



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

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<http://sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL

#13-0083

CUSTODIAL SERVICES

ADDENDUM #4

September 17, 2013

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Custodial Services for various County facilities.

Questions and/or statements of clarification are in **bold** font, answers to specific questions are *italicized*.

1. **Revised: Schedule, RFP page 6.**

Issue Addendum 5	September 23, 2013
Clarification, Information and Questions submitted in writing by 12PM CST	September 25, 2013
Issue Final Addendum	September 27, 2013
Sealed proposals due before 1:45 PM CDT	October 8, 2013
Evaluation Period	October 9-30 , 2013
Board of Bids and Contracts Recommendation	October 31, 2013
Board of County Commission Award	November 6, 2013
Contract scheduled to start December 30, 2013	

2. **Add: Hospital Grade Germicidal Disinfectant Wipe or Spray (must use with disposable cloth). Page 9, Section 3.5.13 Vendor Supply List by contractor.** Hospital Grade Germicidal Disinfectant details: Pathogen kill claim, of a minimum 37 kill claims, registered with the EPA. Included on the registered list shall be: Multiple strains of staph, aureus, MRSA and CA MRSA. No VOC's. Dwell time: maximum 5 minute. Application: to be used during routine clean.

Locations:

- Health Departments - all areas open to public, include areas with children's toys and the child's block toy in waiting room.
- Forensic Science Center
- Waiting rooms, group rooms and interview rooms at the following facilities:
COMCARE Facilities: Center City, CIS, ATS, CSS MED, CSS & SCOAP
Juvenile Courts and DA Include areas with children's toys and the children's toys.
Adult Intensive supervision
MCH: 2nd floor: Area scheduled for special clean on service type identification plan
Juvenile field services

Vendor may submit a request for approval equal to specified product. Currently, Health Department on West Central has approved the use of Clorox, Healthcare Product: Hydrogen Peroxide Cleaner Disinfectant Wipes and spray. The product met the sensitivity towards smells.

RFB #13-0083

Sedgwick County... Working for you

3. **Add: Clean and empty diaper genies located at the Health Department (434 N. Oliver) .**
4. **Add: Wood Floor Refinishing and ESD Flooring. Page 11, Section 4.1:**
Wood Floor Refinishing: Clean, buff with steel wool, recoat with sealer to restore luster (1 coat oil-modified polyurethane), and buff with polishing pad. Follow manufacturer's recommended guidelines. Routine clean shall be in accordance with NWFA recommended guidelines for care and maintenance.
ESD Flooring, Static dissipative or Static Conductive: Clean and polish with manufactured approved compatible chemicals. Floor care shall maintain accordance of current edition of ANSI / ESD S 20.20.
5. **Add: Plastic Mats (chair pads). Page 11, Section 4.1:** Floor Mats, Rugs, Runners and Plastic Mats (chair pads).
6. **Add: Service where glass rests on top of furniture. Pg. 13, Section 4.4, Furniture and Table Top Cleaning:**
The contractor is responsible for lifting glass to clean underside of glass. Glass shall be free of all debris.
7. **Revised: Certification. Page 17, Section 7.6.3.** Prior to submitting proposal, Vendor may request approval to certification which is considered equal to MASSCO / Betco Training Certification Program. Request shall be emailed to thoobler@sedgwick.gov and gangelic@sedgwick.gov. Employees to be certified within 60 days after contract awarded.
8. **Clarify Page 20, section 9.1.12 "depth of staff", what response are you seeking?**
Answer: Depth of staff is meant to clarify level of experience. Seeking explanation to satisfy county that contractor will be adequately staffed for contract term.
9. **Revised: Page 21, Section 9.1.12 Recycling, items c, d and e.** Items c, d and e have a formatting error. Revise item "c" to section 9.1.23 Submit for review on complete copy of all policy and procedures utilized in the management and performance of vendors custodial services. Revise item "d" to section 9.1.23 Indicate the length of time vendor has been in business providing continuous service to single clients with similar needs in excess of 300,00 square feet of custodial service need (years, months). Revise item "e" to section 9.1.24 Provide a bank reference statement and a copy of the most recent financial statement.
10. **Proposal amounts submitted on Contract groups shall include Periodic Cleaning Services**
11. **Revised: Page 23, "Requested Periodic Cleaning Service Rates":** Requested Periodic Cleaning Service Rates has been revised to "Special Cleaning Request Rates". Special Cleaning Request Rates shall be the price for additional services if requested or an elimination of service.
12. **Revised: Page 23, Special Cleaning Requests Rates.** "Unclog toilette" to "Unclog (plunge) stool or urinal and clean affected area. Charge shall only occur with service call, when contractor is not on site.
13. **Square feet for Animal Control office is included with EMS Building's approximate square feet.**
14. **Sole Proprietors are not required to furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. The Kansas Secretary of State does not offer this certificate for Sole Proprietors.**
15. **Building Information Sheets and site floor plans. Addendum 4 includes revised:**
 - Main Courthouse (MCH)
 - Adult Detention Facility (ADF)
 - Historic Courthouse (HCH)
 - Munger Building
 - EMS Building & Animal Control Office

- Radio Shop
- Fleet Management Shop
- Fleet Management Administration
- EMSS Medical Director's Office
- Public Works
- Juvenile Courts
- Juvenile DA
- Public Safety Center (911)

Remaining buildings to be included in Addendum 5.

16. Is the performance bond required?

Answer: Yes. The performance bond is required at the time of contract signing, refer to RFP page 18, Section 8.3.

17. Is insurance required?

Answer: Yes. Refer to RFP, page 19, section 8.5.

18. Are copies of the background checks required?

Answer: Drug screening and criminal history background check shall be made available upon request (page 16 Section 7.3)

19. Is the contractor responsible for bedding at COMCARE SCOAP?

Answer: No, the bedding is not included in this contract.

20. How are the stairs to be cleaned in the Historic Court House?

Answer: Frequency to the different staircases has been redefined on attached revised Building Information Sheet.

21. Is Green Cleaning required?

Answer: It is suggested.

22. If a door is locked, does that mean we don't clean it?

Answer: Contractor will receive site specific access once contract is awarded.

23. What is required when "as needed" is stated?

Answer: Clean per directed.

24. Do we dust around things?

Answer: For furniture application, horizontal surface dusting is required only if horizontal surface is clear of all items.

25. What is the voting schedule that will effect cleaning for the Historic Building?

Answer: Included in revised Building Information Sheet.

26. What is required from contractor when facilities recycle?

Answer: Removal of recycled items at the Medical Directors Office is the only facility requiring removal.

27. Can we store our cleaning materials on site?

Answer: Yes. All facilities allow site specific cleaning materials stored on site.

28. Do small facilities require supervision?

Answer: Yes. Site supervision is required for all sites.

29. May we quote cleaning services for the terrazzo flooring in the Public Works lobby and 3rd floor?

Answer: The periodic clean for the terrazzo flooring for public works facility is not part of this RFP. Refer to building information sheet for modified routine clean instruction for the terrazzo flooring. If you would like to send an informal quote, please send it to my attention at gangelic@sedgwick.gov. Do not include with this RFP.

30. How do you want the Public Safety 911 Call Center carpet cleaned?

Answer: Periodic cleaning occurs as a coordinated periodic cleaning. The room occupants will relocate temporarily in two phases. Removing carpet tile to clean is not required.

31. Can extraction be used on the 3rd floor carpet in the Historic Court House?

Answer: Yes. Vendor is to use special provisions as required.

32. What is the County's written recycling program? *Answer: Sedgwick County does not have a written recycling program, the county encourages recycling.*

Firms interested in submitting a proposal, must respond with complete information and all supplementary materials and **deliver on or before 1:45 p.m. (CDT), Tuesday, October 8, 2013**. Late proposals will not be accepted and will not receive consideration for final award.

Vendors are responsible for checking the website and **acknowledging any addendum on the proposal response form**.



Gunda Angelica
Purchasing Agent

BUILDING INFORMATION SHEET

1 <u>BUILDING DATA:</u>		Date:	2013, FALL
• Name and building number:		MAIN COURTHOUSE	
• Location:		525 N MAIN	
• Number of Stories:		Basement + Eleven stories. Twelfth floor N/A	
• Normal Business Operation Hours:		M-F: 7:00 AM to 5 :00 PM	
Weekly after hour: 1st Floor, Jury Room:		Thursday: 6pm-9pm	
Weekly after hour: 9th Flr, Court/Jury/RR:		M-F: 5pm - 8pm	
• Population:		341 STAFF/ AVG. 2382 DAILY GUESTS	
2 <u>BUILDING STATISTICS</u>		<u>Approximate</u>	
• BASEMENT FLOOR:		10,775	
• FIRST FLOOR:		32,450	
• SECOND FLOOR:		24,800	
• THIRD FLOOR:		18,375	
• FOURTH FLOOR:		19,000	
• FIFTH FLOOR:		18,125	
• SIXTH FLOOR:		17,725	
• SEVENTH FLOOR:		19,000	
• EIGHTH FLOOR:		19,225	
• NINTH FLOOR:		14,675	
• TENTH FLOOR:		14,575	
• ELEVENTH FLOOR:		15,000	
		<u>APPROXIMATE CLEANABLE SQ FT</u> 223,725	
3 <u>CLEANABLE SQUARE FEET</u>		<u>Approximate</u>	
• Carpet		167,525	
• Non-Carpet, Resilient		15,325	
• Non-Carpet, Tile		40,875	
		<u>TOTAL CLEANABLE SQ FT</u> 223,725	
4 <u>SERVICE TYPE 'E' SQUARE FEET</u>		<u>Approximate</u>	
• Carpet		8,085	
• Non-Carpet, Resilient		3,100	
• Non-Carpet, Tile		600	
		<u>TOTAL SERVICE TYPE 'E' SQ FT</u> 11,785	
5 <u>FIXTURE TOTALS</u>		<u>Approximate</u>	
• Stools / Urinals		169	
• Sinks or Lavatories / Faucets		176	
• Drinking Fountains		38	
• Showers		0	
• Mop sinks and Faucets		13	
6 <u>ACCESS</u>			
• Arrangements for Daily cleaning:		Info identified when contract awarded	
• Arrangements for Weekend Cleaning:		Info identified when contract awarded	
• County contact person for after hour emergency:		Info identified when contract awarded	
7 <u>PROVISIONS</u>			
• Furniture shown as reference on plans, field verify actual.			
• Square feet listed is estimate, vendor to field verify actual.			
• Entries and Lobbies: Additional clean required at different times of the year due to weather related debris.			
• Special clean instructions for 1st, 2nd, 4th thru 10th. Refer to Service Type ID Plan for info.			
• Special Annual Clean Schedule: December 20th thru January 3rd. Courthouse has significantly reduced Traffic, no courts are in session.			
8 <u>PERIODIC SERVICE TYPE</u>			
• Public Areas: Service type A and D: HEAVY USE			
• Private Areas: Service Type A and D: MEDIUM USE			
• Service Type B and E as noted.			

BASEMENT LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	6,700 SQ FT
NON-CARPET, RESILENT:	1,700 SQ FT
NON-CARPET, TILE:	2,375 SQ FT

TOTAL CLEANABLE SQ FT 10,775 SQ FT

SERVICE TYPE 'E' FLOOR CARE:

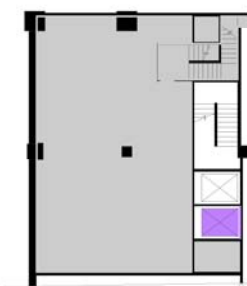
CARPET:	110 SQ FT
NON-CARPET, RESILENT:	1,650 SQ FT
NON-CARPET, TILE:	0 SQ FT
TOTAL SERVICE TYPE 'E' SQ FT	1,760 SQ FT

NUMBER OF FIXTURES:

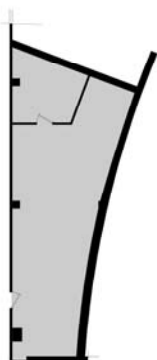
STOOL /URINAL	12 TOTAL
LAVATORIES	9 TOTAL
SINKS	2 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	1 TOTAL

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



1ST FLOOR MEZZANINE



CROW'S NEST



MAIN COURTHOUSE BASEMENT FLOOR PLAN

NOT TO SCALE

FIRST FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	16,675 SQ FT
NON-CARPET, RESILIENT:	2,200 SQ FT
NON-CARPET, TILE:	13,575 SQ FT
TOTAL CLEANABLE SQ FT	32,450 SQ FT

SERVICE TYPE 'E'	
CARPET:	200 SQ FT
NON-CARPET, RESILIENT:	700 SQ FT
NON-CARPET, TILE:	550 SQ FT
TOTAL SERVICE TYPE 'E' SQ FT	1,450 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL / URINAL	15 TOTAL
LAVATORIES	8 TOTAL
SINKS	4 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	4 TOTAL

LEGEND

SERVICE TYPE A

SERVICE TYPE B

SERVICE TYPE C (NOT USED)

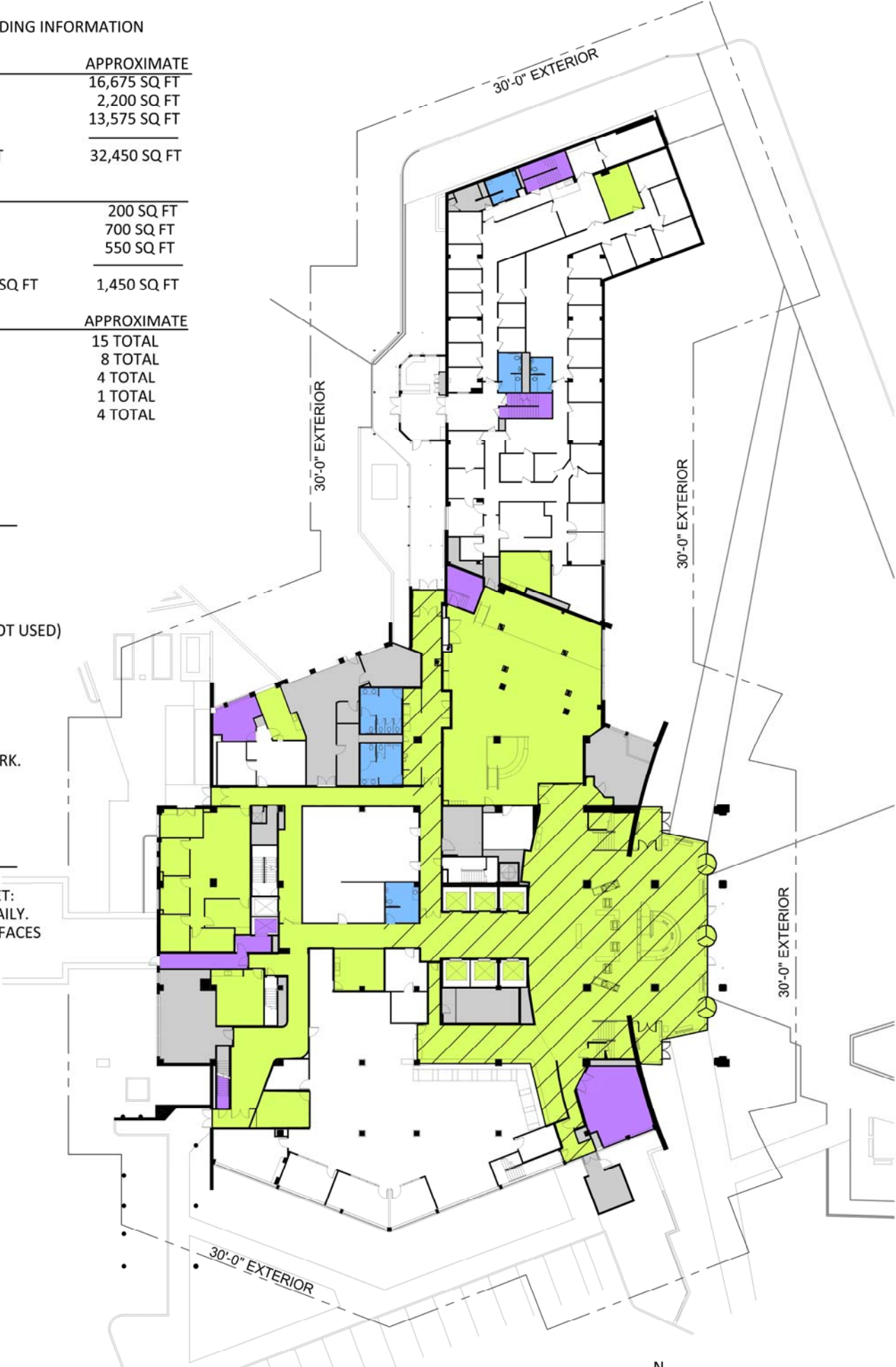
SERVICE TYPE D

SERVICE TYPE E

CUSTODIAL NO WORK.

SPECIAL CLEAN NOTE

FLOOR: NON-CARPET:
MACHINE SCRUB DAILY.
ON APPROVED SURFACES
SPRAY BUFF.



MAIN COURTHOUSE FIRST FLOOR PLAN
NOT TO SCALE

SECOND FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	19,150 SQ FT
NON-CARPET, RESILENT:	1,750 SQ FT
NON-CARPET, TILE:	3,900 SQ FT

TOTAL CLEANABLE SQ FT 24,800 SQ FT

FLOOR CARE: SERVICE TYPE 'E'	
CARPET:	5,225 SQ FT
NON-CARPET, RESILENT:	625 SQ FT
NON-CARPET, TILE:	50 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 5,900 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL /URINAL	14 TOTAL
LAVATORIES	8 TOTAL
SINKS	4 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	2 TOTAL

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.

SPECIAL CLEAN AREA

- SERVICE TYPE B FROM APRIL 16TH UNTIL DECEMBER 31ST. SERVICE TYPE A MODIFIED FROM JANUARY 1ST UNTIL APRIL 15TH. SERVICE TYPE A SHALL INCLUDE GERMICIDAL DISINFECTANT (MRSA KILL CLAIM). INCREASE OF TRAFFIC DURING 1/1 - 4/15 = 150 GUEST DAILY. 4/16 - 12/31 = 50 GUEST DAILY. ADDITIONAL CLEAN REQUIRED FOR WAITING AREA, RESTROOMS AND HALLS.



