



## **COURT FACILITIES BUILDINGS & GROUNDS**

### **JANITORIAL SERVICES SPECIFICATIONS**

**ADMINISTRATIVE AGENCY ISSUING CONTRACT:** \_\_\_\_\_

**ADDRESSES OF FACILITIES TO BE INCLUDED IN CONTRACT:**

**TOTAL SQ. FT. THIS CONTRACT:** \_\_\_\_\_ **SF**

**ADMINISTRATIVE AGENCY REPRESENTATIVE:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**LOCAL COURT OF JUSTICE REPRESENTATIVE:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**PRE-BID MEETING DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

#### **SECTION I. PRE-BID REQUIREMENTS**

**Vendor must tour the facility(s) to be cleaned prior to submitting a bid.** The mandatory pre-bid meeting is listed on the cover page of this document. After touring the facility(s), the vendor must obtain the signature of the Local Court of Justice Representative and/or the Administrative Agency's Representative, hereinafter referred to as the Facility Representative, in the space provided on the last page of this bid and submit it with the bid to be considered for award. Failure to tour the facility at the set date and time, and failure to obtain and submitted the required signatures, will result in disqualification of the bid.

## **SECTION II. SPECIAL REQUIREMENTS**

1. **INFORMATION TO BE PROVIDED BY VENDOR:** After award of contract, but prior to starting date, vendor will provide the Administrative Agency listed on the cover page, the following information of all individuals the vendor proposes to use in the execution of the contract:
  - Names
  - Social Security Numbers
  - Birth Dates, and
  - Addresses
2. **RECORDS CHECK:** Due to the sensitive nature of the areas to be serviced, the Administrative individuals. The AOC reserves the right to deny access to the facility(s) to persons based on these findings. The vendor shall continue this process, for new employees to service the facility(s), for the term of the contract. No person will be allowed to work in the facility without a records check.
3. **INSURANCE AND BONDING:**
  - A. **INSURANCE:** The vendor must furnish, within 10 calendar days from the notice to proceed, a Certificate (proof) of Insurance to the Administrative Agency. Failure to provide certificate shall result in a disqualification of bid. The vendor shall maintain insurance coverage is renewed, the vendor must again supply the Administrative Agency a new Certificate of Insurance.
  - B. **BONDING:** The vendor will provide bonding for each of its' employees associated with the cleaning of the facility(s) mentioned in this bid. The vendor will also carry at all times the following insurance coverage:
    - (1) Workman's compensation insurance,
    - (2) Public liability insurance for personal injuries in the sum of \$ 50,000 and \$ 100,000, and
    - (3) Public liability insurance property damage in the amount of \$ 25,000.<sup>1</sup>

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<sup>1</sup> Per conversations with AOC and KACo (Insurance) the person applying for this position will have to carry Taylor County Fiscal Court as a rider on their policy in the amount of \$ 1,000,000 (1 Million)

### **SECTION III. GENERAL PERFORMANCE SPECIFICATIONS**

1. **GENERAL:** These General Performance Specifications are for janitorial services at the Court of Justice facilities. Responsibilities and a frequency schedule for the vendor are stated as follows:

2. **REQUIRED COORDINATION**

- A. After award of contract, but prior to contract effective date, the vendor shall meet with the Facility Representative, at the facility to be cleaned. The vendor will bring to this meeting, a list of all equipment and supplies they intend to use to clean the facility, schedules, proposed work plan, and documentation to be posted in the service closet as specified in this bid.
- B. The vendor is required to continually inform and coordinate with the Facility Representative, or his or her designee, the vendor's general work plan, schedule, and persons assigned to perform work.
- C. The Facility Representative may require the vendor use a sign in/out log for security purposes.
- D. The Facility Representative shall inform the vendor of any areas, which have special cleaning needs. (Occasionally, a trial continues after work hours or a Judge may wish the courtroom to remain sealed, and therefore not cleaned, for periods of time during a trial).
- E. Any and all comments, commendations, complaints, concerns, etc. from Court of Justice employees, owner, public, and vendor regarding janitorial services, should be tendered to the Facility Owners and/or the AOC Department of Court Facilities.

3. **SERVICES:** It is the desire of the Court of Justice to present an immaculately clean facility to the public and users of the facility. The following services shall be executed with sufficient professionalism to insure that the high level of cleanliness at the facility is recognized by the public as a positive example.

