evidence of occurrence or cleaning.

VACUUMING

Vacuuming is defined as the mechanical removal of loose dust, dirt, soil, debris and other foreign material from carpeted floors and other items; (examples: couches, chairs, walls, curtains/drapes); which lend themselves to this method of cleaning. Mechanized sweepers that are NOT equipped with an independent vacuum motor and collection bag/bin nor the use of Toy brooms will be acceptable means for the cleaning of carpets.

1. Standard: When properly vacuumed there shall be no evidence of any dust or dirt or any other loose foreign material. All items moved during this process will be returned to their original positions.

CARPET EXTRACTION

Extraction is defined as the removal of embedded dirt, soil, grease and stains by injecting approved cleaning agent and/or hot water then extracting all water from the carpeted floor for the purpose of removing embedded soil, dirt, stains or other foreign materials ("When permitted by the manufacturer, hot water extraction shall be the method of choice for all carpet cleaning.")

1. Standard: When properly extracting carpet, the item will be free of any foreign material such as dirt, soil, and stains. The item will be free of any cleaning residue and shall present a clean and uniform appearance. All excess cleaning agents shall be removed from base-boards, walls, and furniture/fixtures. Any items moved during this process will be returned to their original positions.

DUSTING

Dusting is defined as the removal of laden airborne dirt, soil, lint, or other foreign material from furniture, fixtures, ledges, shelves, frames, walls and any other items which may accumulate airborne particles. Normal or low dusting is all levels up to and including six (6) feet in height. All high dusting will be all levels above six (6) feet high.

1. Standard: When properly dusted, the item will be free of any laden airborne materials, streaks, and smudges. Laden airborne matter will be removed by either mechanical, chemical or manual means except that devices which merely displace or redistribute the matter, such as feather dusters, will not be used, unless treated to attract and hold the matter. All items moved to accomplish this task will be returned to their original position.

GLASS/WINDOW CLEANING

Glass/Window cleaning is defined as the removal of dirt, soil, smudges, fingerprints and other foreign material from glass windows, doors, partitions, or any other items which may consist in

whole or part of a glass or similar material including mirrors. All chemicals or solutions used to accomplish this task must be approved by the University Representative.

1. Standard: When properly cleaned glass objects will be free of all dirt, soil, smudges, streaks, smears or any other substances which will interfere with the passage or reflectance of light rays as may be applicable to the particular object. All excess spray/solution must be removed from any surrounding trim or surfaces. Any items moved to accomplish this task must be returned as close as possible to their original positions.

TRASH/WASTE REMOVAL

Trash/Waste removal is defined as the collection and disposal of all materials that have been placed into appropriate containers dedicated for disposal. All boxes removed for disposal must be collapsed before placing in the dumpsters.

METAL CLEANING/POLISHING

Metal cleaning/polishing is defined as the removal of dirt, soil, fingerprints, smudges, streaks, water marks, scale and other foreign material from metal surfaces and fixtures.

1. Standard: When properly cleaned/polished with an approved non-abrasive cleaner/polish, the metal surface will present a clean uniform appearance free from all dirt, soil, marks, smudges, streaks, scale, etc.

DISINFECTING

Disinfecting is defined as the removal or neutralization of material containing or supporting the growth of bacterial/viral organisms capable of causing infection in humans if untreated, through the application of an approved disinfectant by either manual or mechanical methods. Use of only EPA registered disinfectants will be acceptable to meet this standard.

1. Standard: When properly disinfected surfaces shall be as free as possible of material containing living bacteria, viruses, or other contaminants capable of causing infections. Testing may be accomplished by the agency or through an independent testing facility.

DISPENSER SERVICE

Dispenser service is defined as the checking, and refilling of all towels, toilet tissue, soap, or any other dispensers which may be identified by the University Representative.

1. Standard: When properly serviced dispensers will have an adequate (1 day) supply of dispensed product or will be identified as needing a follow-up check to ensure that the dispenser does not remain empty for an extended period of time. At no time will additional supplies be left for patrons/clients/patients/employees to install in the dispensers.

CLEANING, GENERAL

Cleaning in general is defined as the removal of dirt, soil, stains, liquids, trash, refuse and any other foreign material from an item, fixture, or area and may include the process of disinfecting, if required by the University Representative.

1. Standard: When properly cleaned, an area, fixture or item will be free of all dirt, soil, stains or other foreign material and will present a clean, safe, healthful, and pleasant appearance.

SPECIFIC ELEMENTS OF HOUSEKEEPING ROUTINE TASK PERFORMANCE STANDARDS

The preceding tasks are general in nature and are not intended to eliminate specific elements of the housekeeping routine. However, the specific elements of the housekeeping routine will be judged against the general task description and standard.

Designation of Subcontractors

In compliance with the Subletting and Subcontracting Fair Practices Act (Public Contract Code Sections 4100 et seq.) and any amendments thereof, each bidder shall set forth below: (a) the name and the location of the place of business of each subcontractor who will perform work or labor or render services to the prime contractor in or about the construction of the work or improvement to be performed under this contract in an amount in excess of one-half of one percent of the prime contractor's total bid, and (b) the portion of the work which will be done by each subcontractor under this act. The prime contractor shall list only one subcontractor for each portion as is defined by the prime contractor in this bid.

If a prime contractor fails to specify a subcontractor or if a prime contractor specifies more than one subcontractor for the same portion of work to be performed under the contract in excess of one-half of one percent of the prime contractor's total bid, the CONTRACTOR shall be deemed to have agreed that the CONTRACTOR is fully qualified to perform that portion, and that the CONTRACTOR alone shall perform that portion.

No prime contractor whose bid is accepted shall (a) substitute any subcontractor, (2) permit any subcontractor to be voluntarily assigned or transferred or allow the relevant portion of the work to be performed by anyone other than the original subcontractor listed in the original bid, or (c) sublet or subcontract any portion of the work in excess of one-half of one percent of the prime contractor's total bid where the original bid did not designate a subcontractor, except as authorized in the Subletting and Subcontracting Fair Practices Act.

Subletting or subcontracting of any portion of the work in excess of one-half of one percent of the prime contractor's total bid where no subcontractor was designated in the original bid shall only be permitted in cases of public emergency or necessity, and then only after a finding, reduced to writing as a public record, of the authority awarding this contract, setting forth the facts constituting the emergency or necessity.

NOTE: If alternate bids are called for and bidder intends to use different or additional subcontractors on the alternates, a separate list of subcontractors must be provided for each such alternate.

<u>Description of Work and Portion of Work</u>	<u>Name of Subcontractor</u>	<u>Location and Place of Business</u>	<u>License #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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