### ATTACHMENT A

* 1. Detailed Scope of Work Page 9-13
	2. Instructions for Response Page 14-15
	3. Scoring of the RFP Page 15-16
1. **Detailed Scope of Work**

It is the intent of Community Healthcore to contract through the competitive bid process a Janitorial Contractor to provide janitorial staff and services at CHC locations. The Center will use its standard Non-Community Services Contract that will include the RFP by reference and the Vendor’s response.

**Definitions:**

|  |  |
| --- | --- |
| **Term** | **Definition/ instruction** |
| Disinfectant/sanitize | Removal, neutralization of microorganisms causing infection to humans |
| Dusting | Free of dirt, including cobwebs; fixtures, ceilings, pipes. |
| Toilets | No scale, scum, mineral deposits |
| Sinks/ Counters | Sanitized, free of stains and debris, mineral deposits |
| Drains | Unclog, maintain, disinfect |
| Plumbing | Free of stains, films |
| Sweeping | Free of dirt, debris |
| Mopping | Sanitized, free of dirt, stains, and other debris |
| Carpeted Floors | Vacuumed, free of dirt, dust, lint; spots removed as needed; shampooing asrequested |
| Furniture | Cleaned and polished without spots or stains |
| Chairs | All surfaces wiped down, use sanitizer on arms seat and backrest of each |
| Entrances | Clean doors, entry ways, clean glass entry doors, polish metal, pick up debris |
| Wood surfaces | Treatment with wood cleaner and or polish to remove soil and preserve |
| Water Coolers | Disinfect, polish, no scales no stains |
| Glass | Surfaces without streaks, uniform and clean |
| Waste baskets/Trash cans | Emptied, lined with plastic bags and washed if needed. Also removed frombuilding and disposed of in proper waste container provided at each location |
| Daily | Frequency for item cleaned. Daily means each day you are schedule to clean that site |
| Weekly | Frequency for item cleaned. Weekly means item should be scheduled to clean once every 7 days |
| Bi- Weekly | Frequency for item cleaned. Bi-Weekly means item should be scheduled to be cleaned once every 14 days |
| Monthly | Frequency for item cleaned. Monthly means item should be scheduled to be cleaned once every 30 days |
| As needed | Item should be cleaned upon special request by staff. Very seldom this may happen |

Please note that not all items in chart below apply to every location. Visiting each location prior to making a proposal will ensure that the specification can be met at each location. Total square footage for each location can be provided upon request but areas to be cleaned will not be based on total square footage of the location. Areas to be cleaned will be provided during a required walk thru scheduled through the facilities department prior to deadline.

|  |  |  |
| --- | --- | --- |
|  | **Specification Requirement** |  |
| **Area Description** | **Specification Expectation** | **Frequency** |
| Restrooms | Clean/ sanitize all restroom countertop surfaces with disinfectant cleaner.Clean and scrub all porcelain surfaces including toilet bowls, urinals and sinks with disinfectant cleaner and spray with germicidal deodorant.Replenish supplies of consumables such as soap, paper towels, toilet tissue and toilet seat covers.Sweep and mop restroom floors.Empty trash receptacles and replace trash liners.Clean mirrors and glass/metal surfaces | Daily  |
| Offices, Hallways | Sweep and spot mop all hard surface floor areas. Spot clean windows with glass cleaner.Clean and dust desks and furniture. Spot clean glass doors with glass cleanerClean and polish all water fountains and refill cup dispensersWipe down each chair with sanitizing agent – arms, seat, and back Empty trash receptacles and replace trash liners. | Daily |
| Waiting Areas | Sweep and spot mop all hard surface floor areas. Spot clean windows with glass cleaner.Clean and dust waiting area furnitureSpot clean glass with glass cleaner, clean entrance glass doors Clean and sanitize all water coolers and refill cup dispensers Wipe down each chair with sanitizing agent –arms, seat, and back Empty trash receptacles and replace trash liners | Daily |
| Kitchen/ Break room areas | Clean all countertops and tables.Clean microwave ovens and other appliances. Sweep and mop all floor areas.Empty all trash receptacles and replace trash liners. Clean sink areas with disinfectant.Spot clean window areas with glass cleaner. Clean all chairs and seating areas.Replace kitchen towels as needed | Daily |
| Trash | Vendor responsible for removal of trash to outside dispenserunless otherwise specified. | Daily |
| All areas | Clean and dust base boards in all areas. Clean and dust wall area around ceiling. Clean doors and molding around doors. Polish desks and furniture.Vacuum all carpeted areas.Mop with a vinegar or equivalent disinfecting solution ceramic tile areas.Clean and dust blinds | Weekly |
| All areas | Clean and dust all wall signs and pictures. | Monthly |