- A. **PERSONNEL:** Vendor shall provide an adequate number of people to clean locations identified in this bid. The facility(s) is to be cleaned five days/nights per week, Monday through Friday. Active cleaning times and schedules shall be coordinated with the Circuit Clerk and Judges for special access areas .... i.e. records file areas, judge's private office, and evidence storage.

- B. **RESPONSIBILITIES:**

- (1) The vendor is entirely responsible for satisfactorily managing and performing a cleaning service necessary to assure a clean orderly condition for the locations identified in this bid.
- (2) The vendor will provide a representative (Vendor's Representative), who will be available in person or can be reached at a local telephone number during the operational hours of the courts, Monday through Friday 8:00 a.m. to 4:30 p.m.

- (3) The Vendor's Representative shall mail to the Administrative Agency a Janitorial Inspection Report on a quarterly basis. This inspection is to be performed during the court's working hours (8:00 a.m. to 4:30 p.m.) and be signed by the owner.
- (4) The vendor shall submit monthly invoices for services rendered. Third month invoices submitted without a quarterly inspection report shall not be processed until the inspection report is submitted.

**4. VERIFICATION:**

- A. COURT OF JUSTICE INSPECTIONS: The services performed under this contract shall be subject to inspection and approval by the Court of Justice, their staff, facilities general manager, and/or the Administrative Agency.
- B. DEFICIENCIES: Representative(s) of the Administrative Agency and/or facility owner shall routinely inspect the entire facility and, may when appropriate, prepare a list of deficiencies. The list shall be presented to the vendor. The vendor shall correct or present a plan to correct the deficiencies within three (3) working days. If this scheduled for corrections is not met, a complaint on the vendor may be submitted to the Administrative Agency. If a second complaint is submitted within 12 months of the first complaint, the Administrative Agency may terminate the contract. Any complaint filed with the Administrative Agency shall be forwarded to the AOC Department of Court Facilities.

**5. SUPPLIES AND EQUIPMENT:**

A. THE VENDOR SHALL PROVIDE THE FOLLOWING:

- (1) Commercial/Industrial quality vacuum cleaner,
- (2) Commercial/Industrial floor polisher and/or buffer,
- (3) Wet/Dry vacuum cleaner,
- (4) Sufficient quality and quantity of mops and mop bucket with wringers,
- (5) All other appropriate cleaning tools and equipment
- (6) All appropriate and necessary cleaning supplies and materials, and
- (7) All appropriate "safety" (DANGER-WET FLOOR, etc.) signage.

B. THE ADMINISTRATIVE AGENCY SHALL SUPPLY THE FOLLOWING:

- (1) Trash can liners.
- (2) Disposable restroom supplies including, but not limited to:
  - Toilet Tissue
  - Paper towels, and,
  - Hand soap

- C. DISPOSABLE RESTROOM SUPPLIES MONITORING AND INVENTORY: The vendor will monitor inventories of these supplies and notify the Administrative Agency in time to reorder stock before inventories are exhausted.
- D. HAZARDOUS/FLAMMABLE MATERIALS: All supplies and materials shall be labeled handled, and stored in accordance with applicable environmental law and regulations. The vendor shall immediately notify the customer of all potentially hazardous situations.

**6. NOTICES AND ADVISORIES:**

- A. Vendor will post in their supply closet (closet to be provided by the customer), rules and regulations covering their employees while in the facility(s).
- B. The vendor will post a Daily Checklist to be used as a guide for their employees to follow in the execution of their duties. This list shall be posted on the closet door and will be available for review by the facility occupants at all times.

**7. CUSTODIAL ACCESS AND AREAS:**

**A. ADMINISTRATIVE AGENCY RESPONSIBILITIES:**

- (1) Suitable and adequate storage space for the vendor's equipment and supplies.
- (2) Utilities (i.e. water and electricity) necessary to perform the services. Vendor will use these facilities sparingly.
- (3) Access to facility, including the necessary number of keys to areas requiring service.
- (4) The Facility Representative shall maintain a record of the number and identification of all keys issued to the vendor and shall verify that the same number and identification of keys are returned and the end of the contract period.

