

## **Special Conditions and Scope of Work**

Vendor to provide one day per week Janitorial Services for the State of Louisiana, Department of Agriculture & Forestry, 754 Hwy 80 East, Monroe, LA 71203 for a period of twelve months (12) beginning July 1, 2025, and ending June 30, 2026. This is for Main Office (1,612 SQ/F), Maintenance Shop (928 SQ/F), Radio Building (456 SQ/F), and Mechanic Shop (580 SQ/F).

Vendor will be responsible for providing cleaning equipment and supplies. The Department will supply restroom towels; tissue, hand soap and trash can liners.

### **Scope of Work:**

#### **Common Areas: (Lobbies; Hallways; Cubicles (If applicable) & Conference Rooms)**

- \*Empty all trash receptacles, replace liners and put in dumpsters outside (not in private offices)
- \* Vacuum all carpeted areas
- \*Damp mop all hard surface floors
- \*Disinfect all surfaces in kitchens / breakrooms
- \*Dust common areas

#### **Restrooms:**

- \*Sweep and mop floors with disinfectant
  - \*Restock paper products and hand soap
  - \* Clean and disinfect sinks, toilets and urinals
  - \*Clean dispensers, mirrors and fixtures
  - \* Empty all trash receptacles, replace liners and put in dumpsters outside
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- \* All Private offices will leave trash receptacles in hallway for them to be emptied.