Custodial Services Scope of Work

Hillsborough Community College requests your bid for providing all labor, supervision and necessary support equipment and supplies for custodial services for the College’s Campuses, Training Centers and District Offices. The intent of this RFP is to have all College buildings and common areas maintain a clean appearance.

Daily Cleaning (all services shall be performed with a minimum of disruption to normal College functions):

Classrooms, offices, meeting rooms, conference rooms and all areas of the College (as per the campus boundary map exhibits):

1. Floors shall be vacuumed and / or mopped to maintain a clean appearance.
2. Spills and stains must be removed to the greatest extent possible.
3. Furniture and door / hardware shall be dusted and cleaned. All surfaces shall be damp wiped with an appropriate industrial cleaner to remove sticky substances, stains, dust and finger prints. When papers are left on desktops, damp wipe around them.
4. Glass shall be cleaned and kept free of smudges,
5. Trash shall be emptied and debris put into proper dumpster / recycling containers. A watertight disposable plastic liner shall be used in each container. Liner shall be changed as needed. At least one extra plastic liner shall be placed in the bottom of each can.
6. Empty pencil sharpeners.
7. Whiteboards, blackboards and “wall talkers” shall maintain a clean appearance.
8. Clean and sanitize water fountains.
9. Sinks shall be cleaned and left in a shiny appearance.
10. Elevator floor will be swept and damp mopped. Walls will be wiped and left with a shiny appearance. Buttons to be wiped with an appropriate germicide.
11. Catering / convenience kitchens located throughout the College shall maintain a clean appearance.
12. Clean fingerprints and smudges around light switches and doors throughout the areas with an appropriate germicide.
Restrooms, shower facilities and locker rooms:

1. Floors, partitions, counters, fixtures and walls shall be cleaned with an appropriate germicide.
2. Face bowls, commodes and urinals shall be free of stains and buildup and the use of urinal deodorizer blocks is required.
3. All dispensers shall be monitored and filled as needed.
4. All glass, mirrors, fixtures, partitions, doors, counters and locker rooms shall be wiped and left in a dry and shiny appearance.
5. Walls, ceilings, and light fixtures shall be kept clean.
6. Trash shall be emptied and debris put into proper dumpster / recycling containers. A watertight disposable plastic liner shall be used in each container. Liner shall be changed as needed. At least one extra plastic liner shall be placed in the bottom of each can.
7. Shower curtains shall be odor free with no mold or mildew buildup.
8. Clean fingerprints and smudges around light switches and doors throughout the areas with an appropriate germicide.

Halls, corridors, stairwells and lobby areas:

1. Floors shall be vacuumed and / or mopped.
2. Spills and stains must be removed to the greatest extent possible.
3. Furniture and door / hardware shall be dusted and cleaned. All surfaces shall be damp wiped with an appropriate industrial cleaner to remove sticky substances, stains, dust and finger prints.
4. Doors, railings, glass, and frames shall be cleaned and maintained to be free of stains and smudges to the greatest extent possible.
5. Trash shall be emptied and debris put into proper dumpster / recycling containers. A watertight disposable plastic liner shall be used in each container. Liner shall be changed as needed. At least one extra plastic liner shall be placed in the bottom of each can.
6. Clean fingerprints and smudges around light switches and doors throughout the building with an appropriate germicide.
7. Clean stairwells to present a clean appearance. Dry mop and wet mop stairs, police litter, spot clean building surfaces.

Entrances and all outside areas (as depicted on campus maps):

1. Glass, doors and frames and railings shall be cleaned and maintained free of stains and smudges to the greatest extent possible.
2. Carpet and walk off mats shall be vacuumed / cleaned.
3. Sidewalks, ramps, steps and all other horizontal surfaces must be appropriately washed, swept or otherwise kept clean. Parking Lots are NOT a part of the Custodial Services Contract.
4. Walls, ceilings, and light fixtures shall be kept clean.
5. Trashcans and other debris in these areas shall be emptied and debris put into proper dumpsters / recycling containers. A watertight disposable plastic liner shall be used in each container. Liner shall be changed as needed. At least one extra plastic liner shall be placed in the bottom of each can.
6. Furniture in the areas shall be cleaned.
7. Police campus common grounds for litter.
8. Sweep or blow off outside walkways and patios if conditions demand.
9. Sweep cobwebs from walls and walks.

