



**SEDGWICK COUNTY, KANSAS**  
***DIVISION OF FINANCE***  
Purchasing Department  
525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055  
<http://sedgwickcounty.org/finance/purchasing.asp>

**REQUEST FOR PROPOSAL**  
**#13-0083**  
**CUSTODIAL SERVICES**

**ADDENDUM #6**

September 24, 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: Tables 1.A, Contract Groups 1, 2 and 3, attached.**

- a. COMCARE Center City address 402 E. 2<sup>nd</sup> Street
- b. COMCARE SCOAP address 1720 E. Morris.
- c. Department of Aging removed.
- d. Approximate Square Feet Revised.
- e. COMCARE Administration, COMCARE CDDO and Adult Intensive Supervision (AISP) moved from Contract 1B and 2A to Contract Group 1 C and 2B.
- f. Juvenile Courts, Juvenile DA and Public Safety Center (911) moved from Contract Group 1C and 2B to 1B and 2A.
- g. Health Department 434 N. Oliver moved from 1C to 1D.
- h. Adult Residential and Adult Service Center added to Contract Group 1C and 2B.

**2. Revised: Proposal Response Form, page 22 - 23, Section 9.3, attached.**

Page 22, Add additional lines to Acknowledge Receipt of Addenda.  
Page 23, Revised description to Unclog toilette and Service Rates.

**3. Revised: Attachment B descriptions, attached.**

- a. Service Type A. Includes Option: heavy use areas and medium use areas.
- b. Service Type B
- c. Service Type C
- d. Service Type D. Includes Option: heavy use areas and medium use areas.
- e. Add: Service Type E - Minimum Periodic Service Schedule

**4. Building Information Sheets and site floor plans. Addendum 6 includes revised:**

- Adult Intensive Supervision (AISP)
- Adult Residential

**5. What are your Day Porter Requirements?**

*Answer: The county is requesting a quote for a day porter on the Proposal Response Form (page 23). Day Porters shall not be included in the cost per month nor annual cost in Contract Group 1, 2 nor 3 (page 24-26). The County has the option to assign a day porter to multiple buildings within the vendor's contract group of facilities. The Day Porter requirements are listed in RFP 13-0083, Section 4 –Performance Based Statement of Work. The duties will be assigned by the SA(R) in accordance with work defined in Section 4.*

**6.**

Information and Questions must be submitted in writing by 12:00 PM CST, September 25, 2013. 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

TABLE 1.A, Revision 1

<b>ID</b>	<b>COUNTY BUILDING</b>	<b>ADDRESS</b>	<b>CLEANING SCHEDULE</b>	<b>APPROX SQ FT.</b>
1	Main Courthouse (MCH)	525 N. Main	Monday– Friday / 5:30 PM to 2:00 AM	223,725
2	Adult Detention Facility (ADF)	141 W. Elm	Admin: Monday– Friday / 8:00 AM to 5:00 PM Lobby: Monday – Friday / 9:00 PM to 12:00 AM	15,525
3	Historic Courthouse (HCH)	510 N. Main	Monday– Friday / 5:30 PM to 2:00 AM	31,425
4	Munger Building	538 N. Main	Monday– Friday / 5:30 PM to 2:00 AM	11,775
5	Juvenile Courts	1900 E Morris	Monday– Friday / 5:30 PM to 2:00 AM	37,675
6	Juvenile DA	1900 E Morris	Monday– Friday / 5:30 PM to 2:00 AM	19,125
7	EMS Building & Animal Control Office	1015 N. Stillwell	Tuesday& Friday / 5:00 PM to 5:00 AM	8,150
8	Radio Shop	1015 N. Stillwell	Tuesday& Friday / 5:00 PM to 5:00 AM	1,000
9	Fleet Management Shop	1015 N. Stillwell	Tuesday& Friday / 5:00 PM to 5:00 AM	450
10	Fleet Management Administration	1021 Stillwell	Tuesday& Friday / 5:00 PM to 5:00 AM	3,525
11	Public Works	1144 S. Seneca	Monday-Friday / 8:00 AM to 5:00 PM	22,825
12	EMS Medical Director's Office	4343 N. Woodlawn	Monday 8:00 AM to 5:00 PM	6,975
13	Public Safety (911)	714 N. Main	Facility Employee Areas Mon-Fri / 6:00 PM to 6:00 AM RSVP Room Fri 6:00 PM or Saturday or Sunday	17,850
14	Adult Intensive Supervision (AISP)	905 N. Main	Monday– Friday / 6:30 PM to 6:00 AM	12,900
15	Adult Residential	623 E. Elm	Periodic cleaning to be scheduled quarterly	6,050
16	Adult Service Center	622 E. Central	Periodic cleaning to be scheduled quarterly	5,275
17	Comcare Center City	402 E. 2 <sup>nd</sup>	Sunday – Thursday/ 7:00 PM to 6:00 AM	8,100
18	Comcare (CIS)	934 N. Water	Sunday – Thursday/ 7:00 PM to 6:00 AM	5,500
19	Comcare (ATS)	940 N. Waco	Sunday – Thursday/ 9:30 PM to 7:00 AM	7,975
20	Comcare CSS MED	1969 W. 21 <sup>st</sup>	Sunday – Thursday/ 7:00 PM to 6:00 AM	4,675
21	Comcare CSS	1929 W. 21 <sup>st</sup>	Sunday – Thursday/ 7:00 PM to 6:00 AM	17,175
22	Comcare SCOAP	1720 E. Morris	Sunday – Saturday / 7:00 PM to 6:00 AM	5,200
23	Comcare Administration	635 N. Main	Sunday – Thursday/ 7:00 PM to 6:00 AM	12,950
24	Comcare CDDO	615 N. Main	Sunday – Thursday/ 7:00 PM to 6:00 AM	7,250
25	Offender Registration Unit	3803 E. Harry, Ste 119	Tuesday: 8:00 AM to 9:00 AM and/or 4:00 PM to 5:00 PM	2,500
26	Department of Housing	3825 E. Harry	Monday– Friday / 9:00 PM to 5:00 AM	3,050
27	Drug Court	3803 E. Harry, Ste. 121	Monday– Friday / 5:00 PM to 5:00 AM	9,700
28	Appraiser's Office	4035 E. Harry	Monday– Friday / 6:00 PM to 5:00 AM	18,650
29	Juvenile Field Services	3803 E. Harry, Ste 125	Monday– Friday / 6:00 PM to 5:00 AM	15,500
30	Forensic Science Center	1109 N. Minneapolis	Monday– Friday / 8:00 AM to 2:00 PM	16,925
31.	Health Department	2716 W. Central	Monday-Friday / 7:00 PM to 5:00 AM Some Saturday 11:00 AM – 1:00 PM	9,125
32.	Health Department	434 N. Oliver, Ste. 110	Tuesday & Friday / 5:00 PM to 5:00 AM	8,550