MAIN COURTHOUSE SECOND FLOOR PLAN
NOT TO SCALE

THIRD FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	14,200 SQ FT
NON-CARPET, RESILIENT:	1,650 SQ FT
NON-CARPET, TILE:	2,525 SQ FT

TOTAL CLEANABLE SQ FT 18,375 SQ FT

FLOOR CARE: SERVICE TYPE 'E'	APPROXIMATE
CARPET:	1,400 SQ FT
NON-CARPET, RESILIENT:	0 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 1,400 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	9 TOTAL
LAVATORIES	7 TOTAL
SINKS	4 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	3 TOTAL

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



MAIN COURTHOUSE THIRD FLOOR PLAN

NOT TO SCALE



FOURTH FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	15,525 SQ FT
NON-CARPET, RESILIENT:	850 SQ FT
NON-CARPET, TILE:	2,625 SQ FT

TOTAL CLEANABLE SQ FT 19,000 SQ FT

FLOOR CARE: SERVICE TYPE 'E'	APPROXIMATE
CARPET:	0 SQ FT
NON-CARPET, RESILIENT:	0 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL SERVICE TYPE E SQ FT 0 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	15 TOTAL
LAVATORIES	14 TOTAL
SINKS	2 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	3 TOTAL

SPECIAL CLEAN NOTE

ADDITIONAL CARPET CLEAN:
FLOORS: 4TH THRU 10TH AND 1ST FLOOR
ROOM TYPE: JURY OR COURT ROOM
AVERAGE: IN ONE MONTH A TOTAL OF 3 ROOMS COULD REQUIRE ADDITIONAL CARPET CLEANING. EXCLUDING THE MONTH OF DECEMBER.
ANNUAL: 33 ADDITIONAL CARPET CLEANS FOR THE ENTIRE BUILDING.

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E (NOT USED)
- CUSTODIAL NO WORK.



MAIN COURTHOUSE FOURTH FLOOR PLAN

NOT TO SCALE



FIFTH FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	13,025 SQ FT
NON-CARPET, RESILIENT:	800 SQ FT
NON-CARPET, TILE:	4,300 SQ FT

TOTAL CLEANABLE SQ FT 18,125 SQ FT

LOOR CARE: SERVICE TYPE E	APPROXIMATE
CARPET:	0 SQ FT
NON-CARPET, RESILIENT:	0 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL AS NEEDED SQ FT 0 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL /URINAL	20 TOTAL
LAVATORIES	19 TOTAL
SINKS	1 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	6 TOTAL

SPECIAL CLEAN NOTE

ADDITIONAL CARPET CLEAN:
FLOORS: 4TH THRU 10TH AND 1ST FLOOR
ROOM TYPE: JURY OR COURT ROOM
AVERAGE: IN ONE MONTH A TOTAL OF 3 ROOMS COULD REQUIRE ADDITIONAL CARPET CLEANING. EXCLUDING THE MONTH OF DECEMBER.
ANNUAL: 33 ADDITIONAL CARPET CLEANS FOR THE ENTIRE BUILDING.

LEGEND

	SERVICE TYPE A
	SERVICE TYPE B
	SERVICE TYPE C (NOT USED)
	SERVICE TYPE D
	SERVICE TYPE E (NOT USED)
	CUSTODIAL NO WORK.



MAIN COURTHOUSE FIFTH FLOOR PLAN
NOT TO SCALE



SIXTH FLOOR LEVEL BUILDING INFORMATION

<u>FLOOR CARE:</u>	<u>APPROXIMATE</u>
CARPET:	14,625 SQ FT
NON-CARPET, RESILENT:	1,100 SQ FT
NON-CARPET, TILE:	2,000 SQ FT

TOTAL CLEANABLE SQ FT 17,625 SQ FT

<u>FLOOR CARE: SERVICE TYPE 'E'</u>	<u>APPROXIMATE</u>
CARPET:	1,150 SQ FT
NON-CARPET, RESILENT:	0 SQ FT
NON-CARPET, TILE:	0 SQ FT







TOTAL SERVICE TYPE E SQ FT 1,150 SQ FT

<u>NUMBER OF FIXTURES:</u>	<u>APPROXIMATE</u>
STOOL/URINAL	15 TOTAL
LAVATORIES	14 TOTAL
SINKS	2 TOTAL
MOP SINK	2 TOTAL
DRINKING FOUNTAIN	4 TOTAL

SPECIAL CLEAN NOTE

ADDITIONAL CARPET CLEAN:
FLOORS: 4TH THRU 10TH AND 1ST FLOOR
ROOM TYPE: JURY OR COURT ROOM
AVERAGE: IN ONE MONTH A TOTAL OF 3 ROOMS COULD REQUIRE ADDITIONAL CARPET CLEANING. EXCLUDING THE MONTH OF DECEMBER.
ANNUAL: 33 ADDITIONAL CARPET CLEANS FOR THE ENTIRE BUILDING.

LEGEND

	SERVICE TYPE A
	SERVICE TYPE B
	SERVICE TYPE C (NOT USED)
	SERVICE TYPE D
	SERVICE TYPE E
	CUSTODIAL NO WORK.



MAIN COURTHOUSE SIXTH FLOOR PLAN
NOT TO SCALE



SEVENTH FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	15,750 SQ FT
NON-CARPET, RESILIENT:	1,300 SQ FT
NON-CARPET, TILE:	1,950 SQ FT

TOTAL CLEANABLE SQ FT 19,000 SQ FT

FLOOR CARE: SERVICE TYPE 'E'	APPROXIMATE
CARPET:	0 SQ FT
NON-CARPET, RESILIENT:	125 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 125 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL /URINAL	13 TOTAL
LAVATORIES	12 TOTAL
SINKS	4 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	3 TOTAL

SPECIAL CLEAN NOTE

ADDITIONAL CARPET CLEAN:
FLOORS: 4TH THRU 10TH AND 1ST FLOOR
ROOM TYPE: JURY OR COURT ROOM
AVERAGE:IN ONE MONTH A TOTAL OF 3 ROOMS COULD REQUIRE ADDITIONAL CARPET CLEANING. EXCLUDING THE MONTH OF DECEMBER.
ANNUAL: 33 ADDITIONAL CARPET CLEANS FOR THE ENTIRE BUILDING.

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



MAIN COURTHOUSE SEVENTH FLOOR PLAN

NOT TO SCALE



EIGHTH FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	16,200 SQ FT
NON-CARPET, RESILENT:	1,175 SQ FT
NON-CARPET, TILE:	1,900 SQ FT

TOTAL CLEANABLE SQ FT 19,225 SQ FT

FLOOR CARE: SERVICE TYPE 'E'	APPROXIMATE
CARPET:	0 SQ FT
NON-CARPET, RESILENT:	0 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 0 SQ FT

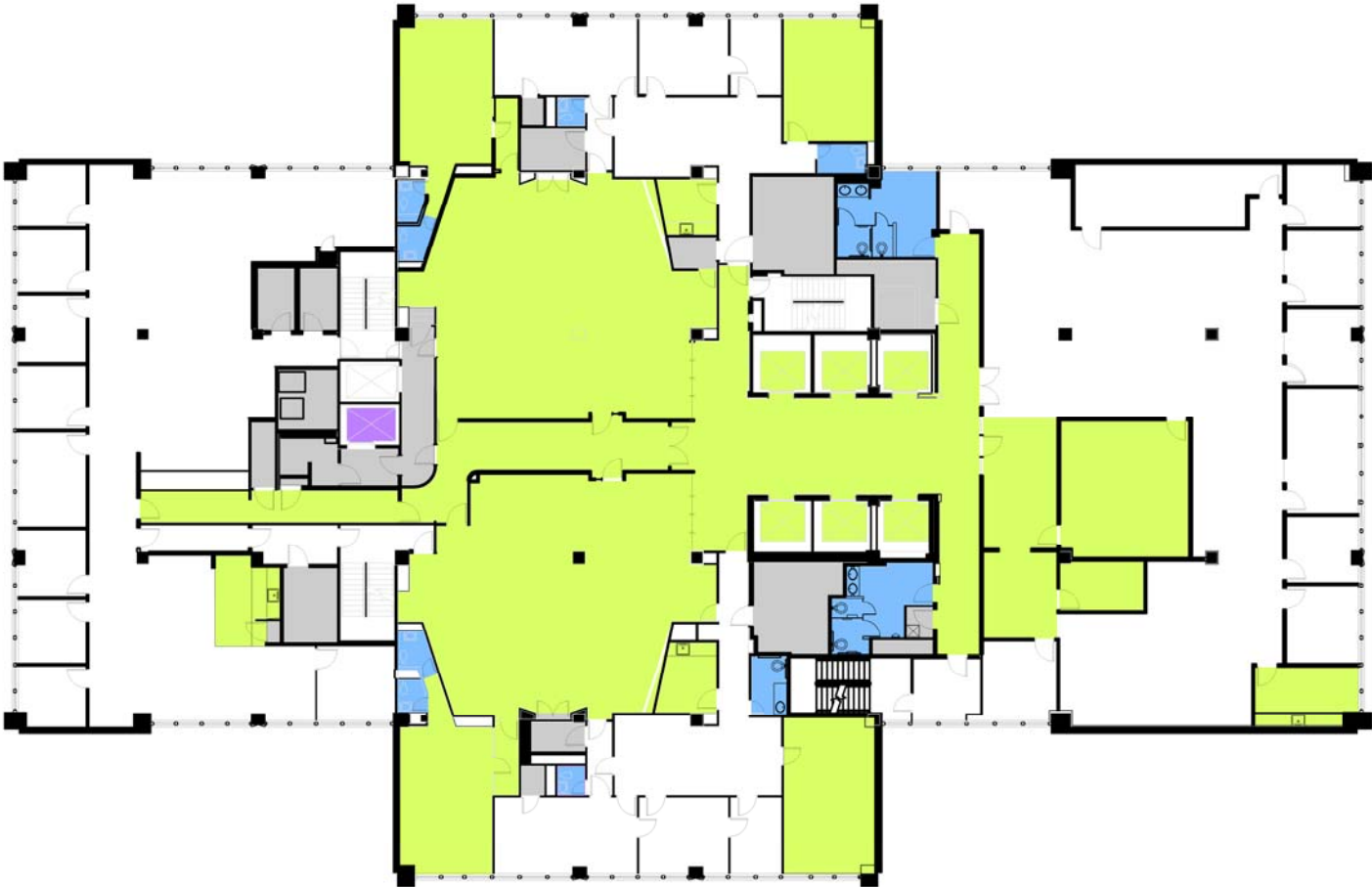
NUMBER OF FIXTURES:	APPROXIMATE
STOOL /URINAL	13 TOTAL
LAVATORIES	12 TOTAL
SINKS	4 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	3 TOTAL

SPECIAL CLEAN NOTE

ADDITIONAL CARPET CLEAN:
FLOORS: 4TH THRU 10TH AND 1ST FLOOR
ROOM TYPE: JURY OR COURT ROOM
AVERAGE:IN ONE MONTH A TOTAL OF 3 ROOMS COULD REQUIRE ADDITIONAL CARPET CLEANING. EXCLUDING THE MONTH OF DECEMBER.
ANNUAL: 33 ADDITIONAL CARPET CLEANS FOR THE ENTIRE BUILDING.

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



MAIN COURTHOUSE EIGHTH FLOOR PLAN
NOT TO SCALE



NINTH FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	11,575 SQ FT
NON-CARPET, RESILENT:	1,075 SQ FT
NON-CARPET, TILE:	1,975 SQ FT

TOTAL CLEANABLE SQ FT 14,625 SQ FT

FLOOR CARE: SERVICE TYPE 'E'	APPROXIMATE
CARPET:	0 SQ FT
NON-CARPET, RESILENT:	0 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 0 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	15 TOTAL
LAVATORIES	14 TOTAL
SINKS	3 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	3 TOTAL

SPECIAL CLEAN NOTE

ADDITIONAL CARPET CLEAN:
FLOORS: 4TH THRU 10TH AND 1ST FLOOR
ROOM TYPE: JURY OR COURT ROOM
AVERAGE:IN ONE MONTH A TOTAL OF 3 ROOMS COULD REQUIRE ADDITIONAL CARPET CLEANING. EXCLUDING THE MONTH OF DECEMBER.
ANNUAL: 33 ADDITIONAL CARPET CLEANS FOR THE ENTIRE BUILDING.

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



MAIN COURTHOUSE NINTH FLOOR PLAN
NOT TO SCALE



TENTH FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	11,650 SQ FT
NON-CARPET, RESILENT:	950 SQ FT
NON-CARPET, TILE:	2,100 SQ FT

TOTAL CLEANABLE SQ FT 14,700 SQ FT

TOTAL AS NEEDED SQ FT 175 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
TOILET/URINAL	19 TOTAL
LAVATORIES	18 TOTAL
SINKS	2 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	UNKNOWN

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



MAIN COURTHOUSE TENTH FLOOR PLAN
NOT TO SCALE



ELEVENTH FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	12,525 SQ FT
NON-CARPET, RESILIENT:	875 SQ FT
NON-CARPET, TILE:	1,600 SQ FT

TOTAL CLEANABLE SQ FT 15,000 SQ FT

FLOOR CARE: SERVICE TYPE 'E'	APPROXIMATE
CARPET:	0 SQ FT
NON-CARPET, RESILIENT:	0 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 0 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	9 TOTAL
LAVATORIES	8 TOTAL
SINKS	1 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	3 TOTAL

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



MAIN COURTHOUSE ELEVENTH FLOOR PLAN
NOT TO SCALE



BUILDING INFORMATION SHEET

1 BUILDING DATA:

Date: 2013, FALL

- Name and building number: Adult Detention Facility
- Location: 141 W Elm
- Number of Stories: Custodial work on 2 floors
- Normal Business Operation Hours Lobby: M-F: 8:00 AM to 9:00 PM
- Normal Business Operation Hours 2nd Floor: M-F: 8:00 AM to 5 :00 PM
- Population: 300 Staff / AVG.100 GUESTS DAILY (Lobby); 10 (2nd floor)

2 BUILDING STATISTICS

Approximate

- FIRST FLOOR, PARTIAL 6,100
- SECOND FLOOR, PARTIAL 9,425

APPROXIMATE CLEANABLE SQ FT 15,525

3 CLEANABLE SQUARE FEET

Approximate

- Carpet 10,250
- Non-Carpet, Resilient 5,275
- Non-Carpet, Tile 0

TOTAL *CLEANABLE* SQ FT 15,525

TOTAL *SERVICE TYPE 'E'* SQ FT 0

4 FIXTURE TOTALS

Approximate

- Stools / Urinals 12
- Sinks or Lavatories / Faucets 15
- Drinking Fountains unknown
- Showers 0
- Mop sinks and Faucets 1

5 ACCESS

- Arrangements for Daily cleaning: Info identified when contract awarded
- Arrangements for Weekend Cleaning: Info identified when contract awarded
- County contact person for after hour emergency: Info identified when contract awarded

6 PROVISIONS

- Furniture shown as reference on plans, field verify actual.
- Square feet listed is estimate, vendor to field verify actual.
- Special clean instructions on 1st and 2nd floors. Refer to Service Type ID plan for info.
- Entries and Lobbies: Additional clean required at different times of the year due to weather related debris.

7 PERIODIC SERVICE TYPE

- *MEDIUM USE* for all areas.

SERVICE TYPE IDENTIFICATION PLAN

FIRST FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	1,800 SQ FT
NON-CARPET, RESILIENT:	4,300 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL CLEANABLE SQ FT 6,100 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 0 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	6 TOTAL
LAVATORIES	7 TOTAL
SINKS	1 TOTAL
MOP SINK	N/A
DRINKING FOUNTAIN	UNKNOWN

SPECIAL CLEAN NOTE FOR FIRST FLOOR

CLEAN OCCURS BETWEEN 9PM - 12 A.M.
AT LOBBY, VESTIBULE, WAITING AREA,
PAY COUNTER AND PUBLIC RESTROOMS.