|  |  |  |
| --- | --- | --- |
|  | Clean with glass cleaner all glass doors. Clean with glass cleaner all windows.Clean and dust all window blinds |  |
| Emergency Work | Ability to provide emergency work and a rate for that work. Examples would include: unclog drains, floor drying and cleanupfrom leak, etc. | As required |
| Vents | Dust return and fresh air vents to free from debris | Bi-Weekly |
| Toys | All toys wipe down with sanitizer | As scheduledor weekly |

1. **Equipment supplied by Vendor** (space provided at each site for storage)

|  |
| --- |
| Floor polisher |
| Wet/ dry vacuum |
| Upright vacuum |
| Custodial cart |
| Mop, bucket/ ringer |
| Brooms and dust pans |
| Dusters |
| Bowl/ other surface brushes |
| Rags |

* 1. **Supplies supplied by Vendor** (space provided at each site for storage)

|  |
| --- |
| Disinfectant/ sanitizer |
| Glass cleaner |
| Furniture Polish |
| Replacement mop heads (must be maintained as appropriate) |
| Stripper/ Wax/ Shampoo as needed for two times per year cleaning |

### Equipment supplied by Community Healthcore

|  |
| --- |
| Storage/ Janitor closet |
| Janitorial Sink where appropriate |
| Dry goods storage |

* 1. **Consumables Supplied by Community Healthcore**

|  |
| --- |
| Dispensers (toilet paper, paper towels, soap, sanitizer |
| Cleaning Chemicals |
| Toilet Paper |
| Paper Towels |
| Soap  |
| Sanitizer  |
| Trash liners |

**Locations open for Bid:** Bidder may bid on all or selected properties/ locations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Longview, Texas** | **Frequency** | **Monthly** | **After Hours Rate** |
|  |  |  |  |
| 105 Woodbine Pl | 5 Days/week | $ | $ |
| 107 Woodbine Pl | 5 Days/week | $ | $ |
| 950 N 4th Street | 5 Days/week | $ | $ |
| 1300 N 6th Street | 5 Days/week | $ | $ |
| 3110 HG Mosley | 5 Days/week | $ | $ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Marshall, Texas** | **Frequency** | **Monthly** | **After Hours Rate** |
|  |  |  |  |
| 1500 W Grand | 5 Days/week | $ | $ |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Henderson, Texas** | **Frequency** | **Monthly** | **After Hours Rate** |
|  |  |  |  |
| 209 N Main St | 3 Days/week | $ | $ |
|  |  |  |  |
| **Carthage, Texas** | **Frequency** | **Monthly** | **After Hours Rate** |
|  |  |  |  |
| 1701 S Adams St | 1 Days/week | $ | $ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Gilmer, Texas** | **Frequency** | **Monthly** | **After Hours Rate** |
|  |  |  |  |
| 101 Madison St | 5 Day/week | $ | $ |
|  |  |  |  |
| **Tyler, Texas** | **Frequency** | **Monthly** | **After Hours Rate** |
|  |  |  |  |
| 4603 Troup Hwy #209 | 3 Day/week | $ | $ |
| 4503 Troup Hwy #4609 | 3 Day/week | $ | $ |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Texarkana, Texas** | **Frequency** | **Monthly** | **After Hours Rate** |
|  |  |  |  |
| 2435 College Dr. | 5 Days/week | $ | $ |
| 1911 Galleria Oaks | 5 Days/week | $ | $ |
| 4800 Tx Blvd suite 100 | 2 Days/week | $ | $ |
| **Clarksville, Texas** | **Frequency** | **Monthly** | **After Hours Rate** |
|  |  |  |  |
| 106 MLK Drive | 5 days | $ | $ |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Atlanta, Texas** | **Frequency** | **Monthly** | **After Hours Rate** |
|  |  |  |  |
| 307 N Louise suite B | 2 days/ week | $ | $ |
| 307 N. Louise suite G | 3 Days/week | $ | $ |