



SCOPE OF WORK

The area to be cleaned is 57,083.00 square feet total, across three separate buildings. The initial contract begins July 01, 2025, or date of award, whichever is later, and ends June 30, 2026. At the end of that period, Thrive Academy will have the option of renewing the Contract if agreed to by both parties.

Price Schedule

Prices proposed by vendors should be submitted on a price schedule. Prices submitted shall be a firm fixed price for the term of the Contract.

Technical

- **Working hours:** Janitorial work will be performed daily between 6:00 AM and 9:00 PM, Monday through 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 –** Between 250-260 School Days, includes summer school and summer programs

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 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, 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.
- 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.

Facility Detail Information**Academic Center (Daily Monday – Friday)**

- **41,846 Sq ft**
 - 13 Offices (5 with bathrooms)
 - 3 Conference Rooms
 - 1 Cafeteria
 - 1 Gym
 - 1 Breakroom
 - 2 Lobbies
 - 14 Bathrooms Total

Residential Hall/Dorms (Living Room, Restrooms, Laundry Room) Four Times Per Week (Tuesday-Friday)

- **8,244 Sq Ft.**
 - Hallways, Stairwell, Restrooms, Countertops, Floors and Laundry Room

Middle School Center (Daily Monday – Friday)

- **6,993 Sq Ft**
 - 2 Bathrooms
 - 8 Classrooms
 - 2 Offices
 - 1 Weight Room
 - 1 Dance Studio

Staff Request

- 2 Day time Staff (6am-3pm)
- 3 Evening Staff (4pm -9pm)

Note: The Contractor will be expected to work during school holidays with the exception of all observed State holidays.

Cleaning Contract - Scope of Work**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	

Cleaning Contract - Scope of Work**Daily****Weekly****Monthly**

<u>Corridors</u>			
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	

<u>Restrooms</u>			
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		

<u>Cafeteria and break areas</u>			
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		

Cleaning Contract - Scope of Work**Daily****Weekly****Monthly**

<u>Stairwells</u>			
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	

<u>Specialty rooms (Conference rooms)</u>			
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		

<u>Window/Glass and Water Fountains</u>			
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		

<u>GYM Locker rooms</u>			
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		

Cleaning Contract - Scope of Work***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