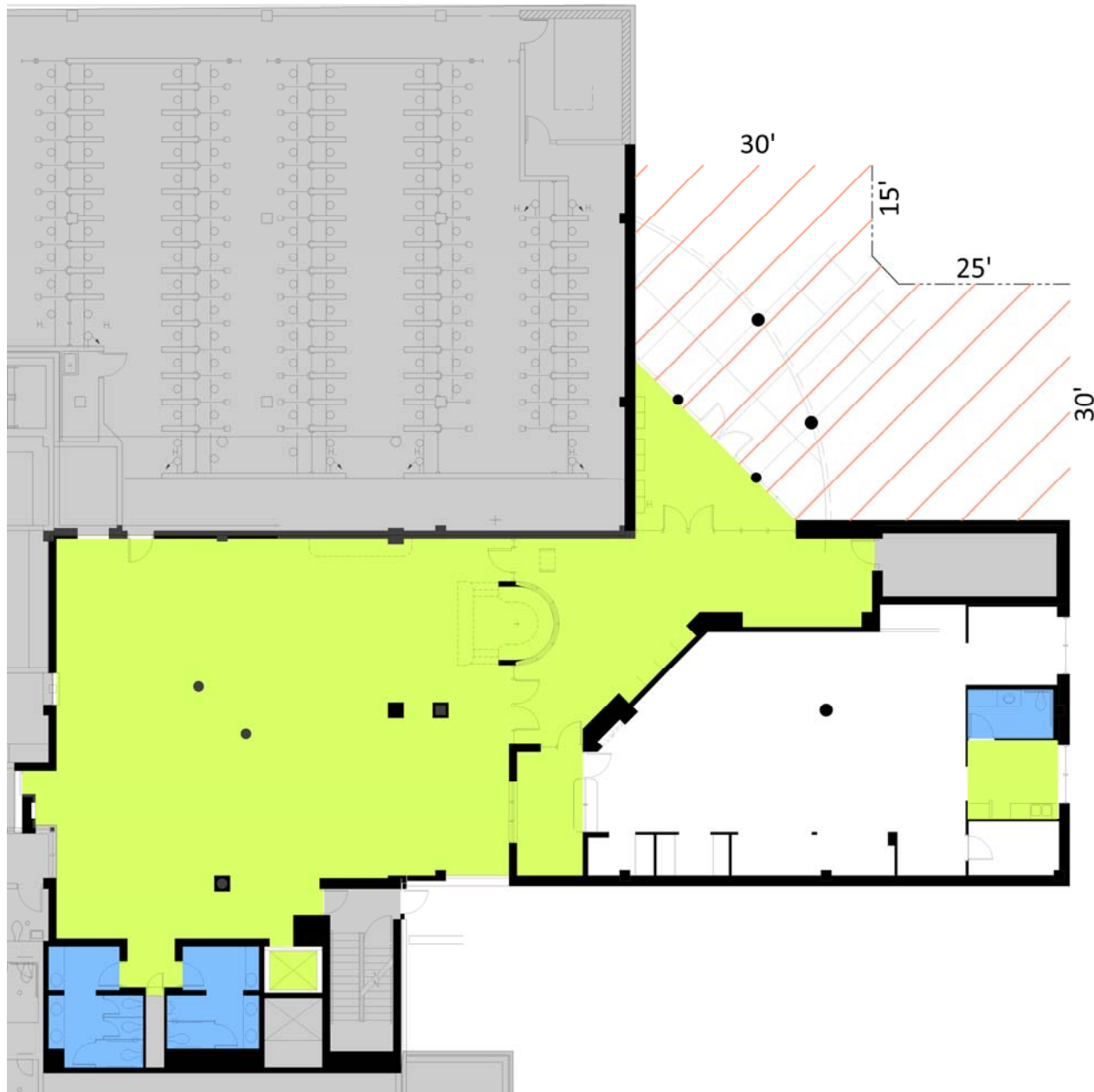
CLEAN OCCURS BETWEEN 8:00 AM -5PM
IN OFFICE AREA: INCLUDES PRIVATE
RESTROOM AND BREAKROOM.

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E (NOT USED)
- CUSTODIAL NO WORK.
- EXTENT OF EXTERIOR WORK



ADULT DETENTION FACILITY— PARTIAL FIRST FLOOR

NOT TO SCALE



SERVICE TYPE IDENTIFICATION PLAN

SECOND FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	8,450 SQ FT
NON-CARPET, RESILIENT:	975 SQ FT
NON-CARPET, TILE:	0 SQ FT

SPECIAL CLEAN NOTE FOR SECOND FLOOR

CLEAN OCCURS BETWEEN 8AM TO 5PM

TOTAL CLEANABLE SQ FT 9,425 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 0 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	7 TOTAL
LAVATORIES	6 TOTAL
SINKS	3 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	UNKNOWN

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E (NOT USED)
- CUSTODIAL NO WORK.



ADULT DETENTION FACILITY— PARTIAL SECOND FLOOR

NOT TO SCALE



BUILDING INFORMATION SHEET

1	<u>BUILDING DATA:</u>	Date:	2013, FALL
	• Name and building number:	Historic Court House	
	• Location:	510 N. Main	
	• Number of Stories:	6 Stories	
	• Normal Business Operation Hours:	M-F: 8:00 AM to 5 :00 PM	
	• Population:	92 STAFF/ AVG. 150 DAILY GUESTS	
2	<u>BUILDING STATISTICS</u>	<u>Approximate</u>	
	• FIRST FLOOR:	6,475	
	• SECOND FLOOR:	9,625	
	• THIRD FLOOR:	9,475	
	• FOURTH FLOOR:	0	
	• FIFTH FLOOR:	3,500	
	• SIXTH FLOOR:	2,350	
	APPROXIMATE CLEANABLE SQ FT	31,425	
3	<u>CLEANABLE SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	17,475	
	• Non-Carpet, Resilient	7,275	
	• Non-Carpet, Tile	6,675	
	TOTAL <i>CLEANABLE</i> SQ FT	31,425	
4	<u>SERVICE TYPE 'E' SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	2,400	
	• Non-Carpet, Resilient	875	
	• Non-Carpet, Tile	750	
	TOTAL <i>SERVICE TYPE 'E'</i> SQ FT	4,025	
5	<u>FIXTURE TOTALS</u>	<u>Approximate</u>	
	• Stools / Urinals	28	
	• Sinks or Lavatories / Faucets	22	
	• Drinking Fountains	2	
	• Mop sinks and Faucets	2	
6	<u>ACCESS</u>		
	• Arrangements for Daily cleaning:	Info identified when contract awarded	
	• Arrangements for Weekend Cleaning:	Info identified when contract awarded	
	• County contact person for after hour emergency:	Info identified when contract awarded	
7	<u>PROVISIONS</u>		
	• Furniture shown as reference on plans, field verify actual.		
	• Square feet listed is estimate, vendor to field verify actual.		
	• Entries and Lobbies: Additional clean required at different times of the year due to weather related debris.		
	• Special clean instructions on 1st, 2nd, and 3rd floors of Service type Identification PlanS.		
	• Special Clean During Election Cycles: Traffic increases require additional First Floor cleaning to: Exterior, entries, lobby, restrooms and corridors. See Election Cycle notes below.		
8	<u>PERIODIC SERVICE SCHEDULE</u>		
	• Public Areas: "HEAVY USE" ON 1ST AND 3RD FLOORS ONLY.		
	• All remaining Areas with exception to 'E' areas: "MEDIUM USE"	• Service Type 'E' as noted.	
9	<u>ELECTION CYCLES</u>	<u>Traffic per cycle (not daily)</u>	
2014	• Dates: 7/1/14- 8/31/14: Peak July	Dates: 10/01/14 - 11/30/14: Peak October	July: 2,000. Oct: 8,000
2015	• Dates: 2/1/15- 4/30/15: Peak February- March		Feb/March: 1,000
2016	• Dates: 7/1/16- 8/31/16: Peak July	Dates: 10/01/16 - 11/30/16: Peak October	July: 2,000. Oct: 8,000
2017	• Dates: 2/1/17- 4/30/17: Peak February- March		Feb/March: 1,000
2018	• Dates: 7/1/18- 8/31/18: Peak July	Dates: 10/01/18 - 11/30/18: Peak October	July: 2,000. Oct: 8,000
2019	• Dates: 2/1/19- 4/30/19: Peak February- March		Feb/March: 1,000
2020	• Dates: 7/1/20- 8/31/20: Peak July	Dates: 10/01/20 - 11/30/20: Peak October	July: 2,000. Oct: 8,000

SERVICE TYPE IDENTIFICATION PLAN

FIRST FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	3,300 SQ FT
NON-CARPET, RESILIENT:	250 SQ FT
NON-CARPET, WAXED TILE:	2,925 SQ FT

TOTAL CLEANABLE SQ FT 6,475 SQ FT

SERVICE TYPE 'E' FLOOR CARE:	APPROXIMATE
NON-CARPET, RESILIENT:	200 SQ FT

TOTAL SERVICE TYPE E SQ FT 200 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL /URINAL	10 TOTAL
LAVATORIES	5 TOTAL
SINKS	1 TOTAL
MOP SINK	0 TOTAL
DRINKING FOUNTAIN	1 TOTAL

SPECIAL CLEAN AREA

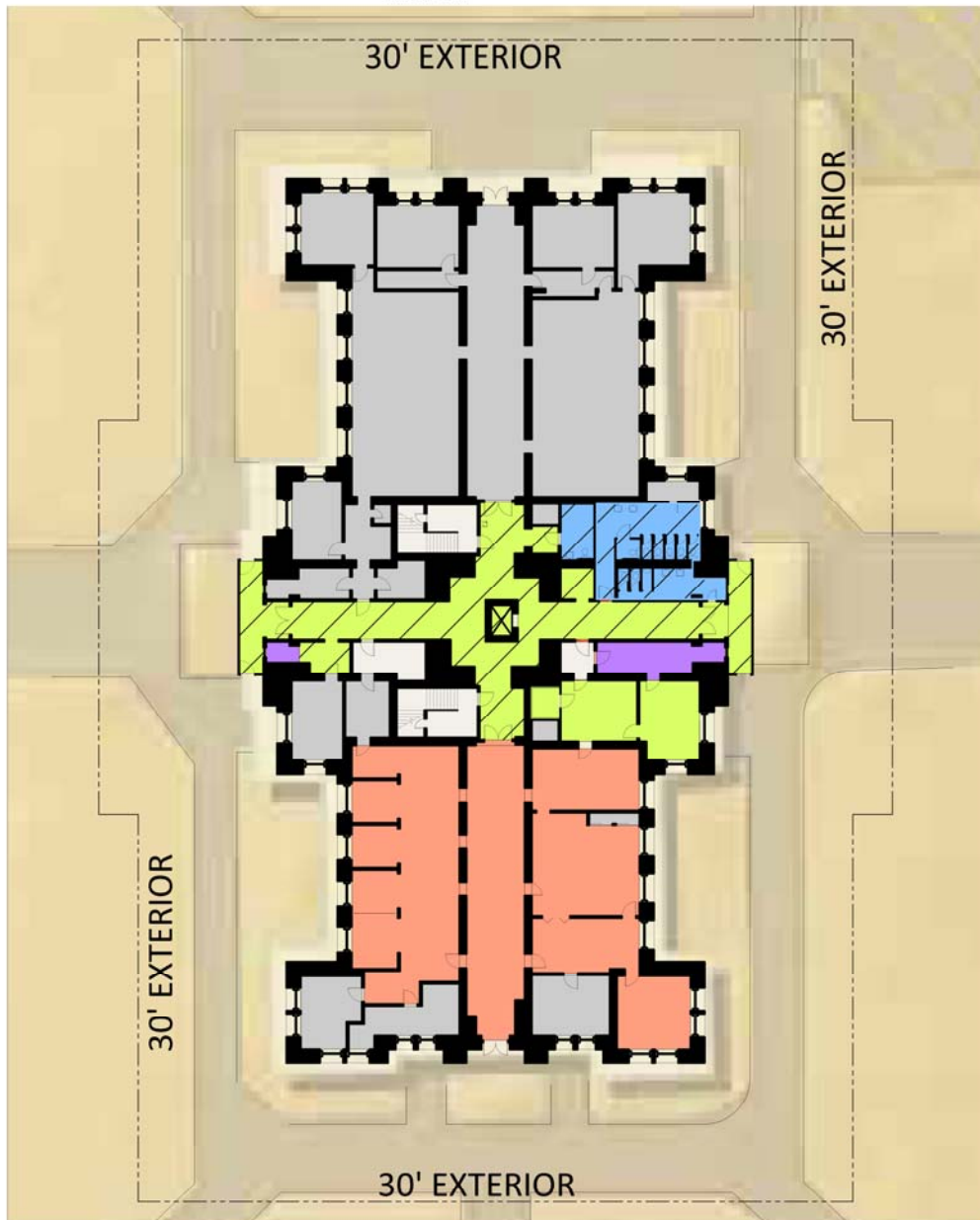
- APPLY SERVICE TYPE B DURING NON-ELECTION CYCLES. SERVICE TYPE B IS MODIFIED DURING ELECTION CYCLES, ADDITIONAL CLEAN INCLUDES:
- RECEPTION CORRIDOR AND EAST SIDE OFFICES: DAILY CLEAN THE FLOOR AND RECEPTION COUNTER. REMOVE TRASH.
 - OFFICES ON WEST SIDE OF CORRIDOR: DAILY TRASH REMOVAL AND WEEKLY VACUUM ONLY.
- SERVICE TYPES ARE MODIFIED ON FIRST FLOOR, ADDITIONAL CLEAN INCLUDES: EXTERIOR ENTRIES, LOBBY, CORRIDORS, RESTROOMS REQUIRE ADDITIONAL CLEAN AT 1PM.

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



HISTORIC COURT HOUSE— FIRST FLOOR

NOT TO SCALE



SERVICE TYPE IDENTIFICATION PLAN

SECOND FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	2,900 SQ FT
NON-CARPET, RESILIENT:	3,800 SQ FT
NON-CARPET, WAXED TILE:	2,600 SQ FT
NON-CARPET, TILE:	325 SQ FT

TOTAL CLEANABLE SQ FT 9,625 SQ FT

SERVICE TYPE 'E' FLOOR CARE	APPROXIMATE
CARPET:	0 SQ FT
NON-CARPET, RESILIENT:	300 SQ FT
NON-CARPET, TERRAZZO:	750 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 1,050 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL /URINAL	8 TOTAL
LAVATORIES	5 TOTAL
SINKS	1 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	1 TOTAL

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.

SPECIAL CLEAN AREA

MONTHLY ROUTINE FLOOR CARE FOR RAISED ACCESS FLOORING. ACCESS FLOOR: SPECIAL CLEAN PROVISIONS FOR STATIC DISSIPATIVE FLOORING MATERIAL. CLEAN 1ST TUES, SUPERVISED: 5:30 PM START. WEST OFFICE AREA: SWEEP AND TRASH DAILY 8:40 AM- 11 AM



HISTORIC COURT HOUSE— SECOND FLOOR

NOT TO SCALE

SERVICE TYPE IDENTIFICATION PLAN

THIRD FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	7,300 SQ FT
NON-CARPET, RESILIENT:	1,350 SQ FT
NON-CARPET, TILE:	825 SQ FT

TOTAL CLEANABLE SQ FT 9,475 SQ FT

SERVICE TYPE 'E' FLOOR CARE:	APPROXIMATE
CARPET:	2,400 SQ FT
NON-CARPET, RESILIENT:	0 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL SERVICE TYPE E SQ FT 2,400 SQ FT

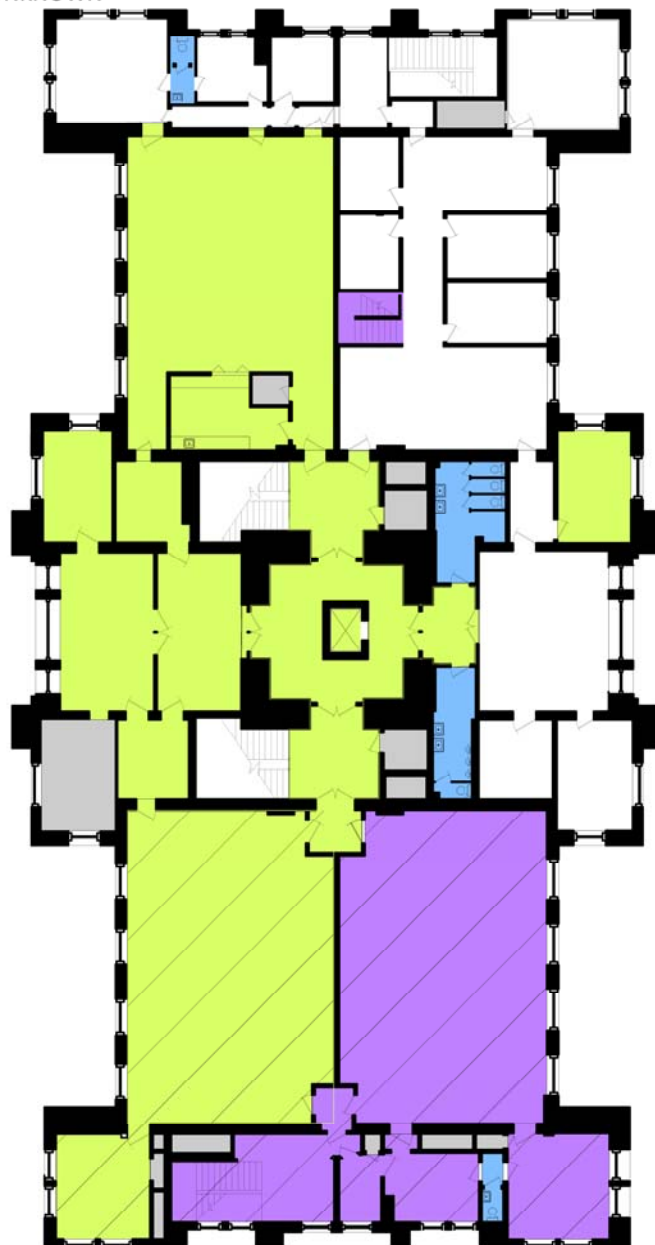
NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	9 TOTAL
LAVATORIES	6 TOTAL
SINKS	1 TOTAL
MOP SINK	0 TOTAL
DRINKING FOUNTAIN	UNKNOWN

SPECIAL CLEAN NOTE

- PATTERNED CARPET
DETAILED INFORMATION:
- AGE OF CARPET UNKNOWN, REMNANT PULLED FROM STORAGE. INSTALLED OVER WOOD FLOORING. SPECIAL PROVISIONS REQUIRED DURING CLEAN.