**B. VENDOR RESONSIBILITIES:**

- (1) Advise the Facility Representative of the number of keys required for specified entrances and internal access at the beginning of the contract. If a need arises for additional keys, the vendor will request them from the Facility Representative in writing.
- (2) The vendor or any of its representatives or employees shall not, under any circumstance, make or have made copies of the keys provided by the Administrative Agency.
- (3) If keys are lost the vendor shall immediately notify the Facility Representative. The vendor shall bear the cost of re-keying the facility. This fee shall be determined by the AOC.
- (4) The vendor shall not under any circumstances, allow any non-Court of Justice-authorized employee in the building. Vendor's staff shall not unlock any door and allow access to the facility to any person other than the staff assigned to clean that area. No pets are to be allowed in the facility(s) identified in this bid at any time.

**8. WORKMANSHIP:**

- A. All work shall be performed in a neat, orderly and professional manner with applicable local, state and federal laws and codes.

B. Special care shall be taken to insure that all tools, fixtures and equipment used by vendor in the execution of duties are:

- Not left in unattended work areas.
- Not left in an “other than clean” condition (buckets, sinks, mops, etc. must be drained and cleaned).
- Returned to designed storage area when work is complete.

9. **SAFETY:** Safety in and around the workplace **shall be given highest priority while undertaking required assignments.** The following listing includes, but is not limited to the safety provisions and procedures which shall be strictly administered:

- Appropriate barriers and barricades,
- Warning signage,
- Task appropriate tools,
- Task appropriate equipment,
- Safety harnesses and lanyards, when working in high areas,
- Task appropriate safety apparel,
- Label, handle and store all hazardous and toxic materials in strict accordance with applicable environmental law and regulations,
- Appropriate trade training and certifications,
- Immediately notify the building owner or AOC when applicable, and/or the proper emergency agency (e.g., fire department, police department) of all hazardous and potentially hazardous situations.
- All OSHA required safety measures shall be the vendor’s responsibility. Where required, OSHA training and certifications shall be provided to the owner.

10. **FREQUENCY SCHEDULE:** Courtrooms and some offices are not used on a daily basis. The representative conducting the mandatory pre-bid meeting will identify these areas. Regardless of use these areas should be thoroughly cleaned weekly.

A. DAILY SERVICES:

**(1) ALL AREAS**

- All interior and exterior trash containers are to emptied; replaced all soiled or torn liners,
- Clean trash containers inside and outside as needed,
- Empty and clean all ashtrays inside and outside of building (if applicable),
- Dispose of boxes and other items marked “TRASH” by the building’s occupants,
- Pick up all trash (litter) (soft drink cans, candy wrappers, paper, etc.), inside and outside,
- Spot clean surfaces (horizontal and vertical) to remove all smudges, cup rings, spills, nicotine residues, etc.
- Dispose of trash and garbage in dumpsters or area designated for city/county pick-up,<sup>2</sup>

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<sup>2</sup> Use the garbage trailer at the Taylor County Detention Center for the Cardboard and paper that can be thrown away.

- Vacuum all carpeted high traffic areas (including halls, corridors, circulation within open office areas, etc.)
- Spot clean carpets with commercial carpet cleaner or (if necessary) spot remover and wet/dry vacuum to insure stains are removed rather than spread and set.
- Damp mop all hard surfaced (non-wood) traffic areas, buff as necessary,
- Dust mop all wood traffic areas,
- Clean and disinfect all drinking fountains,
- Clean and disinfect all public telephones ( if applicable),
- Clean and polish entrance doors,
- Spot clean all other window and door bright-wear and glass,
- Clean and polish work counters and public work surfaces (clerk area counters, litigation tables, conference room tables, etc.)
- Clean all public seating. Brush-out or vacuum if cloth, wipe-off if wood, and
- Maintain a general listing of all mechanical and electrical system deficiencies or failures as observed during cleaning operations (e.g., burned –out lights, inoperative HVAC components, holes in walls, broken ceiling tiles, etc.) Provide access to the list at an agreed location with the Facility Representative.

(2) BREAK AND VENDING AREAS:

- Clean and disinfect (sanitize) all tabletops and counter tops.
- Clean any food spillage around cooking appliances (stoves, microwave ovens, coffee makers, etc.) and refrigerators, and clean and polish sinks.