# **CONTRACT GROUP 1**

All Properties divided into four Separate Vendor Contracts

<b><u>CONTRACT GROUP I A</u></b>					
<b>ID</b>	<b>COUNTY BUILDING</b>	<b>ADDRESS</b>	<b>APPROX SQ FT.</b>	<b>COST PER MONTH</b>	<b>ANNUAL COST</b>
1.	Main Courthouse (MCH)	525 N. Main	223,725		
2.	Adult Detention Facility (ADF)	141 W. Elm	15,525		
<b>Totals for Contract Group IA</b>			<b>239,250*</b>		
<b><u>CONTRACT GROUP I B</u></b>					
<b>ID</b>	<b>COUNTY BUILDING</b>	<b>ADDRESS</b>	<b>APPROX SQ FT.</b>	<b>COST PER MONTH</b>	<b>ANNUAL COST</b>
3.	Historic Courthouse (HCH)	510 N. Main	31,425		
4.	Munger Building	538 N. Main	11,775		
5.	Juvenile Courts	1015 S. Minnesota	37,675		
6.	Juvenile DA	1015 S. Minnesota	19,125		
7.	EMS Building & Animal Control	1015 Stillwell	8,150		
8.	Radio Shop	1015 Stillwell	1,000		
9.	Fleet Management Shop	1015 Stillwell	450		
10.	Fleet Management Administration	1021 Stillwell	3,525		
11.	Public Works	1144 S. Seneca	22,825		
12.	EMSS Medical Director's Office	4343 N. Woodlawn	6,975		
13.	Public Safety (911)	714 N. Main	17,850		
<b>Totals for Contract Group IB</b>			<b>160,775*</b>		
<b><u>CONTRACT GROUP I C</u></b>					
<b>ID</b>	<b>COUNTY BUILDING</b>	<b>ADDRESS</b>	<b>APPROX SQ FT.</b>	<b>COST PER MONTH</b>	<b>ANNUAL COST</b>
14.	Adult Intensive Supervision (AISP)	905 N. Main	12,900		
15.	Adult Residential	623 E. Elm	6,050		
16.	Adult Service Center	622 E. Central	5,275		
17.	Comcare Center City	402 E. 2nd	8,100		
18.	Comcare Crisis	934 N. Water	5,500		
19.	Comcare ATS	940 N. Waco	7,975		
20.	Comcare CSS MED	1929 W. 21 <sup>st</sup> St	4,675		
21.	Comcare CSS	1969 W. 21 <sup>st</sup> St.	17,175		
22.	Comcare SCOAP	1720 N. Morris	5,200		
23.	Comcare Administration	635 N. Main	12,950		
24.	Comcare CDDO	615 N. Main	7,250		
25.	Offender Registration Unit	3803 E. Harry, Ste 119	2,500		
26.	Department of Housing	3803 E. Harry,	3,050		
27.	Drug Court	3803 E. Harry, Ste 121	9,700		
28.	Appraiser Office	4035 E. Harry	18,650		
29.	Juvenile Field Services	3803 E. Harry	15,500		
<b>Totals for Contract Group IC</b>			<b>142,450*</b>		
<b><u>CONTRACT GROUP I D</u></b>					
<b>ID</b>	<b>COUNTY BUILDING</b>	<b>ADDRESS</b>	<b>APPROX SQ FT.</b>	<b>COST PER MONTH</b>	<b>ANNUAL COST</b>
30.	Forensic Science Center	1109 N. Minneapolis	16,925		
31.	Health Department	2716 W Central	9,125		
32.	Health Department	434 N. Oliver, Ste. 110	8,550		
<b>Totals for Contract Group ID</b>			<b>34,600*</b>		
<b><u>END OF CONTRACT GROUP I</u></b>					

## **CONTRACT GROUP 2**

All Properties divided into two Separate Vendor Contracts

<b>CONTRACT GROUP 2 A</b>					
<b>ID</b>	<b>COUNTY BUILDING</b>	<b>ADDRESS</b>	<b>APPROX SQ FT.</b>	<b>COST PER MONTH</b>	<b>ANNUAL COST</b>
1.	Main Courthouse (MCH)	525 N. Main	223,725		
2.	Adult Detention Facility (ADF)	141 W. Elm	15,525		
3.	Historic Courthouse (HCH)	510 N. Main	31,425		
4.	Munger Building	538 N. Main	11,775		
5.	Juvenile Courts	1015 S. Minnesota	37,675		
6.	Juvenile DA	1015 S. Minnesota	19,125		
7.	EMS Building & Animal Control	1015 Stillwell	8,150		
8.	Radio Shop	1015 Stillwell	1,000		
9.	Fleet Management Shop	1015 Stillwell	450		
10.	Fleet Management Administration	1021 Stillwell	3,525		
11.	Public Works	1144 S. Seneca	22,825		
12.	EMSS Medical Director's Office	4343 N. Woodlawn	6,975		
13.	Public Safety (911)	714 N. Main	17,850		
<b>Totals for Contract Group 2 A</b>			<b>400,025*</b>		
<b>CONTRACT GROUP 2 B</b>					
<b>ID</b>	<b>COUNTY BUILDING</b>	<b>ADDRESS</b>	<b>APPROX SQ FT.</b>	<b>COST PER MONTH</b>	<b>ANNUAL COST</b>
14.	Adult Intensive Supervision (AISP)	905 N. Main	12,900		
15.	Adult Residential	623 E. Elm	6,050		
16.	Adult Service Center	622 E. Central	5,275		
17.	Comcare Center City	402 E. 2nd	8,100		
18.	Comcare Crisis	934 N. Water	5,500		
19.	Comcare Ats	940 N. Waco	7,975		
20.	Comcare CSS MED	1929 W. 21 <sup>st</sup> St	4,675		
21.	Comcare CSS	1969 W. 21 <sup>st</sup> St.	17,175		
22.	Comcare SCOAP	1720 N. Morris	5,200		
23.	Comcare Administration	635 N. Main	12,950		
24.	Comcare CDDO	615 N. Main	7,250		
25.	Offender Registration Unit	3803 E. Harry, Ste 119	2,500		
26.	Department of Housing	3803 E. Harry,	3,050		
27.	Drug Court	3803 E. Harry, Ste 121	9,700		
28.	Appraiser Office	4035 E. Harry	18,650		
29.	Juvenile Field Services	3803 E. Harry	15,500		
30.	Forensic Science Center	1109 N. Minneapolis	16,925		
31.	Health Department	2716 W Central	9,125		
32.	Health Department	434 N. Oliver, Ste 110	8,550		
<b>Totals for Contract Group 2 B</b>			<b>177,050*</b>		
<b>END OF CONTRACT GROUP 2</b>					

### **CONTRACT GROUP 3**

All Properties for One Vendor Contract.