**Weekly Cleaning:**

1. Clean all building surfaces including partitions, countertops, desktops, ledges, window sills, vents, wood furniture surfaces, blinds, corners, edges, baseboards, door jambs, door surfaces, door closures, and picture frames.
2. Burnish VCT surfaces.
3. Clean catering / convenience kitchens with an appropriate germicide.

**Monthly Cleaning:**

1. Clean all HVAC vents.
2. Descale all commodes and urinals in all restrooms.
3. Clean any and all vents in doors in restrooms, classrooms, offices, labs, and conference rooms.
4. Furniture polish to be used on wood surfaces.
5. Wash down steps and walks to present a clean appearance.
6. Clean and polish all kick plates with a stainless steel polish.

**Quarterly Cleaning:**

1. Power wash all exterior horizontal concrete surfaces at the Brandon & Plant City campuses as per campus boundary map.
2. Spray buff all hard surface floors.
4. Dust lenses in light fixtures.

**Semi-Annual Cleaning:**

1. Carpets shampooed.
2. First level exterior windows that can be accessed with a six foot ladder.
3. Power wash all exterior horizontal concrete surfaces as per campus boundary map (Brandon & Plant City is performed quarterly).

**Annual Cleaning:**

1. VCT floors are to be stripped and re-waxed.

**Special Cleaning Requirements:**

Due to certain activities at the College the following areas require special attention:

1. Areas to be maintained at APPA Level 1 include:
   A. Dale Mabry Dental Clinic.
   B. Dale Mabry Dental Clinic Laboratory.
   C. Dale Mabry Child Care Center.
   D. Dale Mabry Optic Lab and Classrooms.
   E. Plant City Veterinary Clinic.
F. Regent Suites A, B, & C.
G. Ybor City Child Development Center.

2. Dale Mabry Gym Floor:
   A. Gym Floor is to be dust mopped daily with a Huntington Huntolen type product.
   B. August 1st – March 1st: Floor is also to be cleaned three (3) times per week with a Blue Blazes type wood floor cleaner. Floor is to be tacked two (2) times per week.
   C. March 2nd – July 31st: Floor is also to be cleaned two (2) time per week with a Blue Blazes type wood floor cleaner. Floor is to be tacked one (1) time per week.

3. Ybor City Rubber Dance Floors are to be cleaned with a sanitizer or equivalent which will not leave a residue on the floor.

4. Ybor City YPST 120 & 164 defensive tactics training room mats are to be cleaned with a sanitizer or equivalent which will not leave a residue on the floor monthly.

5. YPST 128 fitness center is to be cleaned with a sanitizer or equivalent which will not leave a residue on the floor monthly.

6. Ybor City YBOR building fitness center is to be cleaned with a sanitizer or equivalent which will not leave a residue on the floor monthly.

7. Ybor City Automotive / Welding industry laboratories will require heavy duty equipment and degreasers.

8. Cafeterias:
   A. Clean cafeteria eating areas during the hours they are open to present a clean appearance.
   B. The cafeteria serving line and cafeteria kitchen is NOT the responsibility of the Custodial Contractor.

9. Trash & Recycling Dumpster areas are to be kept clean & organized with the lids closed at all times.

10. Campus secured areas, such as Bursars Offices, must be cleaned during normal operating hours.

**Emergency Cleaning:**

The contractor shall make labor, equipment and supplies available for emergency work as required. These requests may be the result of natural disaster, fire, vandalism or other cause and will result in separate payment to the contractor, which shall be negotiated separately.

