

Attachment B - Specifications

SECTION I: GENERAL INFORMATION

Purpose: The intent of these specifications to obtain competitive bid from qualified vendors for Janitorial Services for 57,083 square feet of office space.

SECTION II: ADDITIONAL INSTURCTIONS

Bidder's Responsibility: Bidder's shall examine these specification, shall exercise their own judgment as to the nature of the whole of the work to be done, and must assume all risk for any computations or statements.

Contract Amount: Prices submitted shall be a firm fixed price for the term of the contract.

Contract Length: The initial contract begins September 1, 2022 ending June 30, 2023.

Definitions

- **Working hours:** Janitorial work will be performed daily between 10:00 AM and 7:00 PM, Monday thru Friday.
- **Exception:** Floor stripping/waxing will be pre-scheduled with Chief Operating Officer or Facility Manager for Thrive Academy non-working hours.
- **Easily Moved Furniture and Equipment:** Items such as chairs, trash cans, tables, etc. weighing 50 lbs. or less
- **Number of School Days –** Approximately between 250-260 School Days

Custodial Work Requirements

1. All custodial work requirements shall be scheduled and coordinated to avoid duplication of function. For example; when stripping, waxing and resealing are called for on a particular day, the sweeping and damp mopping functions for that same day shall be scheduled to coincide with waxing functions. Easily moved furniture, equipment, throw rugs, and all walk-off mats shall be moved and the floor and carpet surfaces shall be serviced when surrounding floor and carpets are servicing shall be returned to original positions. Separate mops and buckets for kitchens and bathrooms.
2. **Floor Care - Sweeping /Dust Mopping:** Uncarpeted floors shall be swept or dust mopped. All loose dirt, streaks, and smears shall be removed. Walk-off mats shall be swept clean. Moisture on the floor beneath walk-off mats shall be removed and moisture on the underside of the mats shall be removed.
3. **Damp Mopping:** Floors and baseboards shall be damped mopped, and shall be kept free of dust, dirt, streaks, smears, stains, detergent films, and standing water. The Contractor shall

scrub the floors, and baseboards nightly. Any damp mopping function that is scheduled on stripping, waxing, and resealing day shall be scheduled to coincide with the aforementioned functions to alleviate duplications.

4. **Strip:** Resilient and concrete floors shall be stripped prior to refinishing to remove all finish compounds and imbedded dirt. (Upon Request of Thrive Academy)

Carpet Care

1. **Vacuum Carpet:** Carpeted areas, and rugs shall be vacuumed free of all loose soil, debris, lint, dust, dirt, and ashes.

Trash Collection

1. **Trash Cans:** Trash containers include all trash cans and large trash containers used for collecting trash from individual rooms. Trash containers shall be emptied and any trash or debris located in the immediate area of the trash can shall be removed. The Contractor shall remove any spillage that occurs during trash collection. Trash receptacles in all spaces shall be maintained in a clean and sanitary condition. The Contractor may utilize large rolling trash containers for collecting trash from individual rooms.
2. **Plastic Liners:** All trash cans will contain plastic liners. The Contractor will replace liners daily and as needed. In the event that liners leak/rupture, the receptacle will be cleaned and disinfected prior to installing a new liner.

Restrooms

1. **General Cleaning:** Restroom fixtures, including water closets, urinals, lavatories, and sinks shall be disinfected inside and outside and shall be free of stains and odors. Partitions and dividers shall be washed with a disinfectant and be free of dirt, stains, streaks, and graffiti. All wall surfaces, including glass, shall be cleaned free of dirt, stains, streaks, and graffiti. Mirrors shall be spot-cleaned and polished. Restroom walls shall be cleaned free of film, streaks, and stains. All metal fixtures and hardware shall be clean and bright.
2. **Service Toilet Paper:** All toilet paper dispensers shall be filled at room servicing. An adequate supply of toilet paper shall be left in all restrooms when supply in dispensers is low, but not low enough to change. Toilet paper dispensers shall be refilled when there is less than 1" (inch), visible.
3. **Paper Towel Service:** All paper towel dispensers shall be filled at each room servicing. Proper size paper towels shall be installed in towel dispensers as provided. Paper towel dispensers are located in the restrooms and kitchen. Contractors shall leave an adequate supply of paper towels to last until the next servicing. Dispensers shall be completely filled at each servicing.
4. **Service Soap Dispensers:** All soap dispensers shall be filled at each room servicing. Proper soap shall be provided for the dispensers serviced. Soap dispensers are located in restrooms and kitchen.