(3) RESTROOMS AND PRISOENR HANDLING AREAS:

- Renew all supplies (paper towels, tissue, soap, etc.)
- Clean and polish all glass and mirrors
- Clean and disinfect commodes and urinals, inside and out,
- Flush commodes and urinals
- Clean and disinfect washbasins and walls around washbasin,
- Clean and disinfect all tiled wall surfaces and partition walls,
- Clean and disinfect all dispensers (paper towels, toilet paper, soap, etc.)
- Clean and disinfect entrance doors, including bright surfaces (door knobs, push plates, etc.), and
- Clean and disinfect all floors.

B. DAILY SERVICES DURING WORK HOURS(WHERE APPLICABLE):

(1) GENERAL: Coordinate with the Circuit Clerk and Judges for areas to be cleaned during workings hours.

- Empty trash containers in public areas
- Pick up all trash (litter) (soft drink cans, candy wrappers, paper, etc.), throughout building and around the grounds,
- Spot clean accidental spills or stains on carpets utilize wet/dry vacuum to insure stains are removed rather than spread and set.

(2) BREAK AND VENDING AREAS:

- Clean any food spillage around cooking appliances (stoves, microwave ovens, coffee makers, etc.) and refrigerators

(3) RESTROOMS AND PRISONER HANDLING AREAS:

- Check and renew all supplies (paper towels, tissue, soap, etc.) in restrooms,
- Clean and disinfect any commode, urinal, or sink overflows.

C. EMERGENCY SERVICES DURING WORK HOURS:

- Respond to plumbing backups. Have plumber on call on such services. Clean up as required after emergency is resolved.

D. WEEKLY SERVICES:

- Dust high (above desktop level, including signage) and low (below desktop level)
- Clean baseboards
- Clean wainscot (except for bathrooms, which are cleaned daily),
- Mop and buff all hard-surfaced flooring,
- Mop all stairs,
- Vacuum all carpeted flooring, including edge vacuuming,
- Clean all window ledges, and
- Remove cobwebs and bugs from high areas, lights, and corners,

E. MONTHLY SERVICES:

- Surface clean and polish desks and work surfaces from which users have removed all or most items,
- Surface clean file and storage cabinets (where accessible), and
- Vacuum air diffusers and grills.

F. SEMI-ANNUALLY (EVERY SIX MONTHS) SERVICES:

- Strip and clean all hard-surfaced (non-wood) floors,
- Apply sealer to all hard-surfaced (non-wood) floors,
- Apply polish and buff hard-surfaced (non-wood) floors to a high gloss
- Scrub and clean all stone or ceramic/quarry tiled floors,
- Strip and seal joints in stone or ceramic/quarry tiled floors,
- Clean all wood floors,
- Apply polish and buff wood floors,
- Clean all high-traffic carpeted floors (hot water extraction method),
- Mop all sealed concrete floors,
- Clean light fixtures and light fixtures lenses,
- Vacuum clean all drapes and blinds, and

G. YEARLY SERVICES: **AS REQUESTED BY ADMINISTRATIVE AGENCY: TO BE PRICED AND OR SOLICITED SEPARATELY AND/OR NEGOTIATES WITH THE VENDOR AND OR THIRD PARTY VENDORS THROUGH THIS CONTRACT.**

- Clean all carpeted floors (hot water extraction method),
- Clean and polish all window interiors and exteriors



- Clean all blinds
- Pressure clean walkways
- Strip and clean all hard-surfaced (non-wood) floors
- Apply sealer to all hard-surfaced (non-wood) floors
- Strip and seal joints in stone or ceramic/quarry tiles floors

\*\*\*\*\*The contracted party may have a quarterly review with the Buildings and Grounds committee. This committee is made up of assigned Fiscal Court Members.

\*\*\*\*\*Work logs need to be submitted monthly to the County Judge. These will be reviewed by the BUILDING AND GROUNDS committee.

# **CERTIFICATION OF BIDDER'S TOUR OF FACILITY**

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FACILITY NAME

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BIDDER'S COMPANY NAME

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COMPANY REPRESENTATIVE TOURING FACILITY

I VERIFY THE ABOVE REPRESENTATIVE HAS TOURED ALL AREAS OF THE  
FACILITY IDENTIFIED IN THIS BID.

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ADMINISTRATIVE AGENCY REPRESENTATIVE

DATE

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COURT OF JUSTICE REPRESENTATIVE

DATE