<b><u>CONTRACT GROUP 3</u></b>					
<b>ID</b>	<b>COUNTY BUILDING</b>	<b>ADDRESS</b>	<b>APPROX SQ FT</b>	<b>COST PER MONTH</b>	<b>ANNUAL COST</b>
1.	Main Courthouse (MCH)	525 N. Main	223,725		
2.	Adult Detention Facility (ADF)	141 W. Elm	15,525		
3.	Historic Courthouse (HCH)	510 N. Main	31,425		
4.	Munger Building	538 N. Main	11,775		
5.	Juvenile Courts	1015 S. Minnesota	37,675		
6.	Juvenile DA	1015 S. Minnesota	19,125		
7.	EMS Building & Animal Control	1015 Stillwell	8,150		
8.	Radio Shop	1015 Stillwell	1,000		
9.	Fleet Management Shop	1015 Stillwell	450		
10.	Fleet Management Administration	1021 Stillwell	3,525		
11.	Public Works	1144 S. Seneca	22,825		
12.	EMSS Medical Director's Office	4343 N. Woodlawn	6,975		
13.	Public Safety (911)	714 N. Main	17,850		
14.	Adult Intensive Supervision (AISP)	905 N. Main	12,900		
15.	Adult Residential	623 E. Elm	6,050		
16.	Adult Service Center	622 E. Central	5,275		
17.	Comcare Center City	402 E. 2nd	8,100		
18.	Comcare Crisis	934 N. Water	5,500		
19.	Comcare Acs	940 N. Waco	7,975		
20.	Comcare CSS MED	1929 W. 21 <sup>st</sup> St	4,675		
21.	Comcare CSS	1969 W. 21 <sup>st</sup> St.	17,175		
22.	Comcare SCOAP	1720 N. Morris	5,200		
23.	COMCARE Administration	635 N. Main	12,950		
24.	COMCARE CDDO	615 N. Main	7,250		
25.	Offender Registration Unit	3803 E. Harry, Ste 119	2,500		
26.	Department of Housing	3803 E. Harry,	3,050		
27.	Drug Court	3803 E. Harry, Ste 121	9,700		
28.	Appraiser Office	4035 E. Harry	18,650		
29.	Juvenile Field Services	3803 E. Harry	15,500		
30.	Forensic Science Center	1109 N. Minneapolis	16,925		
31.	Health Department	2716 W Central	9,125		
32.	Health Department	434 N. Oliver, Ste. 110	8,550		
		<b>Totals for Contract Group 3</b>	<b>577,075*</b>		
<b><u>END OF CONTRACT GROUP 3</u></b>					

\*=Square footage listed above reflects approximate total gross square footage per building.

**PROPOSAL RESPONSE FORM  
#13-0083  
CUSTODIAL SERVICES**

The undersigned, on behalf of the Proposer , certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposal is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME \_\_\_\_\_

DBA/SAME \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ HOURS \_\_\_\_\_

TAX PAYER I.D. NUMBER \_\_\_\_\_ STATE INCORPORATED \_\_\_\_\_

COMPANY WEB SITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_

TYPE OF ORGANIZATION: Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_

Partnership \_\_\_\_\_ Small Business \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_ Dealer \_\_\_\_\_ General Nature of

Business \_\_\_\_\_ FEIN/SS # \_\_\_\_\_ W-9 included \_\_\_\_\_

Not a Minority Owned Business \_\_\_\_\_ Minority Owned Business \_\_\_\_\_ Certification # \_\_\_\_\_

African American \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic \_\_\_\_\_ Native American \_\_\_\_\_ Other \_\_\_\_\_ Woman Owned Business \_\_\_\_\_

**ACKNOWLEDGE RECEIPT OF ADDENDA:** All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to [www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp).

No.\_\_\_\_, Dated \_\_\_\_\_; No.\_\_\_\_, Dated \_\_\_\_\_; No.\_\_\_\_, Dated \_\_\_\_\_; No.\_\_\_\_, Dated \_\_\_\_\_;

No.\_\_\_\_, Dated \_\_\_\_\_; No.\_\_\_\_, Dated \_\_\_\_\_; No.\_\_\_\_, Dated \_\_\_\_\_; No.\_\_\_\_, Dated \_\_\_\_\_;

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_

(continued)

**Price per square foot for standard cleaning:** Shall be used for the addition or elimination of space(s) if needed.

Day(s) / Shift	Service Type A	Service Type B	Service Type C	Service Type D
Monday thru Friday 1 <sup>st</sup> Shift	\$ _____	\$ _____	\$ _____	\$ _____
Monday thru Friday 2 <sup>nd</sup> Shift	\$ _____	\$ _____	\$ _____	\$ _____
Saturday and Sunday 1 <sup>st</sup> Shift	\$ _____	\$ _____	\$ _____	\$ _____
Saturday and Sunday 2 <sup>nd</sup> Shift	\$ _____	\$ _____	\$ _____	\$ _____

**Special Cleaning Request Rates** (Should include price per person, per hour, including equipment. Prices to be utilized as an additional service or an elimination of service):

Dry Vapor Steam Clean: \$ \_\_\_\_\_ per sq. ft

Grout Sealer: \$ \_\_\_\_\_ per sq. ft

Stain Protector: \$ \_\_\_\_\_ per sq. ft

Floor: Non-Carpet, tiled surface:  
Machine Scrub and Spray Buff  
(typically, no wax floors) \$ \_\_\_\_\_ per sq. ft

Floor: Carpet, Clean by:  
extraction, agitation and shampoo \$ \_\_\_\_\_ per sq. ft.

Wall: tiled, stone wall panels or  
Acoustical wall clean and scrub \$ \_\_\_\_\_ per sq. ft.

Upholstered chairs:  
Clean and shampoo \$ \_\_\_\_\_ each

**Service Call Rates:**

Monday thru Friday (1<sup>st</sup> shift): \$ \_\_\_\_\_ per person, per hour

Monday thru Friday (2<sup>nd</sup> shift) \$ \_\_\_\_\_ per person, per hour

Saturday and Sunday (1<sup>st</sup> shift) \$ \_\_\_\_\_ per person, per hour

Saturday and Sunday (2<sup>nd</sup> shift) \$ \_\_\_\_\_ per person, per hour

Holidays \$ \_\_\_\_\_ per person, per hour

Unclog (plunge) stool or urinal and clean affected area \$ \_\_\_\_\_ flat rate per toilet

**Prices for years 3, 4 and 5 shall not exceed:**

Year 3 \_\_\_\_\_%      Year 4 \_\_\_\_\_%      Year 5 \_\_\_\_\_%

**Day Porter (each)**

Full time Monday thru Friday, 7:30 AM - 4:30 PM \$ \_\_\_\_\_

(continued)