General Room Cleaning

1. **Walls and Partitions:** Walls and partitions shall be kept free of dust, streaks, lint, markings, graffiti, and cobwebs. After mopping floors, ensure walls and partitions are free of unsightly stains.
2. **Dusting:** All furniture, horizontal ledges and sills, hand railings, corners, and doors shall be dusted, with the exception of furniture with working papers on top. Miscellaneous hardware and bright metal work shall be cleaned.
3. **Water Fountains:** Drinking fountains shall be cleaned and disinfected. All surfaces are to be free of stains, smudges, scale, excrement, trash, debris, and foreign material.
4. **Vestibules:** Interiors, including doors, walls, ceilings, threshold strips, and hardware shall be free of dust, soil, markings, graffiti, lint, streaks, and trash. All metal surfaces shall be clean, bright and shiny.
5. **Interior Glass Cleaning:** The surface of all glass, which does not have one side exposed to the atmosphere, shall be considered interior glass and shall be cleaned including windows, doors, display cases and fixed glass panes. All glass surfaces shall be free of dirt, streaks, and stains. Glass shall be wiped dry. All paint drops, putty film and foreign matter found on glass surfaces shall be removed.
6. **Window Cleaning, Exterior:** The Contractor shall thoroughly clean both sides of exterior doors' glass. All glass surfaces shall be cleaned free of streaks, or stains and shall be wiped dry. All paint drops, putty film and foreign matter found on glass surfaces shall be removed.
7. **Classroom and Office Room Furniture Polishing:** The tables/desk and chairs in all classrooms or rooms as well as conference rooms shall be polished with an approved polishing agent manufactured for that purpose.
8. **HVAC Vents:** All HVAC vents are to be cleaned in place, free of dust.

Thrive Academy Furnished Property and Services**1. Thrive Academy Furnished**

Thrive Academy will provide the Contractor the use of Thrive Academy facilities. Storage spaces will be made available to the Contractor for storage of his bulk supplies and equipment which he shall use in the performance of the work in the contract when space is available. The Chief Operating Officer shall provide the location of space available for storing bulk supplies and equipment. Location may be changed at any time. The Contractor shall keep the spaces assigned for his use in a clean, neat, and orderly condition. Thrive Academy shall not be responsible for the Contractor's loss

of any materials, supplies, and equipment stored in these spaces occasioned by fire, theft, or other causes. Supplies or equipment shall not be stored in hallways, restrooms, or other areas unless approved by Thrive Academy Chief Operating Officer.

2. Thrive Academy Furnished Material And Equipment: None

3. Thrive Furnished Utilities

a. Availability of Utilities: Thrive Academy shall furnish water and electricity as may be required for the work to be performed under the contract at no cost to the Contractor. Information concerning the location of existing outlets may be secured for the Contracts Administrator. The Contractor shall provide and maintain, at his expense, the necessary service lines from existing Thrive Academy outlets to the site of work. All electrical appliances and equipment shall be correct electrical characteristics for the circuits to which connected and shall not overload any circuit. All electrical devices shall be subject to approval for safety, power demand, and characteristics before use. The Contractor shall provide portable covers to protect floor mounted electrical receptacles from water damage when stripping floors.

b. Conservation and Precautions: The Contractor and his employees shall conserve utilities. The Contractor shall shut off water faucets and turn off lights when not in use or not needed.

c. Damaged, Defective or Inoperable Items: The Contractor shall report daily by 9:00 A.M., in writing, to Tia Williams Chief Operating Officer (twilliams@thrivebr.org) or 225-960-7210, all damaged, clogged, leaking, or inoperable plumbing and fixtures; all damaged and /or inoperable equipment or surfaces, such as applicable, which prevents the proper performance of his duties. Any emergency type situations shall be reported immediately to the Facilities Manager Mrs. Sandra Alexander at 225-302- 7345.

d. Contractor Furnished Material: The Contractor shall provide all equipment, materials, supplies and services to perform the requirements of this contract. Materials and supplies shall be of acceptable industrial grade and quality.