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



HISTORIC COURT HOUSE— THIRD FLOOR

NOT TO SCALE



SERVICE TYPE IDENTIFICATION PLAN

FOURTH FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	0 SQ FT
NON-CARPET, RESILIENT:	0 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL CLEANABLE SQ FT 0 SQ FT

SERVICE TYPE 'E' FLOOR CARE:	APPROXIMATE
CARPET:	0 SQ FT
NON-CARPET, PAINTED:	375 SQ FT
NON-CARPET, TILE:	0 SQ FT







TOTAL SERVICE TYPE 'E' SQ FT 375 SQ FT

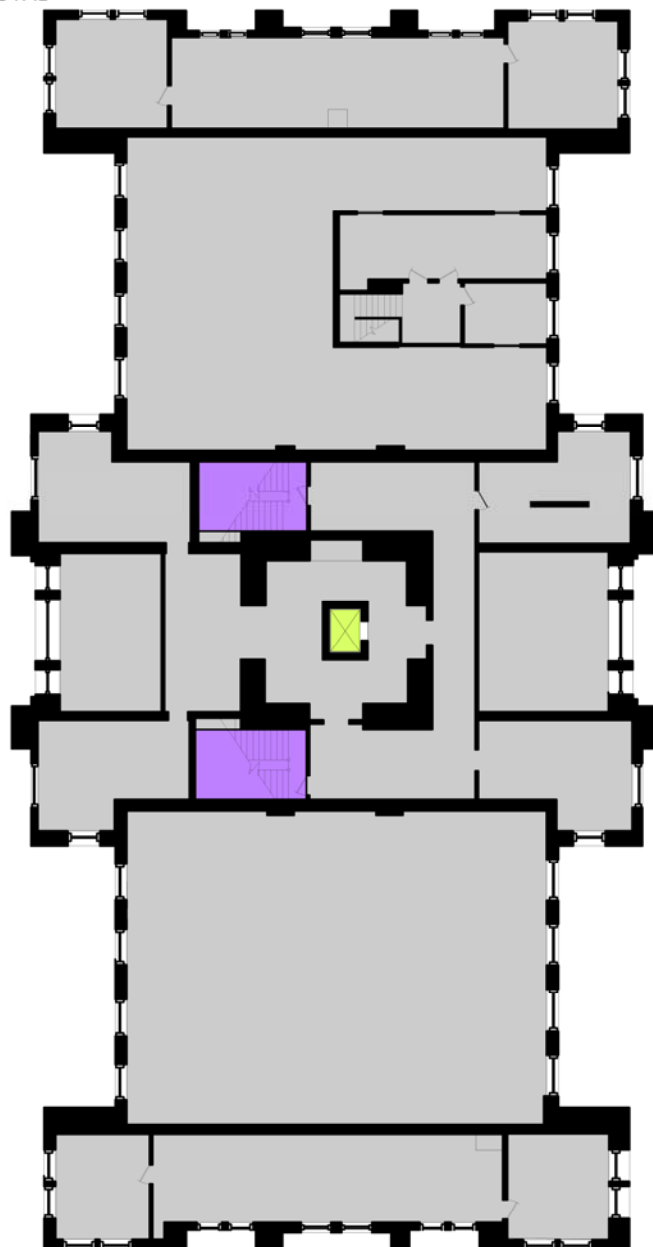
NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	0 TOTAL
LAVATORIES	0 TOTAL
SINKS	0 TOTAL
MOP SINK	0 TOTAL
DRINKING FOUNTAIN	0 TOTAL

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

-  SERVICE TYPE A
-  SERVICE TYPE B
-  SERVICE TYPE C (NOT USED)
-  SERVICE TYPE D (NOT USED)
-  SERVICE TYPE E
-  CUSTODIAL NO WORK.



HISTORIC COURT HOUSE— FOURTH FLOOR

NOT TO SCALE



SERVICE TYPE IDENTIFICATION PLAN

FIFTH FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	2,550 SQ FT
NON-CARPET, RESILENT:	950 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL CLEANABLE SQ FT 3,500 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 0 SQ FT

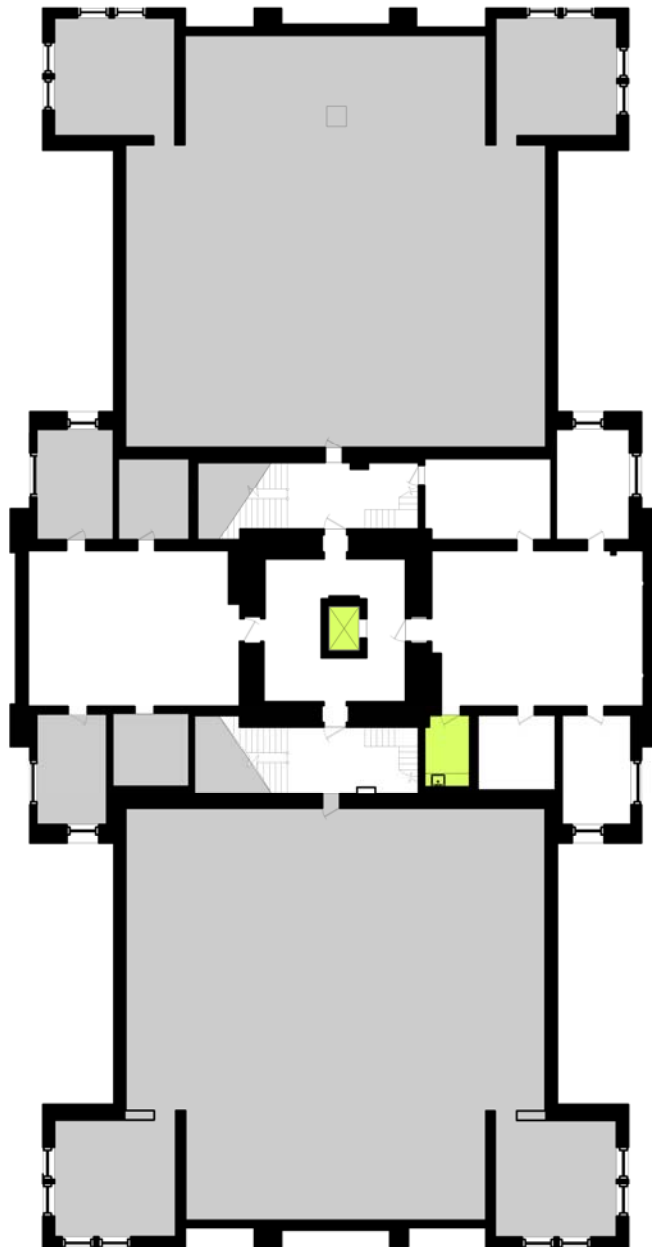
NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	0 TOTAL
LAVATORIES	0 TOTAL
SINKS	1 TOTAL
MOP SINK	0 TOTAL
DRINKING FOUNTAIN	0 TOTAL

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

-  SERVICE TYPE A
-  SERVICE TYPE B
-  SERVICE TYPE C (NOT USED)
-  SERVICE TYPE D (NOT USED)
-  SERVICE TYPE E
-  CUSTODIAL NO WORK.



HISTORIC COURT HOUSE— FIFTH FLOOR

NOT TO SCALE



SERVICE TYPE IDENTIFICATION PLAN

SIXTH FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	1,425 SQ FT
NON-CARPET, RESILIENT:	925 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL CLEANABLE SQ FT 2,350 SQ FT







TOTAL SERVICE TYPE 'E' SQ FT 0 SQ FT

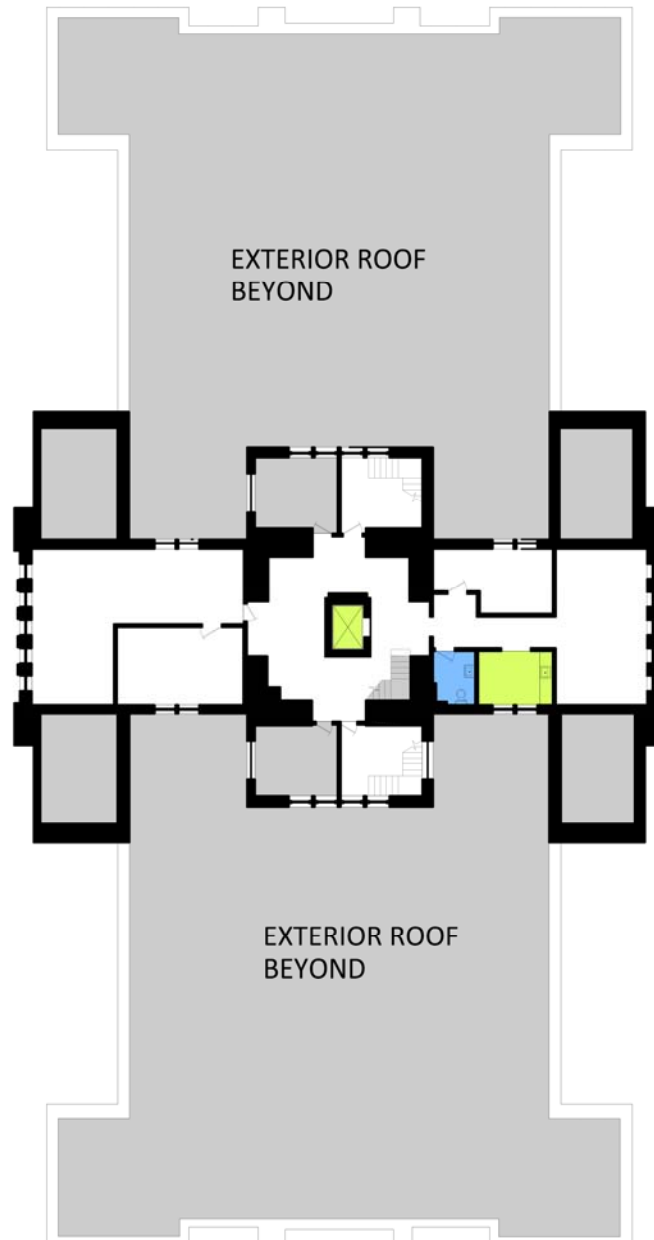
NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	1 TOTAL
LAVATORIES	1 TOTAL
SINKS	1 TOTAL
MOP SINK	0 TOTAL
DRINKING FOUNTAIN	0 TOTAL

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

-  SERVICE TYPE A
-  SERVICE TYPE B
-  SERVICE TYPE C (NOT USED)
-  SERVICE TYPE D
-  SERVICE TYPE E
-  CUSTODIAL NO WORK.



HISTORIC COURT HOUSE— SIXTH FLOOR
NOT TO SCALE



BUILDING INFORMATION SHEET

1	<u>BUILDING DATA:</u>	Date:	2013, FALL
	• Name and building number:	Munger Building	
	• Location:	538 N. Main	
	• Number of Stories:	3 Stories	
	• Normal Business Operation Hours:	M-F: 8:00 AM to 5 :00 PM	
	• Population:	36 STAFF/ AVG. 20 DAILY GUESTS	
2	<u>BUILDING STATISTICS</u>	<u>Approximate</u>	
	• FIRST FLOOR:	4,100	
	• SECOND FLOOR	3,800	
	• THIRD FLOOR	3,875	
		APPROXIMATE CLEANABLE SQ FT 11,775	
3	<u>CLEANABLE SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	10,450	
	• Non-Carpet, Wood	150	
	• Non-Carpet, Tile	1,175	
		TOTAL <i>CLEANABLE</i> SQ FT 11,775	
4	<u>SERVICE TYPE 'E' SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	300	
	• Non-Carpet, Resilient	575	
	• Non-Carpet, Tile	0	
		TOTAL <i>SERVICE TYPE 'E'</i> SQ FT 875	
5	<u>FIXTURE TOTALS</u>	<u>Approximate</u>	
	• Stools / Urinals	10	
	• Sinks or Lavatories / Faucets	10	
	• Drinking Fountains	4	
	• Mop sinks and Faucets	1	
6	<u>ACCESS</u>		
	• Arrangements for Daily cleaning:	Info identified when contract awarded	
	• Arrangements for Weekend Cleaning:	Info identified when contract awarded	
	• County contact person for after hour emergency:	Info identified when contract awarded	
7	<u>PROVISIONS</u>		
	• Furniture shown as reference on plans, field verify actual.		
	• Square feet listed is estimate, vendor to field verify actual.		
	• Entries and Lobbies: Additional clean required at different times of the year due to weather related debris.		
8	<u>PERIODIC SERVICE SCHEDULE</u>		
	• <i>MEDIUM USE</i> with the exception to service type 'E' areas		
	• Service Type 'E' as noted.		

SERVICE TYPE IDENTIFICATION PLAN

FIRST FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	3,050 SQ FT
NON-CARPET, WOOD:	145 SQ FT
NON-CARPET, TILE:	900 SQ FT

TOTAL CLEANABLE SQ FT	4,095 SQ FT
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SERVICE TYPE 'E" FLOOR CARE:	APPROXIMATE
CARPET:	100 SQ FT
NON-CARPET, RESILIENT:	125 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT	225 SQ FT
------------------------------	-----------

NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	4 TOTAL
LAVATORIES	4 TOTAL
SINKS	1 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	2 TOTAL

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

-  SERVICE TYPE A
-  SERVICE TYPE B
-  SERVICE TYPE C (NOT USED)
-  SERVICE TYPE D
-  SERVICE TYPE E
-  CUSTODIAL NO WORK.
-  EXTENT OF EXTERIOR WORK



MUNGER BUILDING – FIRST FLOOR
NOT TO SCALE



SERVICE TYPE IDENTIFICATION PLAN

SECOND FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	3,650 SQ FT
NON-CARPET, TILE:	150 SQ FT

TOTAL CLEANABLE SQ FT 3,800 SQ FT

SERVICE TYPE 'E' FLOOR CARE:	APPROXIMATE
CARPET:	100 SQ FT
NON-CARPET, RESILIENT	225 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 325 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	3 TOTAL
LAVATORIES	2 TOTAL
SINKS	1 TOTAL
MOP SINK	0 TOTAL
DRINKING FOUNTAIN	1 TOTAL

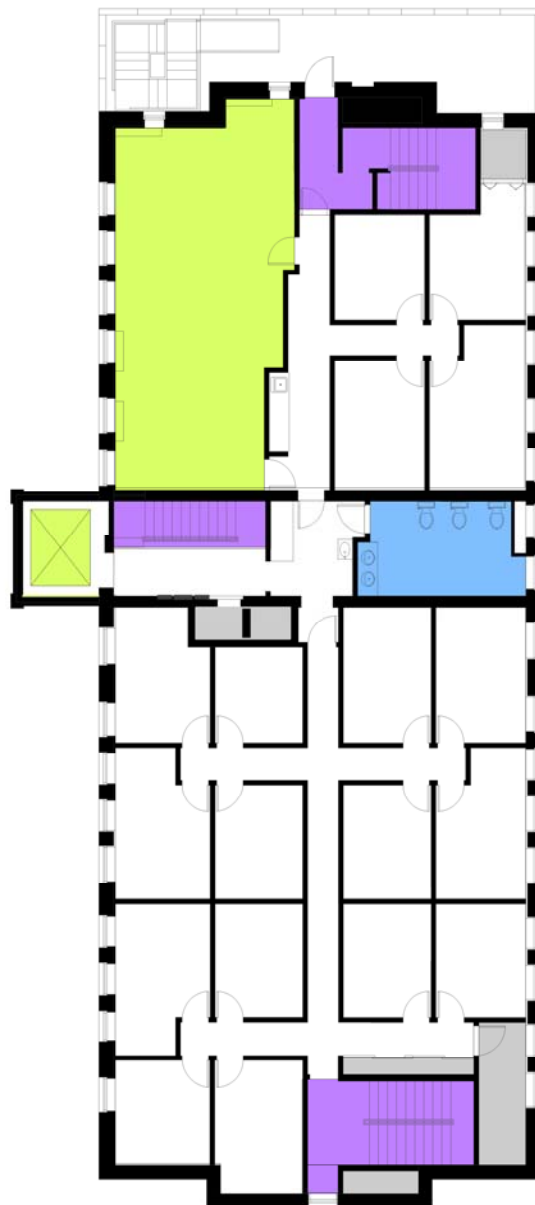
30' EXTERIOR

CUSTODIAL CONTRACT: RFP 13-0083

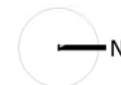
DATE: 2013, FALL

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



MUNGER BUILDING – SECOND FLOOR
NOT TO SCALE



SERVICE TYPE IDENTIFICATION PLAN

THIRD FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	3,750 SQ FT
NON-CARPET, TILE:	125 SQ FT

TOTAL CLEANABLE SQ FT 3,875 SQ FT

SERVICE TYPE 'E' FLOOR CARE:	APPROXIMATE
CARPET:	100 SQ FT
NON-CARPET, RESILIENT:	225 SQ FT







TOTAL SERVICE TYPE 'E' SQ FT 325 SQ FT

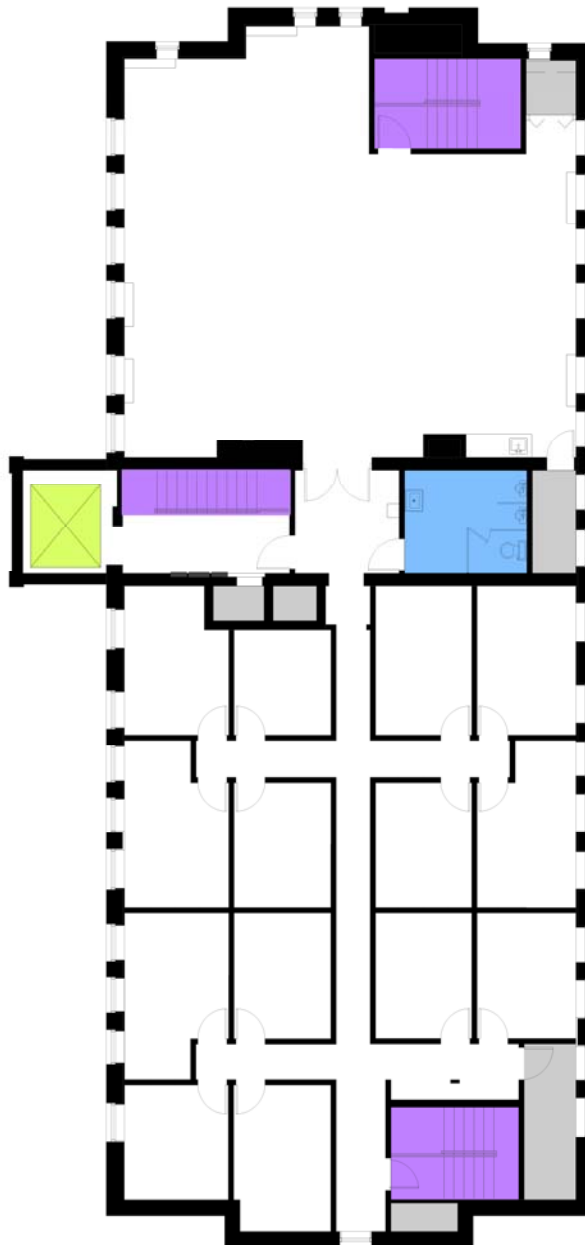
NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	3 TOTAL
LAVATORIES	1 TOTAL
SINKS	1 TOTAL
MOP SINK	0 TOTAL
DRINKING FOUNTAIN	1 TOTAL

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

-  SERVICE TYPE A
-  SERVICE TYPE B
-  SERVICE TYPE C (NOT USED)
-  SERVICE TYPE D
-  SERVICE TYPE E
-  CUSTODIAL NO WORK.