<b>MINIMUM ROUTINE SERVICE SCHEDULE</b>	
<b>SERVICE TYPE A (page 1 of 2)</b>	
<b>HEAVY USE AREAS AND AREAS OF IMPORTANCE</b>	
<u>DAILY</u>	<u>DAILY CONTINUED</u>
1 FLOOR: NON-CARPET • Dust Mop or Sweep • Spot Mop	10 MISC.: ENTRY AND ADJOINING GLASS • Clean Glass, height: 0" - 88" (7'-4"). All surfaces routine care.
2 FLOOR: CARPET, RUG, MAT • Vacuuming & Spot Cleaning	11 MISC.: EXTERIOR (30 ft from building) • Remove litter, empty waste baskets and ash trays, sweep at main entries. Police grounds and pickup where required.
3 WALL: VERTICAL SURFACE • Spot Clean and Sanitize high touch areas 0" - 88" (7'-4"). Removal of Graffiti • Metal Surfaces: Spot clean • Glass / Mirrors: Spot clean	12 MISC.: REFILL DISPENSERS • Refill all dispensers.
4 MISC.: TRASH • Empty, spot clean, and install lining in wastebaskets	<u>WEEKLY</u>
5 MISC.: ELEVATORS • Spot clean and Sanitize high touch areas. All surfaces routine care.	1 FLOOR: NON-CARPET • Damp mop
6 MISC.: INTERIOR STAIRS • Spot clean and Sanitize high touch areas. All surfaces routine care.	2 FLOOR: CARPET, RUG, MAT • Edge Vacuum
7 MISC.: FURNITURE • Spot Clean and Sanitize high touch areas.	3 WALL: VERTICAL SURFACE • Dust High counter height to 88" (7'-4")
8 MISC.: DRINKING FOUNTAINS • Clean all surfaces includes orifices and drain.	<u>BI-WEEKLY</u>
9 MISC.: BREAKROOM, ETC. Clean countertops, sinks, cabinet front, top/ front of appliances and • equipment, table and chairs. All surfaces routine care.	1 WALL: VERTICAL SURFACE • Dust Low: counter height to floor • Metal Surfaces: Polish and clean entire surface • Mirror / Glass: clean entire surface.
	2 MISC.: EXTERIOR • Seasonal: Remove webs, clean entries.
	<u>AS NEEDED</u>
	1 ALL FLOOR, WALL, CEILING AND MISC SURFACES • Spot Removal upon request.
	SERVICE CALL • Upon request- at additional cost.

**MINIMUM PERIODIC SERVICE SCHEDULE**

**SERVICE TYPE A CONTINUED.**(page 2 of 2)

**HEAVY USE AREAS**

Average total daily population of 200 or greater

<u>MONTHLY (*)</u>		<u>QUARTERLY CONTINUED (*)</u>	
1	<b>WALL: VERTICAL SURFACE</b> • Dust: Overhead height: 88" - 144" (12'-0") • Clean and polish wood surfaces 0" - 88" (7'-4")	3	<b>MISC: ELEVATOR AND STAIRS</b> • Vertical Surface Care: Clean and polish entire surface • Ceiling Care: Clean light fixtures • Floor Care: Apply Periodic clean per floor type. • Misc Stair and Elev: Clean all components.
2	<b>CEILING:</b> • Dust: Ceiling Surface, Light Fixtures, HVAC Grilles		
3	<b>MISC: FURNITURE</b> • Clean and polish wood furniture.		<b><u>SEMI-ANNUAL (*)</u></b>
	<b>MISC: PLUMBING FIXTURES</b> • Descale on drinking fountains and sinks.	1	<b>FLOOR: NON-CARPET</b> • Strip and Refinish Floors
4	<b>MISC: BLINDS</b> • Dust and spot clean, height: 0" - 88" (7'-4")	2	<b>CEILING: LIGHT FIXTURES</b> • Clean lens, louver, grille, pendant bowl, etc. inside and outside.
5	<b>MISC: ARTIFICIAL PLANTS</b> • Dust surfaces.	3	<b>MISC.: FURNITURE</b> • Upholstered: Vacuum
			<b><u>ANNUAL</u></b>
6	<b>FLOOR: NON-CARPET : with applied finish</b> • Machine Scrub, Apply 2 coats of finish <sup>1</sup> , burnish 1= finish on approved surfaces.	1	<b>FLOOR: NON-CARPET</b> • Strip and Refinish Floors
7	<b>FLOOR: NON-CARPET : without applied finish</b> • Machine Scrub and clean.	2	<b>FLOOR: CARPET, RUG, MAT</b> • Carpet clean by extraction, agitation, and shampoo
	<b><u>QUARTERLY (*)</u></b>	3	<b>WALL: VERTICAL SURFACE</b> • Clean entire surface 0" -88" (7'-4")
1	<b>FLOOR: CARPET, RUG, MAT</b> • Carpet clean by extraction, agitation, and shampoo	4	<b>CEILING:</b> • Clean: Ceiling Surface, Light Fixtures, HVAC Grilles
2	<b>MISC: TRASH</b> • Wash interior and exterior wastebaskets and exterior ash trays	5	<b>FURNITURE:</b> • Upholstered: Clean and shampoo • Clean Glass tops on Furniture (top/bottom/sides)

**MEDIUM USE AREAS**

Average total daily population of 199 or less

<u>MONTHLY (*)</u>		<u>QUARTERLY CONTINUED (*)</u>	
1	<b>WALL: VERTICAL SURFACE</b> • Dust Low: counter height to floor, • Metal Surfaces: Polish and clean entire surface • Mirror / Glass: clean entire surface.	3	<b>MISC: TRASH</b> • Wash interior and exterior wastebaskets and exterior ash trays
	<b><u>BI-MONTHLY (*)</u></b>	4	<b>MISC.: FURNITURE</b> • Upholstered: Vacuum
1	<b>WALL: VERTICAL SURFACE</b> • Dust: Overhead height: 88" - 144" (12'-0") • Clean and polish wood surfaces 0" - 88" (7'-4")	5	<b>MISC: ELEVATOR AND STAIRS</b> • Vertical Surface Care: Clean and polish entire surface • Ceiling Care: Clean light fixtures • Floor Care: Apply Periodic clean per floor type. • Misc Stair and Elev: Clean all components.
2	<b>CEILING:</b> • Dust: Ceiling Surface, Light Fixtures, HVAC Grilles		<b><u>ANNUAL</u></b>
3	<b>MISC: BLINDS</b> • Dust and spot clean, height: 0" - 88" (7'-4")	1	<b>FLOOR: NON-CARPET</b> • Strip and Refinish Floors
4	<b>FLOOR: NON-CARPET</b> • Wet Clean and Spray Buff <sup>1</sup>	2	<b>FLOOR: CARPET, RUG, MAT</b> • Carpet clean by extraction, agitation, and shampoo
	<b><u>SEMI-ANNUAL(*)</u></b>	3	<b>WALL: VERTICAL SURFACE</b> • Clean entire surface 0" -88" (7'-4")
1	<b>FLOOR: NON-CARPET: with applied finish</b> • Machine Scrub, Apply 2 coats finish, Burnish <sup>1</sup>	4	<b>CEILING:</b> • Clean: Ceiling Surface, Light Fixtures, HVAC Grilles
2	<b>FLOOR: CARPET, RUG, MAT</b> • Carpet clean by extraction, agitation, and shampoo	5	<b>FURNITURE:</b> • Upholstered: Clean and shampoo • Clean Glass tops on Furniture (top/bottom/sides)
3	<b>FLOOR: NON-CARPET : without applied finish</b> • Machine Scrub and clean.		