**Special Events:**

Contractor shall provide personnel for special events which shall include but not be limited to cleaning and setting up areas for special events and restoring rooms to original condition or as specified, as may be required from time to time. These events will result in a separate payment to the contractor, which shall be negotiated separately. The College will notify the contractor at least 24 hours prior to requirement.

Please provide an hourly wage for the staffing of these events.
Work Hours:

Work hours vary somewhat depending upon the type of activity within the specific building and the frequency of deep cleaning tasks.

1. Brandon & HCC @ The Regent
   - Monday – Friday = 6 am – 12 am
   - Saturday = 8 am – 12 pm

2. Dale Mabry
   - Monday = Friday 7 am – 11 pm
   - Saturday = 7 am – 12 pm
   - Tennis Facility is open on Sunday

3. District Offices & Collaboration Studio
   - Monday – Friday = 7 am – 10 pm

4. Plant City
   - Monday – Saturday = 6 am – 12 am

5. SouthShore
   - Monday = Friday 7 am – 11 pm
   - Saturday = 7 am – 12 pm

6. Ybor City
   - Monday – Friday = 7 am – 11 pm
   - Saturday = 7 am – 5 pm

7. Ybor City YPST Building (in addition to times listed above)
   - Sunday = 8 am – 5 PM

8. Ybor City Training Center
   - Monday – Friday = 7 am – 11 pm
   - Saturday = 7 am – 5 pm
   - Sunday = 8 am – 5 pm

Personnel:

1. The Company must provide sufficient personnel to ensure prompt service to patrons and must have adequately trained relief personnel to substitute for absent regular employees.
   A. Each campus shall have an on-site supervisor or lead worker.

2. All matters pertaining to recruitment, screening, hiring, and retention shall be the exclusive responsibility of the Contractor. Contractor will pay all taxes pertaining to his employees as required by law.

3. The Contractor shall provide every employee safety training as prescribed by all local, state and federal requirements.

4. The Contractor shall supply all personal protective equipment as required by all local, state and federal codes.

5. The College reserves the right to require removal of any personnel who do not strictly adhere to the College’s regulations regarding personal behavior.

6. The Company shall not hire or attempt to hire any supervisory employees of the College for the term of this agreement and for a period of six (6) months following expiration of termination thereof.
Uniforms:
All service workers will be required to wear uniforms with the proper identification while working on all Hillsborough Community College campuses and offices.

Equipment and Supplies / Materials:
The procurement and maintenance of all equipment and supplies, except as noted below, required for the successful execution of this contractual obligation shall be the sole responsibility of the Contractor.

The College will provide locked storage spaces, but shall not be responsible for any losses.

All equipment shall be properly maintained, and kept in clean condition. A listing of all chemicals and equipment that successful contractor will utilize for the contract must be approved prior to initial service and must be provided to the College. Changes may be made only after College’s approval is issued.

The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of Hillsborough Community College.

Chemicals:
1. The Contractor shall provide all cleaning chemicals.
2. The Contractor is to supply a current MSDS sheet and maintain this file within each Facilities Managers office.

Paper Supplies and Soap:
The College will furnish toilet paper, seat covers, paper towels, hand soap and trash can liners for use by the Contractor. These products will be stocked in the College’s warehouse and delivered to the Contractor as requested. Contractor will be responsible for reordering such items when needed. Limited storage space will be provided at each campus.

Safety:
The Contractor shall be responsible for the training as necessary in the application of chemicals and use of equipment to facilitate safe conditions for the employees, and the College’s students, staff and faculty.

Recycling:
The Contractor will be responsible for following the College’s procedures and protocol regarding sustainability and single stream recycling.

Custodial Closets:
1. Custodial closets shall be kept in a clean and organized condition at all times.
2. Equipment in each custodial closet shall be kept in clean and sanitary condition according to best sanitary practices.