MUNGER BUILDING – THIRD FLOOR

NOT TO SCALE



BUILDING INFORMATION SHEET

1	<u>BUILDING DATA:</u>	Date:	2013, FALL
	• Name and building number:	Juvenile Court	
	• Location:	1900 S. Minnesota	
	• Number of Stories:	Single Story	
	• Operation Hours: Upper Flr. Com. Center :	M - F: 8 AM - 5 PM	
	• Population:	89 STAFF/ M- TH: 200 Daily Guests. F : 600 Guests	
2	<u>BUILDING STATISTICS</u>	<u>Approximate</u>	
	• MAIN FLOOR AREA 'A'	15,025	
	• MAIN FLOOR AREA 'B'	22,650	
		<hr/>	
	APPROXIMATE CLEANABLE SQ FT	37,675	
3	<u>CLEANABLE SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	33,600	
	• Non-Carpet, Resilient	1,450	
	• Non-Carpet, Resinous	850	
	• Non-Carpet, Tile	1,775	
		<hr/>	
	TOTAL <i>CLEANABLE</i> SQ FT	37,675	
4	<u>SERVICE TYPE 'E' SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	0	
	• Non-Carpet, Resilient	350	
	• Non-Carpet, Tile	0	
		<hr/>	
	TOTAL <i>SERVICE TYPE 'E'</i> SQ FT	350	
5	<u>FIXTURE TOTALS</u>	<u>Approximate</u>	
	• Stools / Urinals	33	
	• Sinks or Lavatories / Faucets	38	
	• Drinking Fountains	6	
	• Mop sinks and Faucets	3	
6	<u>ACCESS</u>		
	• Arrangements for Daily cleaning:	Info identified when contract awarded	
	• Arrangements for Weekend Cleaning:	Info identified when contract awarded	
	• County contact person for after hour emergency:	Info identified when contract awarded	
7	<u>PROVISIONS</u>		
	• Furniture shown as reference on plans, field verify actual.		
	• Square feet listed is estimate, vendor to field verify actual.		
	• Special clean instruction to clean children's play equipment with germicidal disinfectant in children's play area.		
	• Recycle: Vendor responsible for gathering recyclables from each room, County shall pickup on each Wed.		
	• Special clean instruction on service type identification plan for Area A and Area B		
	• Entries and Lobbies: Additional clean required at different times of the year due to weather related debris.		
8	<u>PERIODIC SERVICE SCHEDULE</u>		
	• <i>HEAVY USE</i> in public areas.		
	• <i>MEDIUM USE</i> , all remaining areas with the exception to service type 'E' areas		
	• Service Type 'E' as noted.		

SERVICE TYPE IDENTIFICATION PLAN

AREA 'A' PARTIAL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	12,900 SQ FT
NON-CARPET, RESILIENT:	1,400 SQ FT
NON-CARPET, TILE:	725 SQ FT

TOTAL CLEANABLE SQ FT 15,025 SQ FT

FLOOR CARE: SERVICE TYPE 'E'

CARPET:	0 SQ FT
NON-CARPET, RESILIENT:	350 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 350 SQ FT

NUMBER OF FIXTURES: APPROXIMATE

STOOL / URINAL	11 TOTAL
LAVATORIES	11 TOTAL
SINKS	6 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	4 TOTAL

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



JUVENILE COURT — AREA A

NOT TO SCALE



SERVICE TYPE IDENTIFICATION PLAN

AREA 'B' PARTIAL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	20,700 SQ FT
NON-CARPET, RESILIENT:	50 SQ FT
NON-CARPET, TILE:	1,050 SQ FT
NON-CARPET, RESINOUS	850 SQ FT

TOTAL CLEANABLE SQ FT 22,650 SQ FT

FLOOR CARE: SERVICE TYPE 'E'	
CARPET:	0 SQ FT
NON-CARPET, RESILIENT:	0 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 0 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL /URINAL	22 TOTAL
LAVATORIES	20 TOTAL
SINKS	1 TOTAL
MOP SINK	2 TOTAL
DRINKING FOUNTAIN	2 TOTAL

SPECIAL CLEAN AREA

■ HOLDING CELLS:
SERVICE TYPE 'D'. SUPERVISED CLEAN ONCE
A WEEK, 11 AM -1 PM.

▨ SERVICE TYPE 'B'. SUPERVISED CLEAN ONCE
A WEEK. 1 PM - 1:30 PM.

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



BUILDING INFORMATION SHEET

1	<u>BUILDING DATA:</u>	Date:	2013, FALL
	• Name and building number:	Juvenile DA	
	• Location:	1015 S. Minnesota	
	• Number of Stories:	2 Stories	
	• Operation Hours: Upper Flr. Com. Center :	M - F: 8 AM - 5 PM	
	• Population:	40 STAFF/ M- F: 50 Daily Guests	
2	<u>BUILDING STATISTICS</u>	<u>Approximate</u>	
	• UPPER LEVEL:	9,475	
	• LOWER LEVEL	9,650	
		<u>APPROXIMATE CLEANABLE SQ FT</u> 19,125	
3	<u>CLEANABLE SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	16,250	
	• Non-Carpet, Resilient	1,600	
	• Non-Carpet, Tile	1,275	
		<u>TOTAL <i>CLEANABLE</i> SQ FT</u> 19,125	
4	<u>SERVICE TYPE 'E' SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	125	
	• Non-Carpet, Resilient	0	
	• Non-Carpet, Tile	0	
		<u>TOTAL <i>SERVICE TYPE 'E'</i> SQ FT</u> 125	
5	<u>FIXTURE TOTALS</u>	<u>Approximate</u>	
	• Stools / Urinals	13	
	• Sinks or Lavatories / Faucets	13	
	• Drinking Fountains	6	
	• Mop sinks and Faucets	2	
6	<u>ACCESS</u>		
	• Arrangements for Daily cleaning:	Info identified when contract awarded	
	• Arrangements for Weekend Cleaning:	Info identified when contract awarded	
	• County contact person for after hour emergency:	Info identified when contract awarded	
7	<u>PROVISIONS</u>		
	• Furniture shown as reference on plans, field verify actual.		
	• Square feet listed is estimate, vendor to field verify actual.		
	Recycle: Vendor responsible for gathering from each room. County shall pickup on each Wed.		
	• Special clean instruction on service type identification plan for lower and upper level.		
	• Entries and Lobbies: Additional clean required at different times of the year due to weather related debris.		
8	<u>PERIODIC SERVICE SCHEDULE</u>		
	• <i>MEDIUM USE</i> with the exception to service type 'E' areas		
	• Service Type 'E' as noted.		

SERVICE TYPE IDENTIFICATION PLAN

LOWER LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	7,850 SQ FT
NON-CARPET, RESILIENT:	1,050 SQ FT
NON-CARPET, TILE:	750 SQ FT

TOTAL CLEANABLE SQ FT 9,650 SQ FT

FLOOR CARE: SERVICE TYPE 'E'

CARPET:	0 SQ FT
NON-CARPET, RESILIENT:	0 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 0 SQ FT

NUMBER OF FIXTURES: APPROXIMATE

STOOL /URINAL	7 TOTAL
LAVATORIES	5 TOTAL
SINKS	2 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	4 TOTAL

SPECIAL CLEAN AREA



CLEAN OCCURS DURING 8 AM - 5PM ONCE A WEEK.

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



JUVENILE DA -LOWER FLOOR
NOT TO SCALE

SERVICE TYPE IDENTIFICATION PLAN

UPPER LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	8,400 SQ FT
NON-CARPET, RESILIENT:	550 SQ FT
NON-CARPET, TILE:	525 SQ FT

TOTAL CLEANABLE SQ FT 9,475 SQ FT

FLOOR CARE: SERVICE TYPE 'E'

CARPET:	125 SQ FT
NON-CARPET, RESILIENT:	0 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 125 SQ FT

NUMBER OF FIXTURES: APPROXIMATE

STOOL /URINAL	6 TOTAL
LAVATORIES	4 TOTAL
SINKS	2 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	2 TOTAL

SPECIAL CLEAN AREA



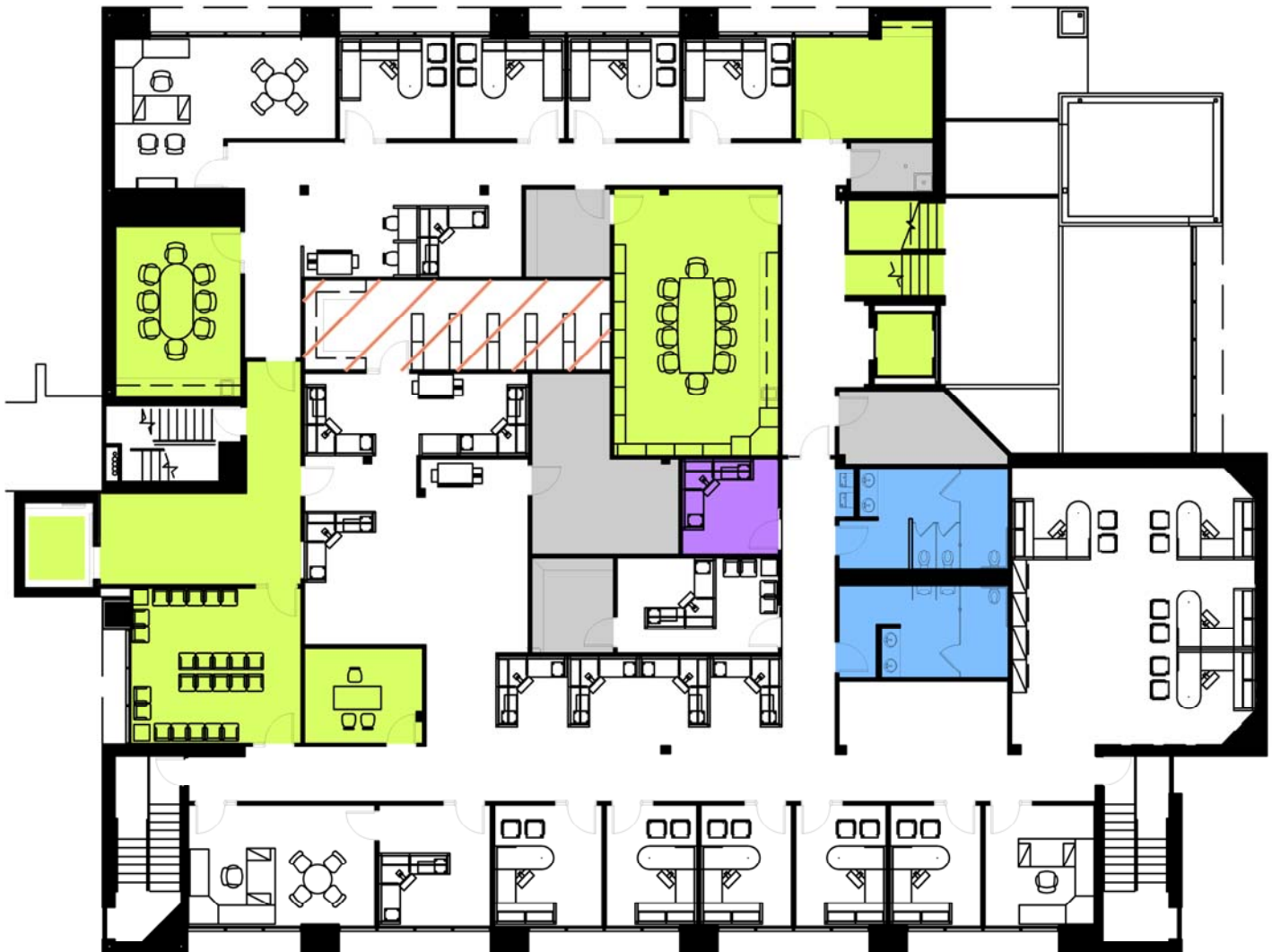
CLEAN OCCURS DURING 8 AM - 5PM ONCE A WEEK.

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



JUVENILE DA -UPPER FLOOR

NOT TO SCALE



BUILDING INFORMATION SHEET

1	<u>BUILDING DATA:</u>	Date:	2013, FALL
	• Name and building number:	EMS AND ANIMAL CONTROL BUILDING	
	• Location:	1015 N. Stillwell	
	• Number of Stories:	2 Stories	
	• Building Operation Hours:	M - F : 8:00 AM - 5:00 PM	
	• Population:	94 STAFF/ AVG. 10 DAILY GUESTS	
2	<u>BUILDING STATISTICS</u>	<u>Approximate</u>	
	• FIRST FLOOR	3,625	
	• SECOND FLOOR	4,525	
		APPROXIMATE CLEANABLE SQ FT 8,150	
3	<u>CLEANABLE SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	5,225	
	• Non-Carpet, Resilient	1,375	
	• Non-Carpet, Sport Flooring	425	
	• Non-Carpet, Terrazzo	100	
	• Non-Carpet, Tile	1,025	
		TOTAL <i>CLEANABLE</i> SQ FT 8,150	
4	<u>SERVICE TYPE 'E' SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	0	
	• Non-Carpet, Resilient	2,524	
	• Non-Carpet, Tile	0	
		TOTAL <i>SERVICE TYPE 'E'</i> SQ FT 2,524	
5	<u>FIXTURE TOTALS</u>	<u>Approximate</u>	
	• Stools / Urinals	10	
	• Sinks or Lavatories / Faucets	11	
	• Showers/ Faucets	4	
	• Drinking Fountains	2	
	• Mop sinks and Faucets	1	
6	<u>ACCESS</u>		
	• Arrangements for Daily cleaning:	Info identified when contract awarded	
	• Arrangements for Weekend Cleaning:	Info identified when contract awarded	
	• County contact person for after hour emergency:	Info identified when contract awarded	
7	<u>PROVISIONS</u>		
	• Furniture shown as reference on plans, field verify actual.		
	• Square feet listed is estimate, vendor to field verify actual.		
	• Special clean instruction on service type identification plan for First floor		
	• Service Type B: modified to have semi-weekly clean (two days per week, Tuesday and Friday evenings)		
	• Offices: Lock doors when clean completed.		
	• Entries and Lobbies: Additional clean required at different times of the year due to weather related debris.		
8	<u>PERIODIC SERVICE SCHEDULE</u>		
	• <i>MEDIUM USE</i> with the exception to service type 'E' areas		
	• Service Type 'E' as noted.		

SERVICE TYPE IDENTIFICATION PLAN

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

FIRST FLOOR LEVEL BUILDING INFORMATION

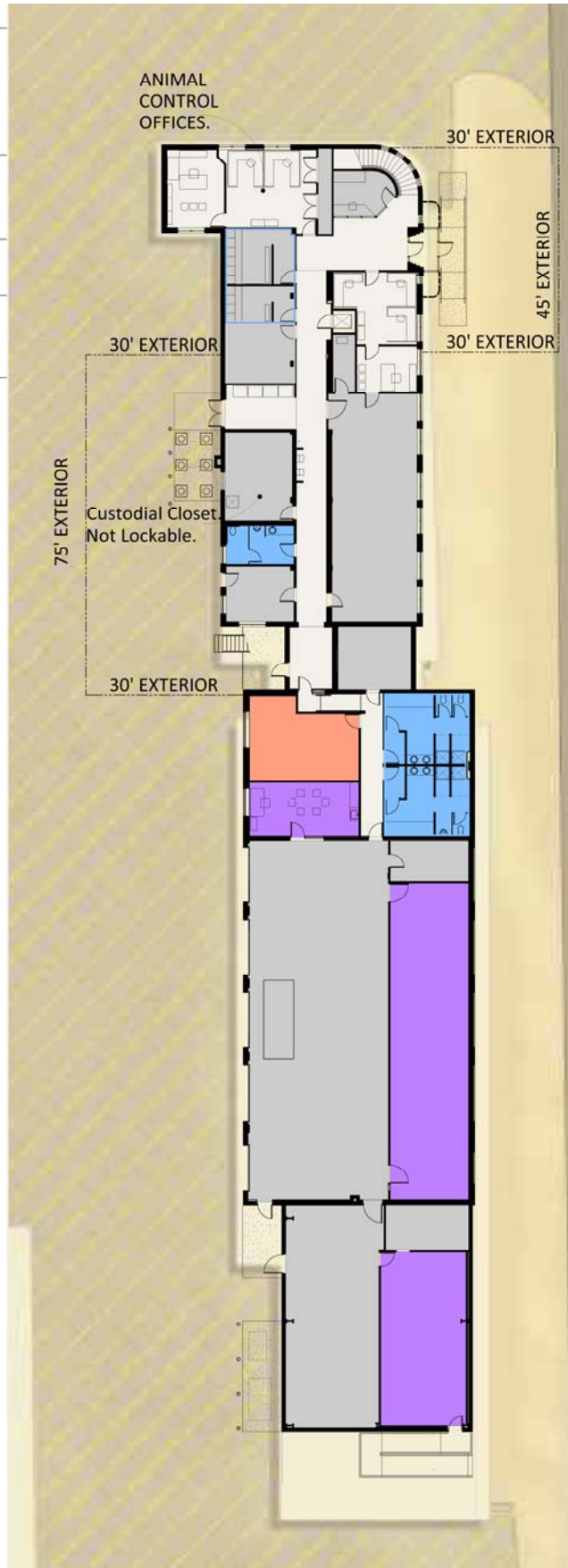
FLOOR CARE:	APPROXIMATE
CARPET:	1,000 SQ FT
NON-CARPET, RESILENT:	1,375 SQ FT
NON-CARPET, TERRAZZO:	100 SQ FT
NON-CARPET, TILE:	725 SQ FT
NON-CARPET, SPORTS FLOORING:	425 SQ FT

TOTAL CLEANABLE SQ FT 3,625 SQ FT

FLOOR CARE: SERVICE TYPE 'E'	APPROXIMATE
CARPET:	0 SQ FT
NON-CARPET, RESILENT:	2,575 SQ FT

SERVICE TYPE 'E' SQ FT 2,575 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	6 TOTAL
LAVATORIES	5 TOTAL
SINKS	1 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	2 TOTAL
SHOWER	4 TOTAL



LEGEND

- SERVICE TYPE A (NOT USED)
- SERVICE TYPE B (MODIFIED)
SEMI WEEKLY SERVICE
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D (MODIFIED)
SEMI WEEKLY SERVICE
- SERVICE TYPE E (MODIFIED)
ANNUAL FLOOR SERVICES ONLY.
- CUSTODIAL NO WORK.

