RFx 3000023901 Attachment B

BID SPECIFICATIONS FOR JANITORIAL SERVICES:

Janitorial Services to be performed for the following location.

Department of Children and Family Services

Child Welfare & Economic Stability Office

1408 E. Lafayette Street

Winnfield, LA 71483

Services below will be performed from 4:30 PM to 7:00 PM / Monday – Friday, excluding holidays and office closures.

SCOPE OF WORK FOR JANITORIAL SERVICES:

1) These services are to be provided 5 days a week:

 a) Clean and disinfect restroom fixtures, sinks, mirrors urinals and toilets;

 Empty trash cans and clean receptacles; refill dispensers as needed in

 restrooms; sweep and wet mop floors; spot clean walls and partitions.

 b) Clean kitchen including sinks, tables, countertops, cabinets, outside of

 appliances only.

 c) Clean water fountains.

 d) Clean up any spills.

 e) Empty all trash cans.

 f) Remove trash to outside designated area.

 g) Check & maintain security protocols during and upon completion of work, locking all

 doors that are to be locked.

 h) Spot clean entrance glass.

 i) Dust and damp mop floors.

 j) Sweep entrances, sift sand urns and pick-up any large trash.

 k) Vacuum carpet.

 l) Spot clean carpet if needed.

 m) Spot clean walls if needed.

 n) Dust furniture if needed.

2) These services to be provided twice a year:

 a) Shampoo all carpets.

3) These services to be provided annually:

 a) Strip, wax and buff tile floors.

 b) Wash exterior windows.

4) Vendor is to supply all labor, equipment, and cleaning supplies.

5) Vendor will provide restroom supplies such as hand soap, toilet tissue, hand towels,

 trashcan liners, toilet seat covers, and air fresheners.

6) It is required that at least one on-site janitorial employee of vendor be trained

 to clean up blood borne pathogens and other body fluids.

7) Vendor shall designate a contact person to provide ongoing communication,

 coordinate servicing, answer questions and expedite service when requested.

8) It will be the responsibility of DCFS staff to bring any problems to the attention of the

 vendor staff that will then be responsible for development of an appropriate response.

9) Vendor shall continue service during periods of inclement weather. In cases of severe weather or road closures, DCFS contracting officer or designated representative may authorize exceptions. When an exception is authorized due to severe weather or road closures, the vendor shall make up missed janitorial services within 24 hours after the severe weather has terminated or the roads are passable.

10) These specifications should be used by the vendor to guide their cleaning schedules and may also be used as the basis for an inspection for internal control purposes and for communicating cleaning issues to DCFS.

11) DCFS will not be responsible for theft of Janitorial equipment. Contractor will provide an inventory at beginning of contract.