Contract Administration

Acceptance: The performance and quality of work delivered by the Contractor, including services rendered and any documentation or written material compiled, shall be subject to inspection, review, and acceptance by Thrive Academy.

1) Consequences Of Contractor's Failure To Perform Required Services:

Contractor will be held to the full performance of this contract. Thrive Academy will deduct from the contractor's invoice or otherwise withhold payment of any items of nonconforming service observed as specified below:

a) A service task may be composed of several sub-items. A service task may be determined

to be partially complete if the Contractor satisfactorily completes some, but not all of the sub items. In those cases, partial deductions may be taken from the Contractor's invoice. Thrive Academy reserves the right for partially completed work as set forth below:

- 2) Thrive Academy will give the Contractor written notice of deficiencies prior to assessing liquidated damages or deducting for unsatisfactory or non-performed work. Therefore:
 - a) **In The Case of Non-Performed Work, Thrive Academy**
 - 1) May, at its option, afford the Contractor an opportunity to perform the non-performed work within a reasonable period, subject to the discretion of the Chief Operating Officer within six (6) hours in the case of daily services, or twenty-four (24) hours in the case of all other services, of the notice to the Contractor of such non-performance, at no additional cost the Thrive Academy; or
 - 2) May, at its option, perform the services by Thrive Academy personnel or other means.
 - b) **In The Case of Unsatisfactory Work, Thrive Academy**
 - 1) May, at its option, afford the Contractor an opportunity to perform the unsatisfactory work within a reasonable period subject to the discretion of the Chief Operating Officer, but in no event longer than six (6) hours in the case of daily services, or twenty-four (24) hours in the case of all other services, of the notice to the Contractor of such dissatisfaction, at no additional cost to Thrive Academy; or
 - 2) May, at its option, perform the services by Thrive Academy personnel or other means.
- 3) Should Thrive Academy elect options 4.a.(1), 4.a.(2), 4.b.(1), 4.b.(2) above, Thrive Academy will also assess, as liquidated damages, an additional 10% of an amount associated solely for observed defects. The liquidated damages are to compensate Thrive Academy for administrative cost and other expenses resulting from the nonperformance or unsatisfactory performance.
- 4) Should Thrive Academy elect options 4.a.(1), or 4.b.(2) above, Thrive Academy will reduce the contract payment, by the amount paid to and Thrive personnel (based on wages, retirement and fringe benefits) plus materials, or the actual cost of any other means that accomplished the services. If the actual cost cannot be readily determined, the schedule of deductions will be utilized in establishing a seduction amount. In addition to either payment deduction, Thrive Academy will assess an additional 20% in liquidated damages to compensate Thrive Academy for administrative cost and other expenses incurred by Thrive Academy to obtain satisfactory completion of the services.
- 5) Thrive Academy exercise of rights under this clause will not preclude either one (1) single occurrences of such nonperformance or unsatisfactory performance, or two (2) multiple

occurrences of nonperformance or unsatisfactory performance, regardless of whether deductions were taken, from being grounds for termination for default.

a) However, Thrive Academy reserves the following rights:

- i) The rights described in the Termination for Convenience of Thrive Academy and all other remedies for default as may be provided by law.
- ii) To hold the Contractor liable for property losses sustained by Thrive Academy as a direct, consequential result of a failure to furnish the required personnel.

b) The parties to this contract hereto agree that the Contractor, as a result of his contractual obligation to supervise the personnel furnished and oversee the quality of their performance, will be conclusively presumed to have actual knowledge of work not performed, and that therefore a written notice will not be a prerequisite for withholding payment or assessing liquidated damages for non-performed services.