SPECIAL CLEAN AREA

- SERVICE TYPE B MODIFIED:
ROUTINE: RUBBER FLOORING:
SWEEP AND EMPTY TRASH.
PERIODIC: RUBBER FLOOR:
DAMP MOP. EQUIP NOT
IN VENDOR'S SCOPE OF
WORK.

EMS AND ANIMAL CONTROL BUILDING – FIRST FLOOR

NOT TO SCALE



SERVICE TYPE IDENTIFICATION PLAN

SECOND FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	4,225 SQ FT
NON-CARPET, RESILENT:	0 SQ FT
NON-CARPET, TILE:	300 SQ FT
TOTAL CLEANABLE SQ FT	4,525 SQ FT
TOTAL SERVICE TYPE 'E' SQ FT	0 SQ FT
NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	4 TOTAL
LAVATORIES	4 TOTAL
SINKS	1 TOTAL
MOP SINK	0 TOTAL
DRINKING FOUNTAIN	0 TOTAL

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

- SERVICE TYPE A (NOT USED)
- SERVICE TYPE B (MODIFIED)
SEMI-WEEKLY SERVICE
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D (MODIFIED)
SEMI-WEEKLY
- SERVICE TYPE E (NOT USED)
- CUSTODIAL NO WORK.



EMS BUILDING – SECOND FLOOR

NOT TO SCALE



BUILDING INFORMATION SHEET







1	<u>BUILDING DATA:</u>	Date:	2013, FALL
	• Name and building number:	RADIO SHOP	
	• Location:	1015 N. Stillwell	
	• Number of Stories:	Single Story	
	• Building Operation Hours:	M - F : 8:00 AM - 4:30 PM	
	• Population:	5 STAFF/ AVG. 5 DAILY GUESTS	
2	<u>BUILDING STATISTICS</u>	<u>Approximate</u>	
	• MAIN FLOOR	1,000	
	APPROXIMATE CLEANABLE SQ FT	1,000	
3	<u>CLEANABLE SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	0	
	• Non-Carpet, Resilient	1,000	
	TOTAL <i>CLEANABLE</i> SQ FT	1,000	
4	<u>SERVICE TYPE 'E' SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	0	
	• Non-Carpet, Resilient	0	
	• Non-Carpet, Tile	0	
	TOTAL <i>SERVICE TYPE 'E'</i> SQ FT	0	
5	<u>FIXTURE TOTALS</u>	<u>Approximate</u>	
	• Stools / Urinals	1	
	• Sinks or Lavatories / Faucets	3	
	• Showers/ Faucets	1	
	• Drinking Fountains	1	
	• Mop sinks and Faucets	0	
6	<u>ACCESS</u>		
	• Arrangements for Daily cleaning:	Info identified when contract awarded	
	• Arrangements for Weekend Cleaning:	Info identified when contract awarded	
	• County contact person for after hour emergency:	Info identified when contract awarded	
7	<u>PROVISIONS</u>		
	• Furniture shown as reference on plans, field verify actual.		
	• Square feet listed is estimate, vendor to field verify actual.		
	• Special clean instruction on service type identification plan for Main floor		
8	<u>PERIODIC SERVICE SCHEDULE</u>		
	• <i>MEDIUM USE</i> with the exception : periodic clean reduced to annual clean only		

SERVICE TYPE IDENTIFICATION PLAN

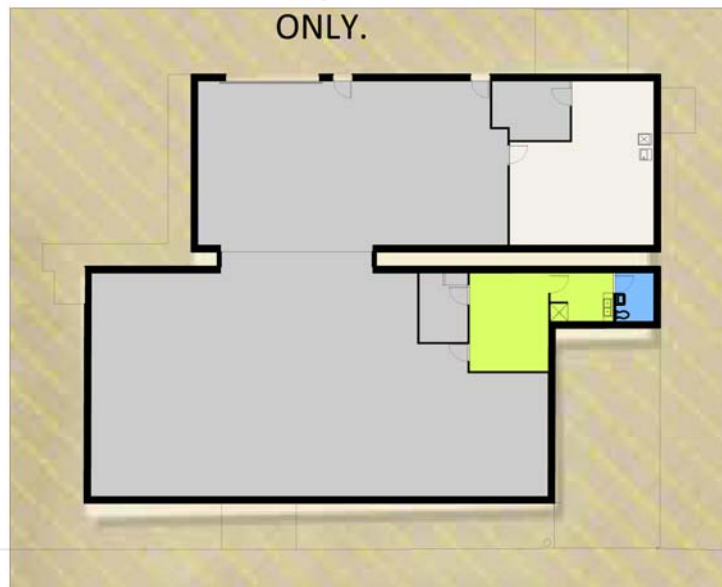
CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

-  SERVICE TYPE A MODIFIED
CLEAN OCCURS 1 X WEEKLY
-  SERVICE TYPE B
-  SERVICE TYPE C (NOT USED)
-  SERVICE TYPE D MODIFIED
CLEAN OCCURS 1 X WEEKLY
-  SERVICE TYPE E (NOT USED)
-  CUSTODIAL NO WORK.

EXTERIOR AT
FRONT ENTRY
ONLY.



FLEET RADIO SHOP
NOT TO SCALE



BUILDING INFORMATION SHEET







1	<u>BUILDING DATA:</u>	Date:	2013, FALL
	• Name and building number:	FLEET MANAGEMENT SHOP	
	• Location:	1015 N. Stillwell	
	• Number of Stories:	Single Story	
	• Building Operation Hours:	M - F : 8:00 AM - 5:00 PM	
	• Population:	5 STAFF/ AVG. 10 DAILY GUESTS	
2	<u>BUILDING STATISTICS</u>	<u>Approximate</u>	
	• MAIN FLOOR	450	
	APPROXIMATE CLEANABLE SQ FT	450	
3	<u>CLEANABLE SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	0	
	• Non-Carpet, Resilient	450	
	TOTAL <i>CLEANABLE</i> SQ FT	450	
4	<u>SERVICE TYPE 'E' SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	0	
	• Non-Carpet, Resilient	0	
	• Non-Carpet, Tile	0	
	TOTAL <i>SERVICE TYPE 'E'</i> SQ FT	0	
5	<u>FIXTURE TOTALS</u>	<u>Approximate</u>	
	• Stools / Urinals	2	
	• Sinks or Lavatories / Faucets	2	
	• Showers/ Faucets	1	
	• Drinking Fountains	0	
	• Mop sinks and Faucets	0	
6	<u>ACCESS</u>		
	• Arrangements for Daily cleaning:	Info identified when contract awarded	
	• Arrangements for Weekend Cleaning:	Info identified when contract awarded	
	• County contact person for after hour emergency:	Info identified when contract awarded	
7	<u>PROVISIONS</u>		
	• Furniture shown as reference on plans, field verify actual.		
	• Square feet listed is estimate, vendor to field verify actual.		
8	<u>PERIODIC SERVICE SCHEDULE</u>		
	• <i>MEDIUM USE</i> for all areas		

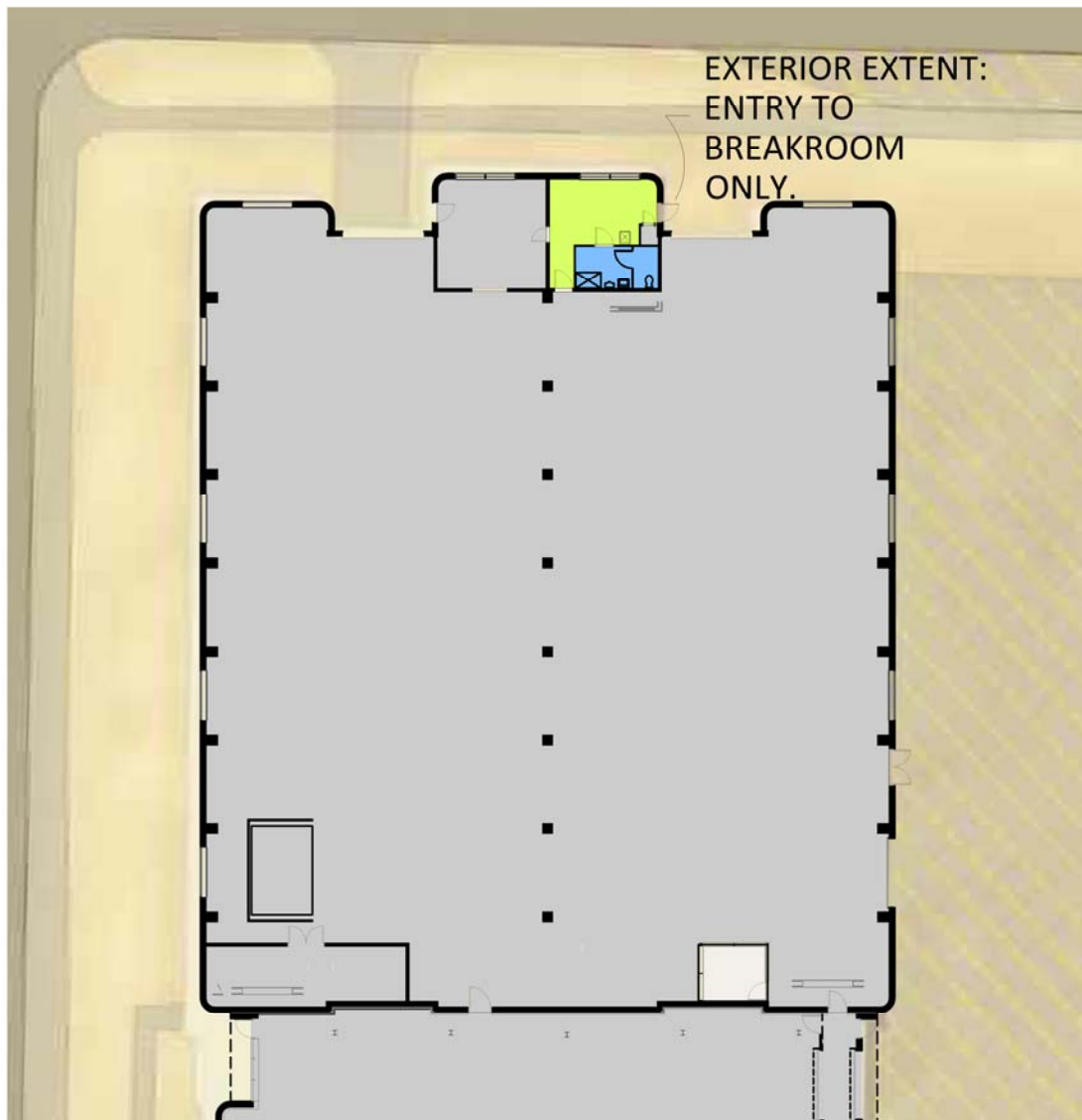
SERVICE TYPE IDENTIFICATION PLAN

CUSTODIAL CONTRACT: RFP 13-0083

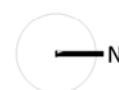
DATE: 2013, FALL

LEGEND

-  SERVICE TYPE A MODIFIED
SEMI-WEEKLY SERVICE
-  SERVICE TYPE B
-  SERVICE TYPE C (NOT USED)
-  SERVICE TYPE D MODIFIED
SEMI-WEEKLY SERVICE
-  SERVICE TYPE E (NOT USED)
-  CUSTODIAL NO WORK.



FLEET MANAGEMENT SHOP
NOT TO SCALE



BUILDING INFORMATION SHEET


1	<u>BUILDING DATA:</u>	Date:	2013, FALL
	• Name and building number:	FLEET MANAGEMENT ADMINISTRATION	
	• Location:	1015 N. Stillwell	
	• Number of Stories:	Single Story	
	• Building Operation Hours:	M - F : 8:00 AM - 5:00 PM	
	• Population:	22 STAFF/ AVG. 10 DAILY GUESTS	
2	<u>BUILDING STATISTICS</u>	<u>Approximate</u>	
	• MAIN FLOOR	3,525	
	APPROXIMATE CLEANABLE SQ FT	3,525	
3	<u>CLEANABLE SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	725	
	• Non-Carpet, Concrete	350	
	• Non-Carpet, Resilient	1,475	
	• Non-Carpet, Tile	975	
	TOTAL <i>CLEANABLE</i> SQ FT	3,525	
4	<u>SERVICE TYPE 'E' SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	0	
	• Non-Carpet, Resilient	0	
	• Non-Carpet, Tile	0	
	TOTAL <i>SERVICE TYPE 'E'</i> SQ FT	0	
5	<u>FIXTURE TOTALS</u>	<u>Approximate</u>	
	• Stools / Urinals	7	
	• Sinks or Lavatories / Faucets	11	
	• Showers/ Faucets	3	
	• Drinking Fountains	8	
	• Mop sinks and Faucets	1	
6	<u>ACCESS</u>		
	• Arrangements for Daily cleaning:	Info identified when contract awarded	
	• Arrangements for Weekend Cleaning:	Info identified when contract awarded	
	• County contact person for after hour emergency:	Info identified when contract awarded	
7	<u>PROVISIONS</u>		
	• Furniture shown as reference on plans, field verify actual.		
	• Square feet listed is estimate, vendor to field verify actual.		
	• Special clean instruction on service type identification plan for Main floor		
8	<u>PERIODIC SERVICE SCHEDULE</u>		
	• <i>MEDIUM USE</i> for all areas.		

SERVICE TYPE IDENTIFICATION PLAN







CUSTODIAL CONTRACT: RFP 13-0083

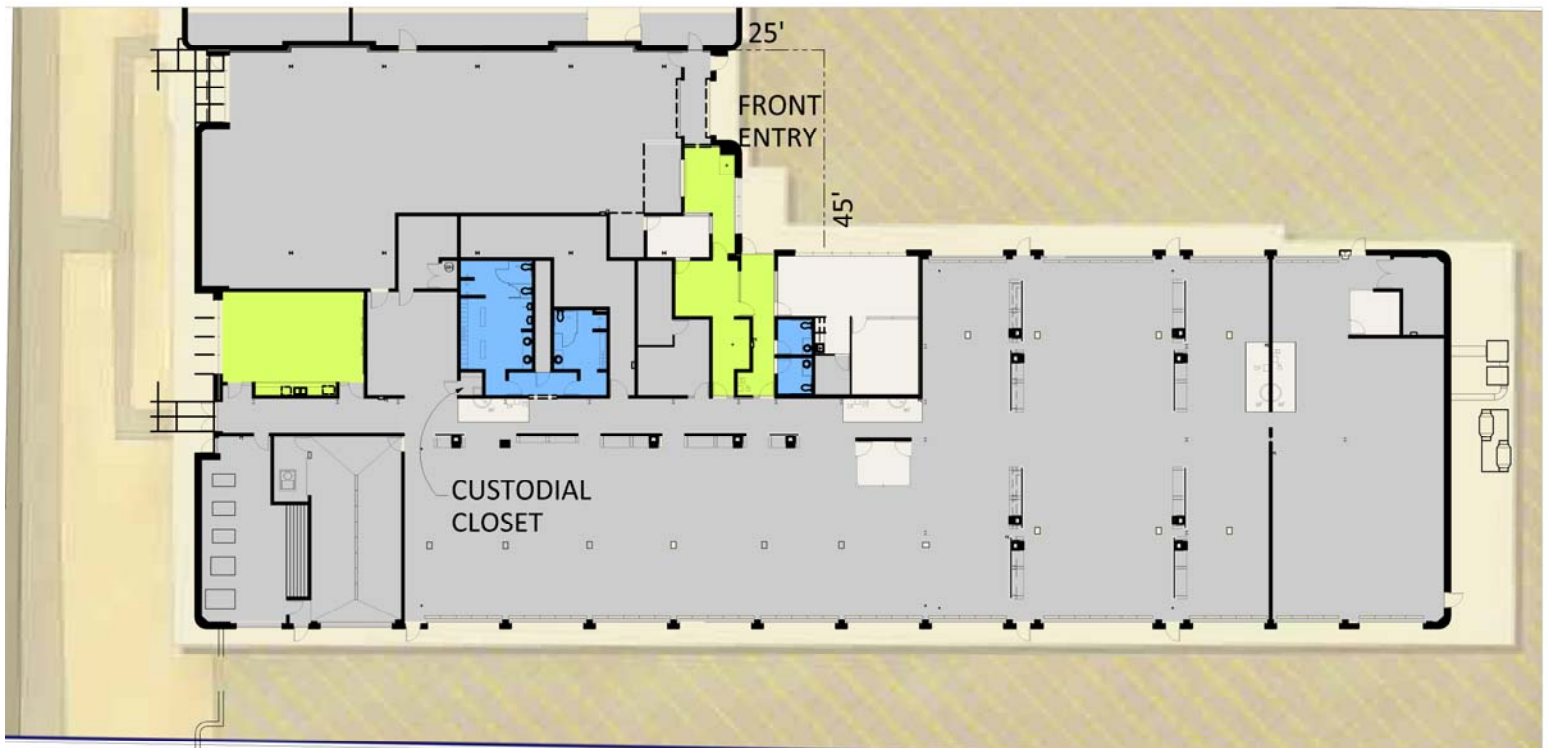
DATE: 2013, FALL

EXTERIOR SERVICE

 AREA OF CLEAN AT FRONT ENTRY ONLY. REFER TO PLAN FOR EXTENT.

