- Administration
- Engineering
- GIS & Survey
- Facilities and Land Management
- Consolidated Roads
- Recycle & Landfill Management
- Floodplain Engineering

1400 East Ash Street
Globe, Arizona 85501
Phone (928) 425-3231 Ext. 8521
Fax (928) 425-8104

GILA COUNTY PUBLIC WORKS DIVISION

G. B. Home Cleaning
206 N. Nellie Avenue
Miami, AZ 85539

November 15, 2011

RE: Contract No. 070111-1 Janitorial Services

On November 15, 2011 the Gila County Board of Supervisors awarded you the Janitorial Services contract. This is to inform you that as of December ~~8~~ 5, 2011 you are to proceed to fulfill your contract No. 070111-1 as written. RE

Before you or your employees are allowed on the premises we require these items:

An approved criminal back ground check of each person that will be on site.

Certificate of Liability naming Gila County as additional insured for the amounts stated in the contract.

Worker's Compensation Certificate covering each of the people working on G. B. Home Cleaning's behalf.

Contact list of supervisory personnel with telephone numbers.

There will be a mandatory meeting set up with you and your employees for MSDS training with Hillyard Company. These are the products that the County will provide to you for cleaning. No other chemicals are allowed without proper clearance from Gila County Facilities Management.

Your invoices will be sent directly to Gila County Accounts Payable at 1400 East Ash Street, Globe, AZ 85501. You may invoice monthly or bi-weekly for the buildings you are cleaning.

Please contact Robert Hickman at (928) 200-1643 or David Hom at (928) 200-1641 regarding issues with cleaning.

Please contact Shannon Coons at (928) 402-8521 regarding invoicing issues.

G. B. Home Cleaning

Contract No. 070111-1 for Janitorial Service for Gila County

Attached is the price sheet in the contract. It shows one building that is not open yet, the Roads/Shop Office.

Not including Roads/Shop Office building the monthly price for service is $6,224.58

Gila County will accept bi-weekly billing of $3,112.29 which must show the separate locations with dollar amounts, similar to your price sheet. The invoices must be sent directly to the Finance Department for payment with the Purchase Order on it. Payment will occur 15 to 20 days after they receive it. Please send your invoice to:

Gila County Accounts Payable or emailed to: accountspayable@co.gila.az.us
1400 East Ash Street
Globe, Arizona 85501

PRICE SHEET

Please complete price sheet in its entirety for the services provided in RFP 070111-1 Janitorial Service, Globe, Arizona.

Contractor Name: G. B. Home cleaning Phone No.: 520-709-7181

Location	Square Foot	Cost Per Square Foot	Total Cost
Gila County Courthouse	47,076	$ 0.0420	$ 1,977.19
Michaelson Building	7,952	$ 0.0840	$ 667.97
Health & Community Services	27,581	$ 0.0525	$ 1,448.00
WIC Building	1,792	$ 0.1680	$ 301.06
Public Works Administration Building	11,000	$ 0.0735	$ 808.50
Facilities/Sign Shop Building	2,256	$ 0.1470	$ 331.63
Roads/Shop Office	1,980	$ 0.1575	$ 311.85
Guerrero Building	5,976	$ 0.1155	$ 690.23

TOTAL $ 6536.43 ÷ 2 = $ 3,268.21 Bi-Weekly

BILLABLE WORK	
Description	Price Per Square Foot
Carpet Cleaning (Including strain removal.)	$ 0.25125
Stripping and Waxing Floors	$ 0.55275

$ 6224.58 ÷ 2 = $ 3112.29

*Each location shall be billed separately with location identified on invoice when submitted to County for payment. County Terms "Net 30".

All applicable taxes shall be included in proposed amount.

SCOPE OF SERVICES

It is the intention of Gila County to award a contract to a qualified Contractor for janitorial services at several of its facilities. The Contractor shall furnish all necessary labor, supervision, equipment, transportation and all effort necessary to perform the required services at the designated locations.