\*Replaces one scheduled service with an annual service

<b>MINIMUM ROUTINE AND PERIODIC SERVICE SCHEDULE</b>	
<b>SERVICE TYPE B= MEDIUM USE AREAS</b>	
<u>WEEKLY</u>	<u>BI-MONTHLY CONT. (*)</u>
1 FLOOR: NON-CARPET • Dust Mop or Sweep • Spot Mop	4 FLOOR: NON-CARPET : with applied finish • Machine Scrub, Apply 2 coats of finish <sup>1</sup> , burnish 1= finish on approved surfaces.
2 FLOOR: CARPET, RUG, MAT • Vacuuming & Spot Cleaning	5 FLOOR: NON-CARPET : without applied finish • Machine Scrub and clean.
3 WALL: VERTICAL SURFACE • Spot Clean and Sanitize high touch areas 0" - 88" (7'-4"). Removal of Graffiti • Metal Surfaces: Spot clean • Glass / Mirrors: Spot clean	<b>SEMI-ANNUAL (*)</b>
4 MISC.: TRASH • Empty, spot clean, and install lining in wastebaskets	2 FLOOR: CARPET, RUG, MAT • Carpet clean by extraction, agitation, and shampoo
5 MISC.: ELEVATORS • Spot clean and Sanitize high touch areas. All surfaces routine care.	3 MISC: TRASH • Wash interior and exterior wastebaskets and exterior ash trays
6 MISC.: STAIRS • Spot clean and Sanitize high touch areas. All surfaces routine care.	4 MISC.: FURNITURE • Upholstered: Vacuum
7 MISC.: FURNITURE • Spot Clean and Sanitize high touch areas.	5 MISC: ELEVATOR AND STAIRS • Vertical Surface Care: Clean and polish entire surface • Ceiling Care: Clean light fixtures • Floor Care: Apply Periodic clean per floor type. • Misc Stair and Elev: Clean all components.
8 MISC.: REFILL DISPENSERS • Refill all dispensers.	<b>ANNUAL</b>
<b>BI-WEEKLY</b>	1 FLOOR: NON-CARPET • Strip and Refinish Floors
1 FLOOR: NON-CARPET • Damp mop	2 FLOOR: CARPET, RUG, MAT • Carpet clean by extraction, agitation, and shampoo
2 FLOOR: CARPET, RUG, MAT • Edge Vacuum	3 WALL: VERTICAL SURFACE • Clean entire surface 0" -88" (7'-4")
3 WALL: VERTICAL SURFACE • Dust High counter height to 88" (7'-4")	4 CEILING: • Clean: Ceiling Surface, Light Fixtures, HVAC Grilles
<b>MONTHLY</b>	5 FURNITURE: • Upholstered: Clean and shampoo • Clean Glass tops on Furniture (top/bottom/sides)
1 WALL: VERTICAL SURFACE • Dust Low: counter height to floor • Metal Surfaces: Polish and clean entire surface • Mirror / Glass: clean entire surface.	<b>AS NEEDED</b>
<b>BI-MONTHLY (*)</b>	1 ALL FLOOR, WALL, CEILING AND MISC SURFACES • Spot Removal upon request.
1 WALL: VERTICAL SURFACE • Dust: Overhead height: 88" - 144" (12'-0") • Clean and polish wood surfaces 0" - 88" (7'-4")	2 SERVICE CALL • Upon request- at additional cost.
2 CEILING: • Dust: Ceiling Surface, Light Fixtures, HVAC Grilles	
3 MISC: BLINDS • Dust and spot clean, height: 0" - 88" (7'-4")	
*Replaces one scheduled service with an annual service	

**MINIMUM ROUTINE AND PERIODIC SERVICE SCHEDULE**

**SERVICE TYPE C= CLINICAL AREAS**

<u>DAILY</u>		<u>MONTHLY (*)</u>	
1	FLOOR: NON-CARPET • Dust Mop or Sweep (disposable mop heads ) • Spot Mop (sanitize and change water frequently )	1	WALL: VERTICAL SURFACE • Dust: Overhead height: 88" - 144" (12'-0") • Clean and polish wood surfaces 0" - 88" (7'-4")
2	FLOOR: CARPET, RUG, MAT • Vacuuming & Spot Cleaning	2	CEILING: • Dust: Ceiling Surface, Light Fixtures, HVAC Grilles
3	WALL: VERTICAL SURFACE • Spot Clean and Sanitize high touch areas 0" - 88" (7'-4"). Removal of Graffiti • Metal Surfaces: Spot clean • Glass / Mirrors: Spot clean	3	MISC: FURNITURE • Clean and polish wood furniture. MISC: PLUMBING FIXTURES • Descale on drinking fountains and sinks.
4	MISC.: TRASH • Empty, spot clean, and install lining in wastebaskets	4	MISC: BLINDS • Dust and spot clean, height: 0" - 88" (7'-4")
5	MISC.: FURNITURE • Spot Clean and Sanitize	5	MISC: ARTIFICIAL PLANTS • Dust surfaces.
6	MISC.: DRINKING FOUNTAINS • Clean all surfaces includes orifices and drain.	<u>BI-MONTHLY (*)</u>	
7	MISC.: BREAKROOM, ETC. • Clean countertops, sinks, cabinet front, top/ front of appliances and equipment, table and chairs. All surfaces routine care.	1	FLOOR: NON-CARPET ( task on alternating months) • Wet Clean and Spray Buff <sup>1</sup> • Machine Scrub and Spray Buff <sup>1</sup> I= Spray Buff on approved surfaces.
8	MISC.: ENTRY AND ADJOINING GLASS • Clean Glass, height: 0" - 88" (7'-4"). All surfaces sanitized with with MRSA Disinfectant.	<u>QUARTERLY (*)</u>	
9	MISC.: EXTERIOR (30 ft from building) • Remove litter, empty waste baskets and ash trays, sweep.	1	FLOOR: CARPET, RUG, MAT • Carpet clean by extraction, agitation, and shampoo
10	MISC.: REFILL DISPENSERS • Refill all dispensers.	2	MISC: TRASH • Wash interior and exterior wastebaskets and exterior ash trays
<u>WEEKLY</u>		<u>SEMI-ANNUAL (*)</u>	
1	FLOOR: NON-CARPET • Damp mop and Sanitize	1	FLOOR: NON-CARPET • Strip and Refinish Floors
	FLOOR: CARPET, RUG, MAT • Edge Vacuum	2	CEILING: LIGHT FIXTURES • Clean lens, louver, grille, pendant bowl, etc. inside and outside.
	WALL: VERTICAL SURFACE • Dust High counter height to 88" (7'-4")	3	MISC.: FURNITURE • Upholstered: Vacuum
<u>BI-WEEKLY</u>		<u>ANNUAL</u>	
	WALL: VERTICAL SURFACE • Dust Low: counter height to floor • Metal Surfaces: Polish and clean entire surface • Mirror / Glass: clean entire surface.	1	FLOOR: NON-CARPET • Strip and Refinish Floors
	MISC: EXTERIOR • Seasonal: Remove webs, clean and hose down at entries.	2	FLOOR: CARPET, RUG, MAT • Carpet clean by extraction, agitation, and shampoo
		3	WALL: VERTICAL SURFACE • Clean entire surface 0" -88" (7'-4")
		4	CEILING: • Clean: Ceiling Surface, Light Fixtures, HVAC Grilles
		5	FURNITURE: • Upholstered: Clean and shampoo
		<u>AS NEEDED</u>	
		1	ALL FLOOR, WALL, CEILING AND MISC SURFACES • Spot Removal upon request.
		2	SERVICE CALL • Upon request- at additional cost.