LEGEND FOR ROUTINE CLEAN

-  SERVICE TYPE A MODIFIED SEMI-WEEKLY SERVICE
-  SERVICE TYPE B
-  SERVICE TYPE C (NOT USED)
-  SERVICE TYPE D MODIFIED SEMI-WEEKLY SERVICE
-  SERVICE TYPE E (NOT USED)
-  CUSTODIAL NO WORK.



BUILDING INFORMATION SHEET

1	<u>BUILDING DATA:</u>	Date:	2013, FALL
	• Name and building number:	Public Works, Engineering	
	• Location:	1144 S. Seneca	
	• Number of Stories:	3 Stories plus Basement	
	• Normal Business Operation Hours:	M-F: 8:00 AM to 5 :00 PM	
	• Population:	50 STAFF/ AVG. 149 DAILY GUESTS	
2	<u>BUILDING STATISTICS</u>	<u>Approximate</u>	
	• BASEMENT	2,900	
	• FIRST FLOOR	7,975	
	• SECOND FLOOR	7,475	
	• THIRD FLOOR	4,475	
		<hr/>	
	APPROXIMATE CLEANABLE SQ FT	22,825	
3	<u>CLEANABLE SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	15,225	
	• Non-Carpet, Resilient	4,375	
	• Non-Carpet, Terrazzo	675	
	• Non-Carpet, Tile	2,550	
		<hr/>	
	TOTAL <i>CLEANABLE</i> SQ FT	22,825	
4	<u>SERVICE TYPE 'E' SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	0	
	• Non-Carpet, Resilient	850	
	• Non-Carpet, Tile	0	
		<hr/>	
	TOTAL <i>SERVICE TYPE 'E'</i> SQ FT	850	
5	<u>FIXTURE TOTALS</u>	<u>Approximate</u>	
	• Stools / Urinals	22	
	• Sinks or Lavatories / Faucets	25	
	• Drinking Fountains	10	
	• Mop sinks and Faucets	4	
6	<u>ACCESS</u>		
	• Arrangements for Daily cleaning:	Info identified when contract awarded	
	• Arrangements for Weekend Cleaning:	Info identified when contract awarded	
	• County contact person for after hour emergency:	Info identified when contract awarded	
7	<u>PROVISIONS</u>		
	• Furniture shown as reference on plans, field verify actual.		
	• Square feet listed is estimate, vendor to field verify actual.		
	• Entries and Lobbies: Additional clean required at different times of the year due to weather related debris.		
	• Service Type B modified: Include: Trash daily		
	• Omit exterior clean. Exterior clean by others.- With exception to trashcan, courtyard and balcony.		
	• Public Entry: Adjacent glass shall be cleaned to perimeter of window frame.		
	• Special clean:Periodic cleaning for Terrazzo floor shall be by other.Vendor's Scope of work includes routine clean.		
	• Recycling completed by County. Vendor not responsible.		
8	<u>PERIODIC SERVICE SCHEDULE</u>		
	• <i>MEDIUM USE</i> for all areas with exception to Service Type 'E'		
	• Service Type 'E' as noted.		

SERVICE TYPE IDENTIFICATION PLAN

BASEMENT FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	925 SQ FT
NON-CARPET, RESILENT:	1,575 SQ FT
NON-CARPET, TILE:	400 SQ FT

TOTAL CLEANABLE SQ FT 2,900 SQ FT







TOTAL SERVICE TYPE 'E' 0 SQ FT

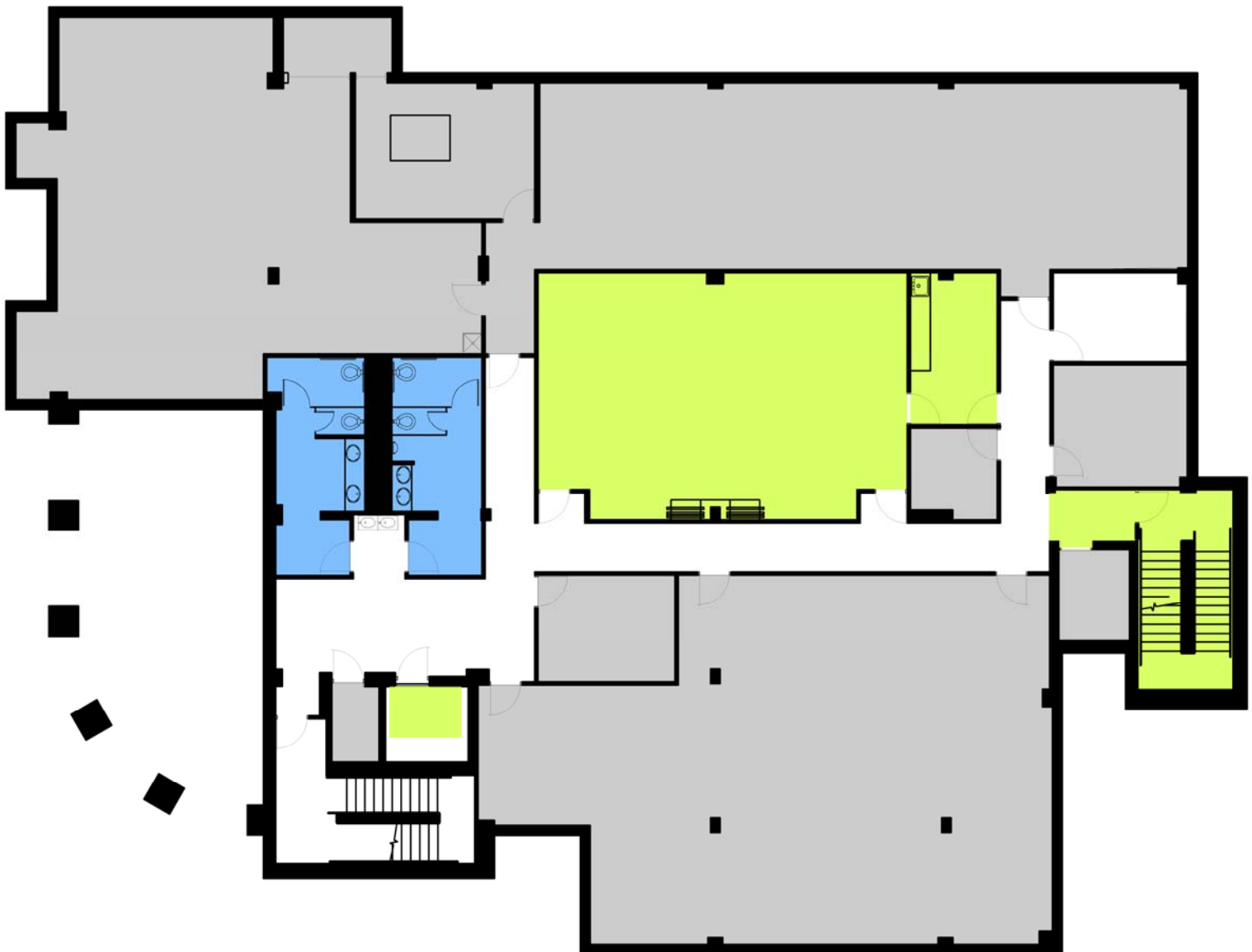
NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	5 TOTAL
LAVATORIES	4 TOTAL
SINKS	1 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	2 TOTAL

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

-  SERVICE TYPE A
-  SERVICE TYPE B MODIFIED:
INCLUDE DAILY TRASH SERVICE
-  SERVICE TYPE C (NOT USED)
-  SERVICE TYPE D
-  SERVICE TYPE E (NOT USED)
-  CUSTODIAL NO WORK.



PUBLIC WORKS— BASEMENT

NOT TO SCALE



SERVICE TYPE IDENTIFICATION PLAN

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

FIRST FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	5,000 SQ FT
NON-CARPET, RESILIENT:	1,800 SQ FT
NON-CARPET, TILE:	1,100 SQ FT
NON-CARPET, TERRAZZO	75 SQ FT

TOTAL CLEANABLE SQ FT 7,975 SQ FT

TOTAL SERVICE TYPE 'E' 0 SQ FT

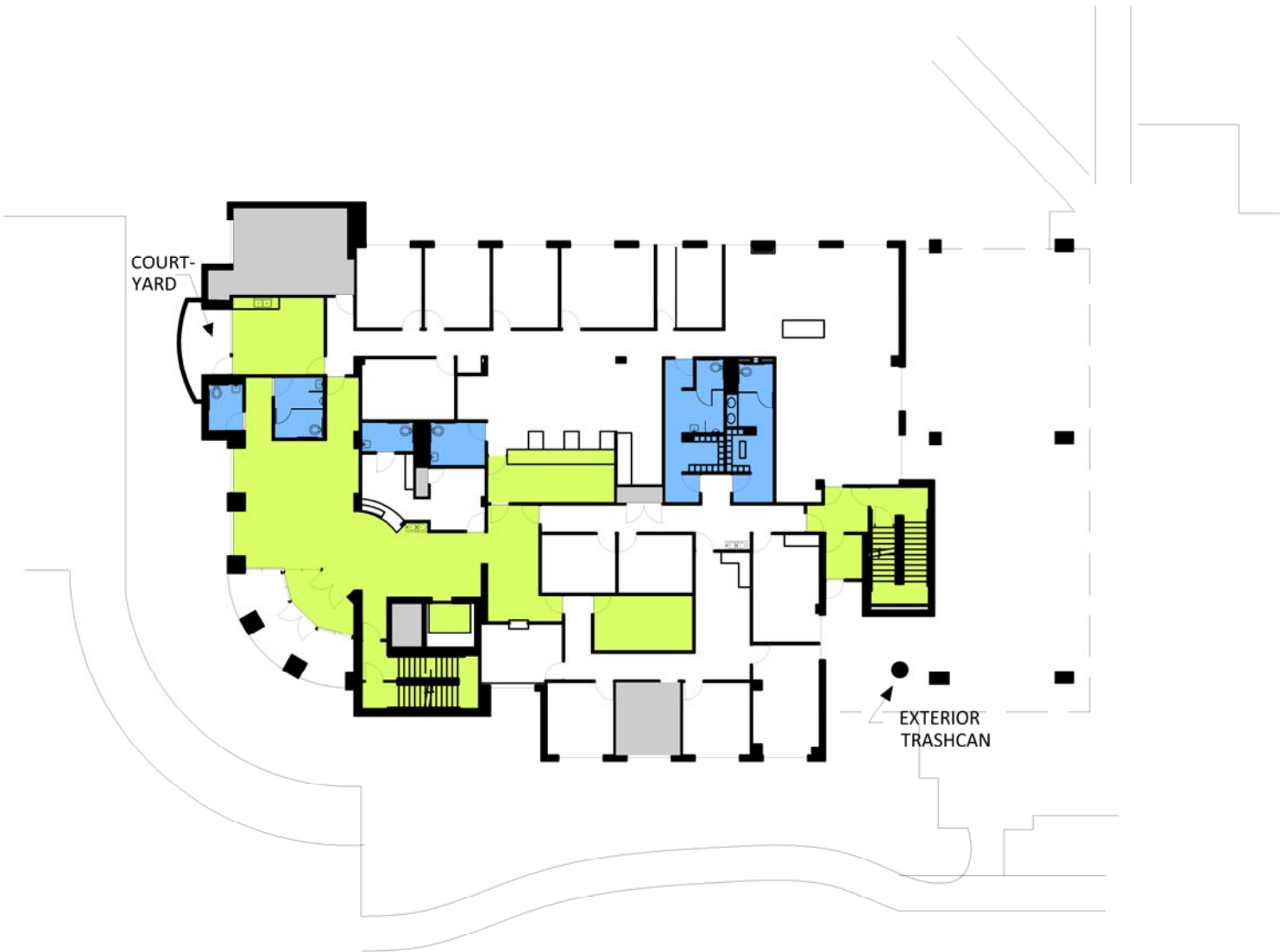
NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	8 TOTAL
LAVATORIES	7 TOTAL
SINKS	1 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	4 TOTAL

SPECIAL CLEAN AREA

1. TERRAZZO ON FIRST AND THIRD FLOOR: ROUTINE CLEAN FOR VENDOR'S SCOPE OF WORK. PERIODIC CLEAN BY OTHERS.
2. EXTERIOR SERVICE EXCLUDED FROM SCOPE OF WORK WITH THE EXCEPTION OF TRASH AT EMPLOYEE ENTRANCE, COURTYARD AND BALCONY

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B MODIFIED: INCLUDE DAILY TRASH SERVICE
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E (NOT USED)
- CUSTODIAL NO WORK.



PUBLIC WORKS— FIRST FLOOR

NOT TO SCALE



SERVICE TYPE IDENTIFICATION PLAN

SECOND FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	5,925 SQ FT
NON-CARPET, RESILENT:	775 SQ FT
NON-CARPET, TILE:	775 SQ FT

TOTAL CLEANABLE SQ FT 7,475 SQ FT

FLOOR CARE: SERVICE TYPE 'E'	APPROXIMATE
CARPET:	0 SQ FT
NON-CARPET, RESILENT:	425 SQ FT

TOTAL SERVICE TYPE 'E' 425 SQ FT

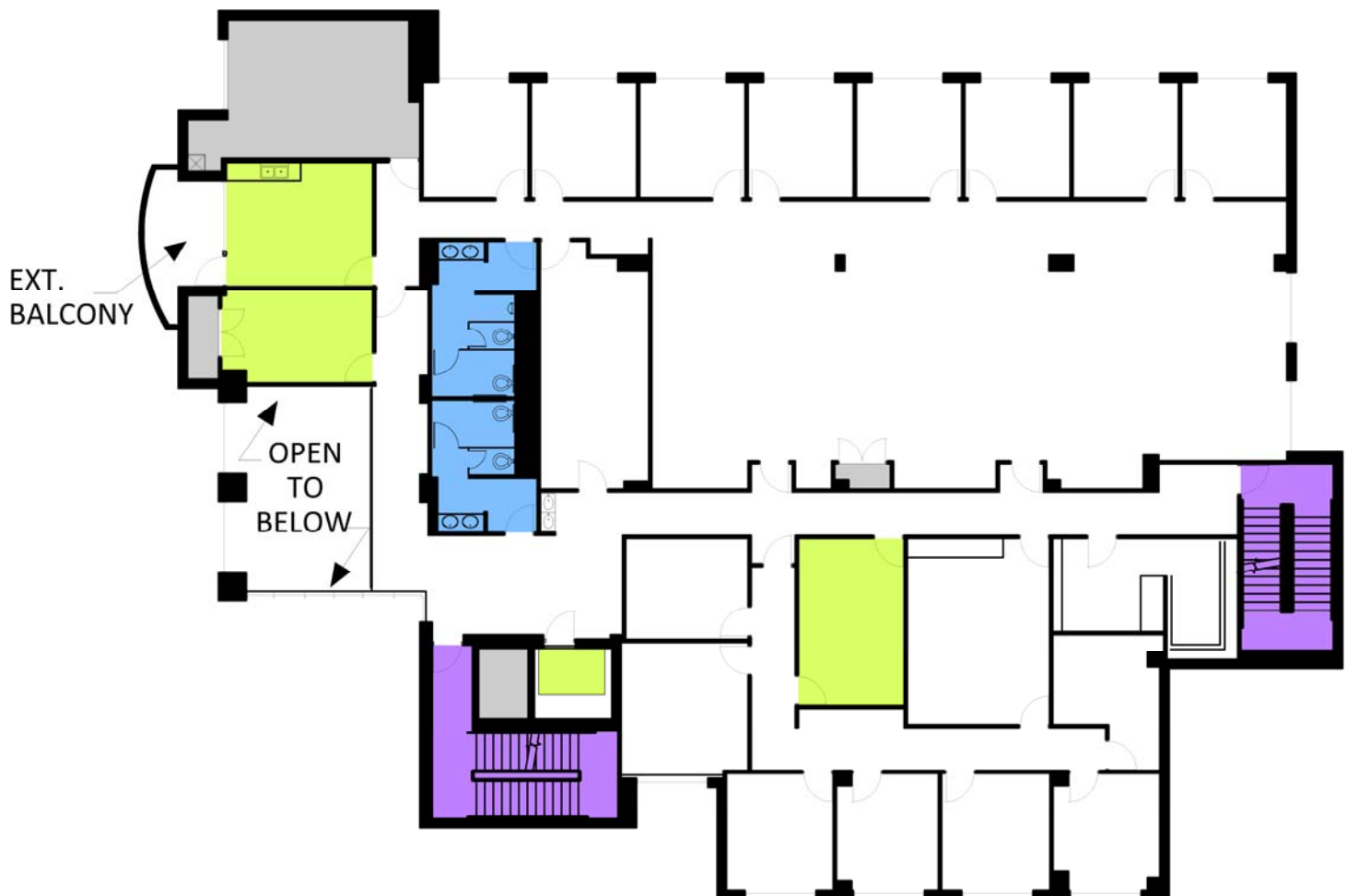
NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	5 TOTAL
LAVATORIES	4 TOTAL
SINKS	1 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	2 TOTAL

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B MODIFIED
INCLUDE DAILY TRASH SERVICE
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



PUBLIC WORKS – SECOND FLOOR

NOT TO SCALE



SERVICE TYPE IDENTIFICATION PLAN

THIRD FLOOR LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	3,375 SQ FT
NON-CARPET, RESILENT:	225 SQ FT
NON-CARPET, TILE:	275 SQ FT
NON-CARPET, TERRAZZO:	600 SQ FT

TOTAL CLEANABLE SQ FT 4475 SQ FT

FLOOR CARE: SERVICE TYPE 'E'	APPROXIMATE
CARPET:	0 SQ FT
NON-CARPET, RESILENT:	425 SQ FT

TOTAL SERVICE TYPE 'E' 425 SQ FT

NUMBER OF FIXTURES:	APPROXIMATE
STOOL/URINAL	4 TOTAL
LAVATORIES	4 TOTAL
SINKS	3 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	2 TOTAL

CUSTODIAL CONTRACT: RFP 13- 00083

DATE: 2013, FALL

LEGEND

- SERVICE TYPE A
- SERVICE TYPE B MODIFIED
INCLUDE TRASH SERVICE DAILY
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D
- SERVICE TYPE E
- CUSTODIAL NO WORK.