Building Address	Square Footage	Floors	Bathrooms	Mop Closets	Storage Closets
Gila County Courthouse 1400 E. Ash St. Globe, AZ 85501	47,076	1st 2nd 3rd	8 7 10	1 0 1	1 0 0
Michaelson Building 149 S. Broad St. Globe, AZ 85501	7,952	1st 2nd	2 2	1 1	1 1
Health & Community Services 5515 S. Apache Ave. Globe, AZ 85501	27,581	1	6	3	1
WIC Building 5515 S. Apache Ave Globe, AZ 85501	1,792	1	1	1	0
Public Works Administration 745 N. Rose Mofford Way Globe, AZ 85501	11,000	1	2	1	0
Facilities/Sign Shop Building 725 N. Rose Mofford Way Globe, AZ 85501	2,256	1	2	1	0
Roads/Shop Office 1100 W. Besich Blvd Globe, AZ 85501	1,980	1	2	1	0
Guerrero Building 1400 E. Ash St. Globe, AZ 85501	5,976	1	2	0	0

Contract may be awarded to multiple Contractors depending on what is deemed to be in the best interest of Gila County.

Scope of Services continued...

SPECIFIC REQUIREMENTS

Building Areas and Janitorial Standards:

- Sweeping and Dust Moping (Uncarpeted Areas)
  1. Vestibules, lobbies and entries
  2. Corridors
  3. Stairwells, stars and landings (interior)
  4. Elevators and elevator vestibules
  5. Offices, Courtrooms and Conference rooms

- Sweeping and Dust Mopping Standards

  Sweeping shall leave the surfaces uniformly clean of all surface dirt including corners and places inaccessible to the mop. Surface accumulation of hardened dirt that cannot be loosened with the broom shall be loosened sufficiently to permit removal by sweeping or if necessary, shall be washed. It is intended that all dust and surface contamination except deeply embedded dirt and stains shall be removed by sweeping or mopping with a treated mop. Dirty mops are <u>not</u> acceptable for use.

- Vacuuming (Carpeted Areas)
  1. Lobbies and entries (interior)
  2. Stairwells, stairs and landings (interior)
  3. Corridors
  4. Offices, Courtroom and Conference rooms

- Dusting and Vacuuming (Low Cleaning-Under 6')
  1. All furniture and fixtures (i.e.) file cabinets, tables, etc.
  2. Window sills, ledges, etc.
  3. Vending Machines
  4. Stairwells, stairs, landings and railings (interior)

- Dusting and Vacuuming (High Cleaning-Over 6')
  1. Door casings
  2. Partitions, wood paneling, etc.

- Dusting and Vacuuming Standards

  Dusting shall be accomplished by means of vacuum cleaners supplemented by chemically treated clean cloths. Oil treatment for cloths will not be permitted. Surfaces shall be cleaned and free from dust after dusting is completed. Dust shall be removed and not scattered around the room. Low dusting includes all surfaces not over six feet from the floor. Venetian blinds shall be dusted with a treated dust cloth by hand or with a vacuum cleaner attachment especially designed for cleaning Venetian blinds. Office equipment such as typewriters, adding machines, calculators and similar instruments shall not be dusted because of possibility of damage. Tops of desks will also be excluded from dusting.

- Trash Removal
  1. Empty <u>all</u> trash containers, replace liners as needed; DO NOT place leaking trash bags on carpet.
  2. Dispose of trash in sealed and/or tied plastic bags in outside dumpsters.

- Trash Removal Standards

  All waste baskets shall be emptied and boxes, cans, paper, etc. marked trash which is placed near the trash cans for disposal shall be removed in a manner that will not cause dispersion of dust. Trash shall not be allowed to blow around. Any trash dropped shall be immediately retrieved by the custodian or contractor and properly placed in the trash receptacle.