\*=Replaces one scheduled service with an annual service . Special note: Sanitize all surfaces with MRSA Disinfectant at Health Care Clinics, Facility must maintain low VOC, low or no fragrance in cleaning supplies.

<b>MINIMUM ROUTINE SERVICE SCHEDULE</b>	
<b>SERVICE TYPE D (page 1 of 2)</b>	
<b>RESTROOMS, LOCKER ROOMS, HOLDING CELLS</b>	
<u>DAILY</u>	<u>WEEKLY</u>
1 FLOOR: NON-CARPET	1 FLOOR: NON-CARPET
<ul style="list-style-type: none"> <li>• Dust Mop or Sweep</li> <li>• Spot Mop</li> </ul>	<ul style="list-style-type: none"> <li>• Damp mop</li> </ul>
2 WALL: VERTICAL SURFACE	2 WALL: VERTICAL SURFACE
<ul style="list-style-type: none"> <li>• Spot Clean and Sanitize high touch areas 0" - 88" (7'-4"). Removal of Graffiti</li> </ul>	<ul style="list-style-type: none"> <li>• Dust High counter height to 88" (7'-4")</li> </ul>
<ul style="list-style-type: none"> <li>• Metal Surfaces: Spot clean</li> <li>• Glass / Mirrors: Spot clean</li> </ul>	3 MISC.: EQUIPMENT
3 MISC.: TRASH	<ul style="list-style-type: none"> <li>• Clean entire surface.</li> </ul>
<ul style="list-style-type: none"> <li>• Empty, spot clean, and install lining in wastebaskets</li> </ul>	<u>BI-WEEKLY</u>
4 MISC.: EQUIPMENT	1 WALL: VERTICAL SURFACE
<ul style="list-style-type: none"> <li>• Spot Clean and Sanitize high touch areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Dust Low: counter height to floor</li> <li>• Metal Surfaces: Polish and clean entire surface</li> <li>• Mirror / Glass: clean entire surface.</li> </ul>
5 MISC.: REFILL DISPENSERS	<u>AS NEEDED</u>
<ul style="list-style-type: none"> <li>• Refill all dispensers.</li> </ul>	1 ALL FLOOR, WALL, CEILING AND MISC SURFACES
6 MISC.: PLUMBING FIXTURES	<ul style="list-style-type: none"> <li>• Spot Removal upon request.</li> </ul>
<ul style="list-style-type: none"> <li>• Clean and Sanitize</li> </ul>	2 SERVICE CALL
	<ul style="list-style-type: none"> <li>• Upon request- at additional cost.</li> </ul>
<p>Special note: Sanitize all surfaces with MRSA Disinfectant at Health Care Clinics, Facility must maintain low VOC, low or no fragrance in cleaning supplies.</p>	

## MINIMUM PERIODIC SERVICE SCHEDULE

SERVICE TYPE D CONTINUED.(page 2 of 2)

### HEAVY USE AREAS

Restrooms, locker rooms and holding cells

<u>MONTHLY (*)</u>		<u>SEMI-ANNUAL (*)</u>	
1	<b>WALL: VERTICAL SURFACE</b> <ul style="list-style-type: none"> <li>• Dust: Overhead height: 88" - 144" (12'-0")</li> <li>• Clean and polish wood surfaces 0" - 88" (7'-4")</li> </ul>	1	<b>FLOOR: NON-CARPET</b> <ul style="list-style-type: none"> <li>• Strip and Refinish Floors</li> </ul>
2	<b>CEILING:</b> <ul style="list-style-type: none"> <li>• Dust: Ceiling Surface, Light Fixtures, HVAC Grilles</li> </ul>	2	<b>CEILING: LIGHT FIXTURES</b> <ul style="list-style-type: none"> <li>• Clean lens, louver, grille, pendant bowl, etc. inside and outside surfaces</li> </ul>
3	<b>MISC: PLUMBING FIXTURES</b> <ul style="list-style-type: none"> <li>• Descale on all fixtures</li> </ul>	<b><u>ANNUAL</u></b>	
4	<b>FLOOR: NON-CARPET : with applied finish</b> <ul style="list-style-type: none"> <li>• Machine Scrub, Apply 2 coats of finish<sup>1</sup>, burnish 1= finish on approved surfaces.</li> </ul>	1	<b>FLOOR: NON-CARPET</b> <ul style="list-style-type: none"> <li>• Strip and Refinish Floors</li> </ul>
5	<b>FLOOR: NON-CARPET : without applied finish</b> <ul style="list-style-type: none"> <li>• Machine Scrub and clean.</li> </ul>	2	<b>CEILING:</b> <ul style="list-style-type: none"> <li>• Clean: Ceiling Surface, Light Fixtures, HVAC Grilles</li> </ul>
<b><u>BI-MONTHLY (*)</u></b>			
1	<b>MISC: TRASH</b> <ul style="list-style-type: none"> <li>• Wash wastebaskets</li> </ul>		
2	<b>WALL: VERTICAL SURFACE</b> <ul style="list-style-type: none"> <li>• Clean entire surface 0" -88" (7'-4")</li> </ul>		