PUBLIC WORKS – THIRD FLOOR

NOT TO SCALE



BUILDING INFORMATION SHEET

1	<u>BUILDING DATA:</u>	Date:	2013, FALL
	• Name and building number:	EMS Medical Director's Office	
	• Location:	4343 N. Woodlawn	
	• Number of Stories:	Basement Level Only of Building	
	• Building Operation Hours:	M - F : 8:00 AM - 5:00 PM	
	• Population:	5 STAFF/ AVG. DAILY GUEST: 10 Summer / 50 School Year	
2	<u>BUILDING STATISTICS</u>	<u>Approximate</u>	
	• BASEMENT	6,975	
	APPROXIMATE CLEANABLE SQ FT	6,975	
3	<u>CLEANABLE SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	2,500	
	• Non-Carpet, Resilient	3,200	
	• Non-Carpet, Tile	1,275	
	TOTAL <i>CLEANABLE</i> SQ FT	6,975	
4	<u>SERVICE TYPE 'E' SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	0	
	• Non-Carpet, Resilient	0	
	• Non-Carpet, Tile	0	
	TOTAL <i>SERVICE TYPE 'E'</i> SQ FT	0	
5	<u>FIXTURE TOTALS</u>	<u>Approximate</u>	
	• Stools / Urinals	6	
	• Sinks or Lavatories / Faucets	6	
	• Showers/ Faucets	0	
	• Drinking Fountains	2	
	• Mop sinks and Faucets	1	
6	<u>ACCESS</u>		
	• Arrangements for Daily cleaning:	Info identified when contract awarded	
	• Arrangements for Weekend Cleaning:	Info identified when contract awarded	
	• County contact person for after hour emergency:	Info identified when contract awarded	
7	<u>PROVISIONS</u>		
	• Furniture shown as reference on plans, field verify actual.		
	• Square feet listed is estimate, vendor to field verify actual.		
	• Entries: Additional clean required at different times of the year due to weather related debris.		
	• Recyclables to be collected and removed from site. Aluminum, Plastic and Papers.		
	• Special note: Clean of facility occurs one day a week: Preferred is 8:00 AM - 5:PM Monday. Flexible on time.		
	• Storage Room is not lockable. It is necessary to maintain access to sump pump.		
8	<u>PERIODIC SERVICE SCHEDULE</u>		
	• <i>MEDIUM USE</i> for all areas.		

SERVICE TYPE IDENTIFICATION PLAN

CUSTODIAL CONTRACT:

DATE: 2013, SUMMER

LEGEND

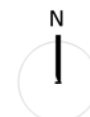
- SERVICE TYPE A (NOT USED)
- SERVICE TYPE B
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D (OCCURS 1 X WEEK)
- SERVICE TYPE E (NOT USED)
- CUSTODIAL NO WORK.



INSIDE OVEN IS NOT
INCLUDE IN SCOPE OF WORK.
DEGREASE STOVE TOP IS
INCLUDED.
KITCHEN USAGE IS LOW.

ROOM OCCUPIED
FROM 9 AM TO 5PM.
CLEAN MUST OCCUR
AT START OF SHIFT.

EMS MEDICAL DIRECTOR'S OFFICE
NOT TO SCALE



BUILDING INFORMATION SHEET

1	<u>BUILDING DATA:</u>	Date:	2013, FALL
	• Name and building number:	Public Safety	
	• Location:	714 N. Main	
	• Number of Stories:	2 Stories	
	• Operation Hours: Upper Flr. Com. Center :	Mon- Sun: 24 hour/ 7 days a week. Holidays do not apply.	
	• Operation hours: Lower Flr. & Upper Flr Offices:	M-F: 8 AM - 5 PM / Tues: 5 PM - 9: PM (EOC ROOM)	
	• Population:	93 STAFF/ AVG. 20 DAILY GUESTS	
2	<u>BUILDING STATISTICS</u>	<u>Approximate</u>	
	• UPPER LEVEL:	11,200	
	• LOWER LEVEL	6,650	
		APPROXIMATE CLEANABLE SQ FT 17,850	
3	<u>CLEANABLE SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	13,000	
	• Non-Carpet, Resilient	2,650	
	• Non-Carpet, Tile	2,200	
		TOTAL <i>CLEANABLE</i> SQ FT 17,850	
4	<u>SERVICE TYPE 'E' SQUARE FEET</u>	<u>Approximate</u>	
	• Carpet	1,500	
	• Non-Carpet, Resilient	0	
	• Non-Carpet, Tile	0	
		TOTAL <i>SERVICE TYPE 'E'</i> SQ FT 1,500	
5	<u>FIXTURE TOTALS</u>	<u>Approximate</u>	
	• Stools / Urinals	10	
	• Sinks or Lavatories / Faucets	10	
	• Showers/ Faucets	2	
	• Drinking Fountains	4	
	• Mop sinks and Faucets	2	
6	<u>ACCESS</u>		
	• Arrangements for Daily cleaning:	Info identified when contract awarded	
	• Arrangements for Weekend Cleaning:	Info identified when contract awarded	
	• County contact person for after hour emergency:	Info identified when contract awarded	
7	<u>PROVISIONS</u>		
	• Furniture shown as reference on plans, field verify actual.		
	• Square feet listed is estimate, vendor to field verify actual.		
	• Special clean instruction on service type identification plan for lower and upper level.		
	• Communications Center: Annual dusting of open ceiling, beams, hvac ducts, pendant lights, etc		
	• Offices: Lock doors when clean completed.		
	• Entries and Lobbies: Additional clean required at different times of the year due to weather related debris.		
8	<u>PERIODIC SERVICE SCHEDULE</u>		
	• <i>MEDIUM USE</i> with the exception to service type 'E' areas		
	• Service Type 'E' as noted.		

SERVICE TYPE IDENTIFICATION PLAN

LOWER LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	4,800 SQ FT
NON-CARPET, RESILIENT:	800 SQ FT
NON-CARPET, TILE:	950 SQ FT

TOTAL CLEANABLE SQ FT 6,550 SQ FT

FLOOR CARE: SERVICE TYPE 'E'

CARPET:	1,500 SQ FT
NON-CARPET, RESILIENT:	0 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 1,500 SQ FT

NUMBER OF FIXTURES: APPROXIMATE

STOOL /URINAL	4 TOTAL
LAVATORIES	2 TOTAL
SINKS	1 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	2 TOTAL

SPECIAL CLEAN AREA

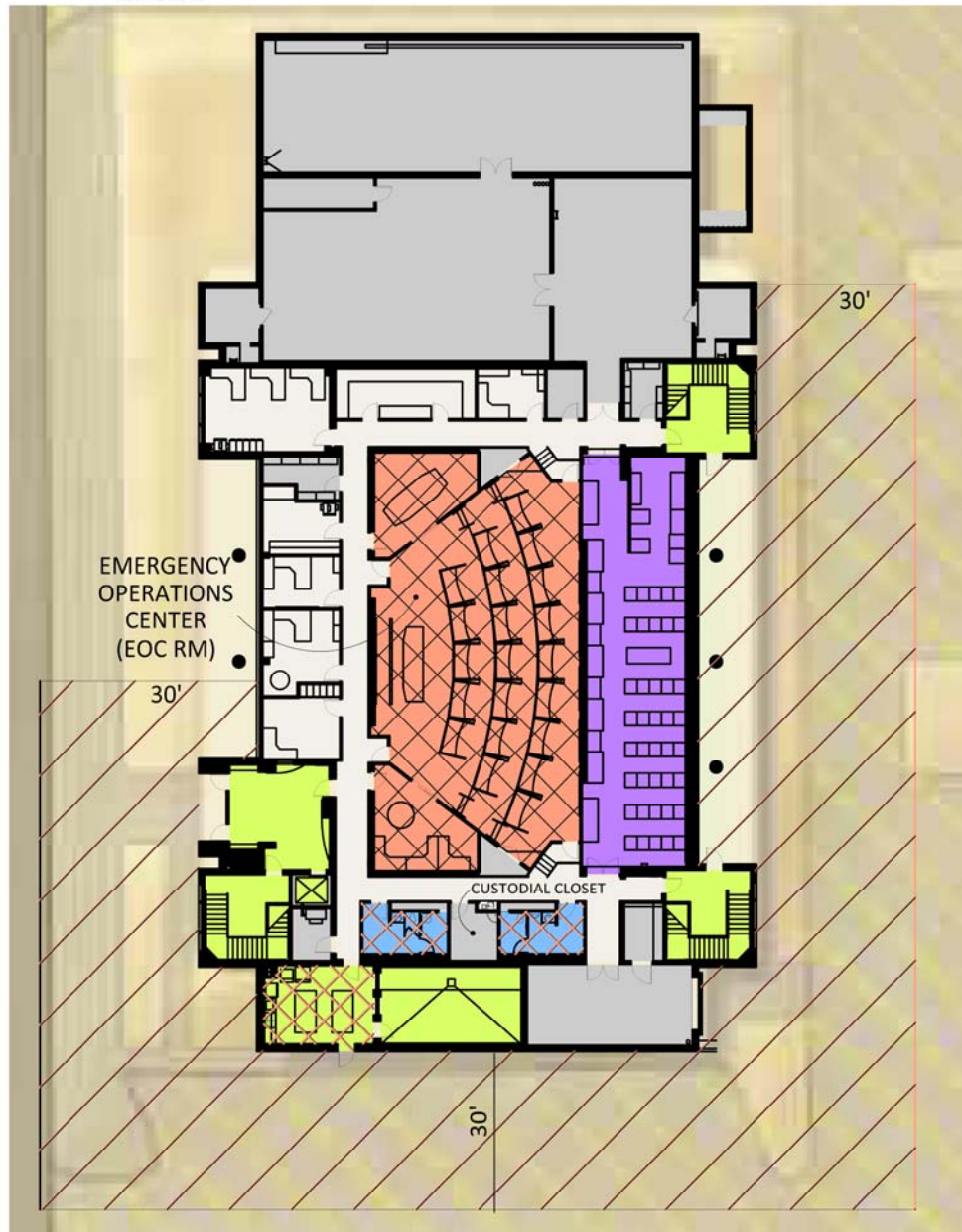
- EMERGENCY OPERATION CENTER (EOC RM):
NON-EMERGENCY TIMES: SERVICE TYPE B.
EMERGENCY TIMES: HOURS OF OPERATION
TIME CHANGE TO 24 HOURS/ 7 DAYS A
WEEK, HOLIDAYS DO NOT APPLY:
- SERVICE TYPE B MODIFIED: INCLUDE
DAILY TRASH, DAILY VACUUM- USE
PUSH POWERED IN EOC RM.
- SERVICE TYPES MODIFIED: INCLUDE
ADDITIONAL DAILY CLEAN AT 1PM.
- EMERGENCY FREQUENCY AVERAGES:
ANNUALLY 2 WEEKS IN SPRING.

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND:

- SERVICE TYPE A
- SERVICE TYPE B
- SERVICE TYPE C
- SERVICE TYPE D
- SERVICE TYPE E MODIFIED:
REDUCED TO ANNUAL CLEAN ONLY
- CUSTODIAL NO WORK.
- EXTENT OF EXTERIOR CLEAN. 30' AWAY FROM BUILDING AS SHOWN.



PUBLIC SAFETY – LOWER LEVEL

NOT TO SCALE

SERVICE TYPE IDENTIFICATION PLAN

UPPER LEVEL BUILDING INFORMATION

FLOOR CARE:	APPROXIMATE
CARPET:	4,575 SQ FT
NON-CARPET, RESILIENT:	1,850 SQ FT
NON-CARPET, TILE:	1,250 SQ FT
RAISED ACCESS FLOOR, CARPET	3,525 SQ FT

TOTAL CLEANABLE SQ FT 11,200 SQ FT

FLOOR CARE: SERVICE TYPE 'E'

CARPET:	0 SQ FT
NON-CARPET, RESILIENT:	0 SQ FT
NON-CARPET, TILE:	0 SQ FT

TOTAL SERVICE TYPE 'E' SQ FT 0 SQ FT

NUMBER OF FIXTURES:

STOOL /URINAL	6 TOTAL
LAVATORIES	4 TOTAL
SINKS	1 TOTAL
SHOWERS	2 TOTAL
MOP SINK	1 TOTAL
DRINKING FOUNTAIN	2 TOTAL

SPECIAL CLEAN AREA

COMMUNICATIONS CENTER:
CLEAN: SERVICE TYPE B MODIFIED TO INCLUDE DAILY TRASH, VACUUM AND DUST HORIZONTAL SURFACES. CLEAN TO OCCUR DURING EVENING. VACUUM WITH CENTRAL VAC SYSTEM PROVIDED BY COUNTY.

FLOOR: RAISED ACCESS FLOOR, CARPET TILES.
QUARTERLY CLEAN FLOORING: PROVIDE SPECIAL PROVISIONS REQUIRED FOR RAISED ACCESS FLOOR DURING SHAMPOO CLEAN. EACH CARPET CLEAN REQUIRES (2) PHASES WHILE HALF OF ROOM TEMPORARILY RELOCATES.
ADDITIONAL CLEAN: DUST OPEN CEILING, BEAMS, PENDNANT FIXTURES, HVAC, ETC. ANNUALLY.

DURING EMERGENCY TIMES: HOURS OF OPERATION TIME CHANGE TO 24 HOURS/ 7 DAYS A WEEK, HOLIDAYS DO NOT APPLY:

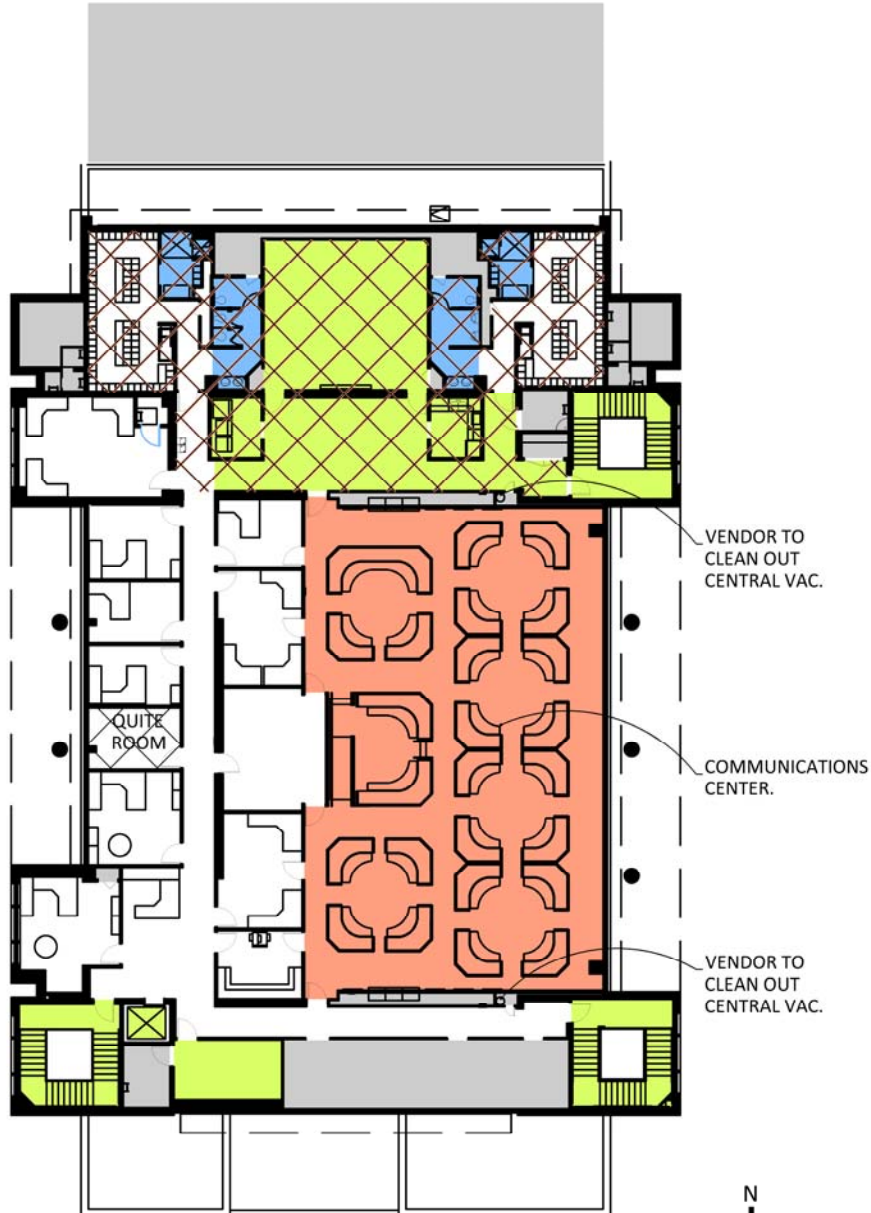
- SERVICE TYPES MODIFIED: INCLUDE ADDITIONAL DAILY CLEAN AT 1PM.
- EMERGENCY FREQUENCY AVERAGES: ANNUALLY 2 WEEKS IN SPRING.

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

LEGEND:

	SERVICE TYPE A
	SERVICE TYPE B
	SERVICE TYPE C
	SERVICE TYPE D
	SERVICE TYPE E (NOT USED)
	CUSTODIAL NO WORK.



PUBLIC SAFETY – UPPER LEVEL

NOT TO SCALE