6) **Suspension of Work by Thrive Academy:** Thrive Academy reserves the right to suspend and reinstate execution of the whole or any part of the work contracted for without invalidating the provisions of the contract in any way. Orders for suspension or reinstatement of the work will be issued by Thrive Academy to the Contractor in writing.

7) **Termination for the Convenience of Thrive Academy:** The performance of work under this Contract may be terminated by Thrive Academy in whole or in part whenever Thrive Academy shall determine that such termination shall be effected by delivery to the Contractor of a notice such termination specifying the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective. Thrive Academy shall pay to the Contractor for work completed as of the effective date of such termination.

8) **Contracts In Default**

a. Thrive Academy may declare the Contract in default for any one or more of the following reasons as determined by Thrive Academy in its sole discretion:

- 1) Failure or refusal to comply with an instruction of Thrive Academy within a reasonable time.
- 2) Failure or refusal to perform anew any defective or unacceptable work.
- 3) Bankruptcy or insolvency, or the making of an assignment for the benefit of creditors.
- 4) Failure to prosecute the work in accordance with the agreed schedule or completion.
- 5) Disregard of laws, ordinances, rules, regulations or orders of any public body having jurisdiction, or the violation of any construction of safety codes.

9) **Procedure for Declaring Contract in Default:** Thrive Academy may declare the Contract in default by giving written notice to the Contractor to that effect. Said notice shall contain the reason or reasons for default and shall fix a day certain, not less than ten (10) consecutive calendar days after the date of said notice, when the Contract shall be declared in default, unless the Contractor remedies the default to Thrive Academy's

satisfaction or makes satisfactory arrangements with Thrive Academy for its remedy prior to the day certain fixed in said notice for declaring the Contract in default. If the Contractor fails to remedy the default or to make satisfactory arrangements for its remedy prior to the date set for declaring the Contract in default, or any extension thereof, the Contract shall be declared in default.

- 10) Completion of Contracts in Default:** If for any reason a Contract is declared in default, Thrive Academy without process or action at law, may take over all or any portion of the work and complete it at Thrive Academy option for the account and at the expense of the Contractor.
- 11) Performance Evaluation Meetings:** The Contractor shall meet with the Chief Operating Officer weekly during the first month of the contract. Thereafter, meetings will be as often as necessary at the discretion of Thrive Academy, but not less than quarterly. A mutual effort will be made to resolve all problems identified. The written minutes of these meetings, prepared by Thrive Academy, shall be signed by the Contractor's representative and Thrive Academy representative. Should the contractor not concur with the minutes, the Contractor shall state, in writing, to Thrive Academy any areas of disagreement within five days.
- 12) Contractor's Invoice**
- a) The Contractor shall submit invoices, monthly to Thrive Academy in an original and one copy for services performed. Payment will be based on invoices submitted by the Contractor for satisfactorily completed work. Invoices will be processed for payment upon verification of work actually performed and receipt of required Contractor submittal as identified below.

- 2) The Contractor shall submit invoices (bills) for services to :

Thrive Academy

Cc: Tia Williams (Chief Operating Officer)

twilliams@thrivebr.org

2585 Brightside Dr. Baton Rouge, La. 70820

- 3) All invoices are required to contain the following information:

- Contractor invoice number
- Effective performance period for invoice
- Invoiced amount for effective period
- Name and Title of Signer
- Signature and Date required on invoice

- a) All offers of discounts appearing on the Contractor's invoice, regardless how affixed type of purchase, shall be considered as authorizing the deduction of discount, if earned.