### **MEDIUM USE AREAS**

Restrooms, locker rooms and holding cells

<u>BI-MONTHLY (*)</u>		<u>SEMI-ANNUAL(*)</u>	
1	<b>WALL: VERTICAL SURFACE</b> <ul style="list-style-type: none"> <li>• Dust: Overhead height: 88" - 144" (12'-0")</li> <li>• Clean and polish wood surfaces 0" - 88" (7'-4")</li> </ul>	1	<b>FLOOR: CARPET, RUG, MAT</b> <ul style="list-style-type: none"> <li>• Carpet clean by extraction, agitation, and shampoo</li> </ul>
2	<b>CEILING:</b> <ul style="list-style-type: none"> <li>• Dust: Ceiling Surface, Light Fixtures, HVAC Grilles</li> </ul>	2	<b>MISC: TRASH</b> <ul style="list-style-type: none"> <li>• Wash wastebaskets</li> </ul>
3	<b>MISC: PLUMBING FIXTURES</b> <ul style="list-style-type: none"> <li>• Descale on all fixtures</li> </ul>	<b><u>ANNUAL</u></b>	
4	<b>FLOOR: NON-CARPET : with applied finish</b> <ul style="list-style-type: none"> <li>• Machine Scrub, Apply 2 coats of finish<sup>1</sup>, burnish 1= finish on approved surfaces.</li> </ul>	1	<b>FLOOR: NON-CARPET</b> <ul style="list-style-type: none"> <li>• Strip and Refinish Floors</li> </ul>
5	<b>FLOOR: NON-CARPET : without applied finish</b> <ul style="list-style-type: none"> <li>• Machine Scrub and clean.</li> </ul>	2	<b>FLOOR: CARPET, RUG, MAT</b> <ul style="list-style-type: none"> <li>• Carpet clean by extraction, agitation, and shampoo</li> </ul>
		3	<b>WALL: VERTICAL SURFACE</b> <ul style="list-style-type: none"> <li>• Clean entire surface 0" -88" (7'-4")</li> </ul>
		4	<b>CEILING:</b> <ul style="list-style-type: none"> <li>• Clean: Ceiling Surface, Light Fixtures, HVAC Grilles</li> </ul>

\*=Replaces one scheduled service with an annual service. Clean with germicidal disinfectant.

## MINIMUM PERIODIC SERVICE SCHEDULE

### SERVICE TYPE E

MONTHLY (*)		ANNUAL	
1	<b>MISC: TRASH</b> <ul style="list-style-type: none"> <li>• Empty and Install lining in wastebaskets</li> <li>• Clean and polish wood surfaces 0" - 88" (7'-4")</li> </ul>	1	<b>FLOOR: NON-CARPET</b> <ul style="list-style-type: none"> <li>• Strip and Refinish Floors</li> </ul>
2	<b>POLICING:</b> <ul style="list-style-type: none"> <li>• Visually inspect vertical surface and remove dead bugs or debris when found</li> </ul>	2	<b>FLOOR: CARPET, RUG, MAT</b> <ul style="list-style-type: none"> <li>• Carpet clean by extraction, agitation, and shampoo</li> </ul>
3	<b>MISC: STAIR AND ELEVATORS</b> <ul style="list-style-type: none"> <li>• High touch Surface: Clean &amp; Disinfectant</li> </ul>	3	<b>WALL: VERTICAL SURFACE</b> <ul style="list-style-type: none"> <li>• Clean entire surface 0" -88" (7'-4")</li> </ul>
4	<b>MISC: FLOORS: NON-CARPET / CARPET</b> <ul style="list-style-type: none"> <li>• Sweep or vacuum and spot clean.</li> </ul>	4	<b>CEILING:</b> <ul style="list-style-type: none"> <li>• Clean: Ceiling Surface, Light Fixtures, HVAC Grilles</li> </ul>
<b>SEMI-ANNUAL (*)</b>		5	<b>MISC: ELEVATOR AND STAIRS</b> <ul style="list-style-type: none"> <li>• Vertical Surface Care: Clean and polish entire surface</li> <li>• Ceiling Care: Clean light fixtures</li> <li>• Floor Care: Apply Periodic clean per floor type.</li> <li>• Misc Stair and Elev: Clean all components.</li> </ul>
1	<b>FLOOR: CARPET, RUG, MAT</b> <ul style="list-style-type: none"> <li>• Carpet clean by extraction, agitation, and shampoo</li> </ul>		
2	<b>FLOOR: NON-CARPET</b> <ul style="list-style-type: none"> <li>• Machine Scrub and Spray Buff<sup>1</sup></li> </ul> 1 = Spray Buff on approved surfaces.		
3	<b>WALL: VERTICAL SURFACE</b> <ul style="list-style-type: none"> <li>• Dust all surfaces</li> <li>• Spot clean all surfaces where needed.</li> </ul>		
2	<b>CEILING:</b> <ul style="list-style-type: none"> <li>• Dust: Ceiling Surface, Light Fixtures, HVAC Grilles</li> </ul>		

\*=Replaces one scheduled service with an annual service. Monthly service only occurs in areas where access is permitted.

# BUILDING INFORMATION SHEET

<b>1</b>	<b><u>BUILDING DATA:</u></b>	Date:	2013, FALL
	• Name and building number:	ADULT RESIDENTIAL	
	• Location:	623 E. Elm	
	• Number of Stories:	Single Story	
	• Normal Business Operation Hours:	24 hour facility	
	• Population:	25 STAFF/ AVG. 50 DAILY GUESTS	
<b>2</b>	<b><u>BUILDING STATISTICS</u></b>	<u>Approximate</u>	
	• MAIN FLOOR	6,050	
	APPROXIMATE CLEANABLE SQ FT	6,050	
<b>3</b>	<b><u>CLEANABLE SQUARE FEET</u></b>	<u>Approximate</u>	
	• Carpet	0	
	• Non-Carpet, Resilient	0	
	• Non-Carpet, Tile	0	
	TOTAL <i>CLEANABLE</i> SQ FT	0	
<b>4</b>	<b><u>SERVICE TYPE 'E' SQUARE FEET</u></b>	<u>Approximate</u>	
	• Carpet	1,200	
	• Non-Carpet, Resilient	4,850	
	• Non-Carpet, Tile	0	
	TOTAL <i>SERVICE TYPE 'E'</i> SQ FT	6,050	
<b>5</b>	<b><u>FIXTURE TOTALS</u></b>	<u>Approximate</u>	
	• Stools / Urinals	n/a	
	• Sinks or Lavatories / Faucets	n/a	
	• Shower and Faucet	n/a	
	• Drinking Fountains	n/a	
	• Mop sinks and Faucets	1	
<b>6</b>	<b><u>ACCESS</u></b>		
	• Arrangements for Periodic cleaning:	Info identified when contract awarded	
	• County contact person for after hour emergency:	Info identified when contract awarded	
<b>7</b>	<b><u>PROVISIONS</u></b>		
	• Furniture shown as reference on plans, field verify actual.		
	• Square feet listed is estimate, vendor to field verify actual.		
	• Supervised cleaning required.		
	• Service Type 'E' modified to floor care service on a quarterly basis. Resilient: Strip and Refinish floors. Carpet: clean by extraction, agitation and shampoo.		
	• Each clean occurs in phases, a phase may occur on County's third shift.		
<b>8</b>	<b><u>PERIODIC SERVICE SCHEDULE</u></b>		
	• <i>Service Type 'E' modified clean schedule.</i>		