Facility Detail Information

Academic Center (Weekly Monday – Friday)

- **41,846 Sq. Ft**
 - **13 Office (5 w/bathrooms)**
 - **3 Conference Rooms**
 - **1 Cafeteria**
 - **1 Gym**
 - **1 Breakroom**
 - **2 Lobbies**
 - **14 Bathrooms Total**

Residential Hall/Dorms (Only Common Area) 3x’s Per Week

- **8244 Sq. Ft**
 - **Hallways, Stairwell, Restrooms and Landry Room**

Recreational Center (Weekly Monday – Friday)

- **6993 Sq. Ft**
 - **2 Bathrooms**
 - **8 Classrooms**
 - **2 Office**

Cleaning Schedule

Daily Weekly Monthly

<u>Entrances/Lobby and Common areas</u>			
remove trash from receptacles, replace liner, spot clean receptacle	X		
vacuum carpeting and matting	X		
clean both sides of glass doors and adjacent windows, wipe frames	X		
clean standing or hanging directory or signage	X		
spot clean walls, light switches and partition glass	X		
dust mop / wet mop hard surface flooring	X		
dust all furniture and fixtures	X		
dust all walls, doors, window frames above six feet		X	
clean door jambs and polish thresholds		X	
dust HVAC ventilation grills		X	
clean telephones, sanitize headsets	X		
<u>General office and Classroom areas</u>			
remove trash, replace liner, and spot clean receptacle	X		
vacuum carpeting wall to wall		X	
dust mop / wet mop hard surface flooring	X		

dust all accessible baseboards			X
dust all furniture and fixtures, desks cleaned only if clear	X		
dust all walls, light switches , window frames above six feet		X	
spot clean walls , light switches, doors, and window frames		X	
Corridors			
vacuum carpeted surfaces	X		
spot clean carpeting when needed	X		
clean and polish drinking fountains, coffee machine area	X		
dust and spot clean walls, fixtures, light switches, door jambs, and window frames		X	
dust and spot clean baseboards		X	
dust HVAC ventilation grills		X	
Restrooms			
remove trash, replace liner and spot clean receptacle	X		
sweep, mop with germicidal disinfectant	X		
replenish paper products, and hand soap,	X		
clean and sanitize all toilets, urinals and adjacent wall surfaces	X		
clean and sanitize walls and doors	X		
clean all mirrors, sinks and countertops	X		
clean and sanitize stall partitions, shelves, fixtures / dispensers	X		
dust HVAC ventilation grills		X	
clean, sanitize and polish all metal bright work	X		
clean and sanitize shower areas where applicable	X		
Cafeteria and break areas			
remove trash, replace liners, and spot clean receptacles	X		
dust mop / wet mop all hard surface flooring	X		
vacuum carpeted areas, spot clean	X		
dust furniture, fixtures	X		
clean and sanitize counter tops, cabinets, tables and chairs	X		
clean table bases and chair legs	X		
spot clean walls, light switches and doors	X		
dust and clean all exterior appliances	X		
Stairwells			
police for debris and discard	X		
sweep and mop stairs and landings	X		
dust ,clean and sanitize handrails	X		
dust piping, signage and high areas		X	
Specialty rooms (Conference rooms)			
remove trash, replace liner, and spot clean receptacles	X		
clean and sanitize countertops, cabinets and tabletops	X		
dust mop / wet mop hard surface flooring	X		
clean and sanitize walls, light switches, locker and shelving surfaces where applicable	X		
Clean and sanitize all furniture	X		

Window/Glass and Water Fountains			
Exterior entrance doors clean both sides free of streaks, stains and wiped dry	X		
all interior glass surfaces including windows, doors, display cases and fixed glass clean of streaks, and stains	X		
clean and disinfect free of stains, smudges, scale, trash and debris	X		
GYM Locker rooms			
When bleachers are out, dust mop / wet mop stairs and aisles	X		
when bleachers are in, dust mop	X		
Remove trash, replace liner	X		
wet mop locker room floor	X		

General Notes			
remove all building trash to designated dumpster			
keep areas surrounding dumpster clean			
any debris outside trash receptacles will be discarded only if marked as trash			
secure all designated interior doors after cleaning			
furniture shall be straightened and returned to original position			
furniture polish to be used only if requested			
report any noticeable malfunctioning fixtures to COO or Facility Manager			

Management and Supervision			
communicate with COO regarding cleaning schedules, special needs, product orders etc.			
provide supervision to ensure compliance with specifications			
provide supervision to ensure ongoing training, safety and security measures			
report any problems or safety hazards to management immediately			
Provide background checks of all employed individuals			