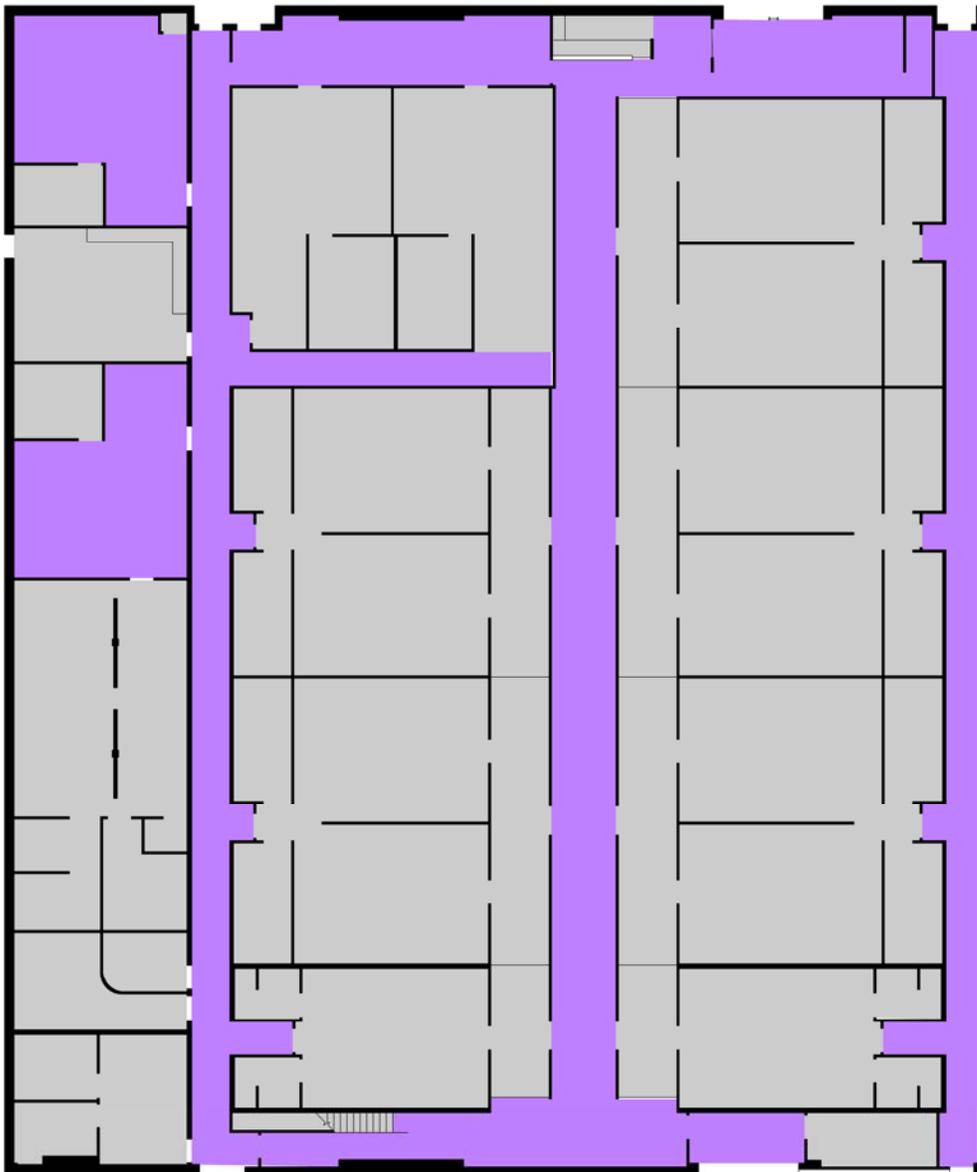
# SERVICE TYPE IDENTIFICATION PLAN

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

## LEGEND

-  SERVICE TYPE A (NOT USED)
-  SERVICE TYPE B (NOT USED)
-  SERVICE TYPE C (NOT USED)
-  SERVICE TYPE D (NOT USED)
-  SERVICE TYPE E MODIFIED  
FLOOR CARE, QUARTERLY SERVICE ONLY
-  CUSTODIAL NO WORK.



ADULT RESIDENTIAL  
NOT TO SCALE



# BUILDING INFORMATION SHEET

<b>1</b>	<b><u>BUILDING DATA:</u></b>	Date:	2013, FALL
	• Name and building number:	ADULT SERVICE CENTER	
	• Location:	622 E. Central	
	• Number of Stories:	Single Story	
	• Normal Business Operation Hours:	24 hour facility	
	• Population:	25 STAFF/ AVG. 50 DAILY GUESTS	
<b>2</b>	<b><u>BUILDING STATISTICS</u></b>	<u>Approximate</u>	
	• MAIN FLOOR	5,275	
	APPROXIMATE CLEANABLE SQ FT	5,275	
<b>3</b>	<b><u>CLEANABLE SQUARE FEET</u></b>	<u>Approximate</u>	
	• Carpet	0	
	• Non-Carpet, Resilient	0	
	• Non-Carpet, Tile	0	
	TOTAL <i>CLEANABLE</i> SQ FT	0	
<b>4</b>	<b><u>SERVICE TYPE 'E' SQUARE FEET</u></b>	<u>Approximate</u>	
	• Carpet	3,775	
	• Non-Carpet, Resilient	1,500	
	• Non-Carpet, Tile	0	
	TOTAL <i>SERVICE TYPE 'E'</i> SQ FT	5,275	
<b>5</b>	<b><u>FIXTURE TOTALS</u></b>	<u>Approximate</u>	
	• Stools / Urinals	14	
	• Sinks or Lavatories / Faucets	10	
	• Shower and Faucet	0	
	• Drinking Fountains	4	
	• Mop sinks and Faucets	1	
<b>6</b>	<b><u>ACCESS</u></b>		
	• Arrangements for Periodic cleaning:	Info identified when contract awarded	
	• County contact person for after hour emergency:	Info identified when contract awarded	
<b>7</b>	<b><u>PROVISIONS</u></b>		
	• Furniture shown as reference on plans, field verify actual.		
	• Square feet listed is estimate, vendor to field verify actual.		
	• Supervised cleaning required.		
	• Service Type 'E' modified to floor care service on a quarterly basis. Resilient: Strip and Refinish floors. Carpet: clean by extraction, agitation and shampoo.		
	• Each clean occurs in phases, a phase may occur on County's third shift.		
<b>8</b>	<b><u>PERIODIC SERVICE SCHEDULE</u></b>		
	• <i>Service Type 'E' modified clean schedule.</i>		

# SERVICE TYPE IDENTIFICATION PLAN

CUSTODIAL CONTRACT: RFP 13-0083

DATE: 2013, FALL

## LEGEND

- SERVICE TYPE A (NOT USED)
- SERVICE TYPE B (NOT USED)
- SERVICE TYPE C (NOT USED)
- SERVICE TYPE D (NOT USED)
- SERVICE TYPE E MODIFIED:  
QUARTERLY SERVICE FOR FLOOR ONLY.
- CUSTODIAL NO WORK.



ADULT SERVICE CENTER  
NOT TO SCALE