- Washing

  1. Clean and sanitize urinals inside and out
  2. Clean and sanitize commodes inside and out.
  3. Clean mirrors
  4. Clean and sanitize miscellaneous restroom and toilet fixtures.
  5. Clean and sanitize restroom and toilet floors.
  6. Clean and sanitize restroom wash basin wall area and toilet wall area.
  7. Clean and sanitize shower rooms.
  8. Damp wipe all restroom and locker room ledges and sills.
  9. Spot clean walls, doors and trim.
  10. Clean and sanitize water fountains.
  11. Windows inside and outside of building

- Washing Standards

  Washed surfaces shall be clean and free from all dirt, grease and film including embedded dirt and grease. All small and narrow openings shall be cleaned to the same degree as other surfaces. Surfaces shall be dried and left clean.

  A. Washing Glass: Glass shall be washed by application of glass cleaner, rubbed with a cloth and finally polished with a clean soft dry cloth or textile disposable wipers. Use only soft cloths on Plexiglas. The washing shall not contaminate adjacent non-glass areas. Glass shall be left clean and dry, free from film or streaks and any contamination visible when looking through the glass towards natural light source. Sill and frames shall be damp wiped.

  B. Washing Non-Glass: All surfaces shall be washed with a mild neutral detergent or quaternary disinfectant-detergent solution following manufacturer's dilution ration. They shall be left clean without streaks. Scrub brush or scour pad shall be used where necessary to loosen the dirt.

  C. Washing in Restroom, Public and Patient Areas: Restroom floors, chairs, tables and mirrors shall be cleaned as specified with quaternary disinfectant-detergent. Commodes and urinals shall be washed clean with disinfectant-detergent and toilet brush then wiped dry with textile disposable wipers or clean cloths.

- Damp Wiping Standards

  Surfaces shall be left clean and free from film or streaks upon completion of damp wiping.

- Disinfecting Standards

  Urinals and commode surfaces shall be disinfected with a concentration of quaternary disinfectant-detergent. It shall be allowed to stand in the fixtures for at least ten minutes.

Bowl cleaner shall be used once weekly for lime and iron stain removal except where water conditions require more frequent applications. In these cases, bowl cleaner shall be used twice weekly.

- Wet Mopping

  All tile, wooden or hard surface floors.

- Wet Mopping Standards

  After dust mopping, all floors shall be cleaned by wet mopping using quaternary ammonium germicide and shall be free from streaks, stains and film from dirt or soap. There shall be no splashes on walls, baseboards, furniture and furnishings. Wet mopping is also required on all stairwells, stars, landings & elevator hard floors.

  There shall be no mop strings left on the floor. Surface should be dry in a reasonable amount of time. Corners and spaces inaccessible to the mop shall be carefully cleaned and dry. Dirty mops are <u>not</u> acceptable for use.

- Polishing

  Clean and polish <u>all</u> brass and stainless steel (i.e. railings, elevators, doorknobs, plumbing fixtures, kick plates, etc.).

- Polishing Metal Trim and Plumbing Hardware

  This shall be accomplished with metal polish. Chromium-plated, stainless steel and brass shall be polished with a dry cloth or textile disposable wipers. All surfaces shall be rubbed to a soft gloss with clean cloth or textile disposable wipers.

- Spray Buffing (Hard Surfaced Floors)

  Spray buff all lobbies, corridors, and conference rooms. Spray buff product to be of the same manufacturer as floor finish.

- Spot Cleaning Carpets

  A carpet adequately spot cleaned is free of all stains, deposits, or spills. (Exceptions: Any stain, contractor has made every attempt to remove by industry standards, and such stain has become permanent to the surface). Care will be taken to use a product or cleaning that will not harm or discolor the carpet fibers or backing.

Work Schedule

Cleaning services shall be provided, five (5) nights a week (excluding those weeks with an official holiday), Monday through Friday unless otherwise noted on Bid Reply Section for specific building. Cleaning services will not be required on days in which a declared State of Emergency has been made by the Governor or in the event of any other unforeseen type of emergency where County offices are closed. There are 10 County holidays, and services will not be provided on these days unless the County agency makes such request and pays for these additional services.

- **Daily Schedule**

  1. Empty all wastebaskets; transport to specified area for removal. Replace liners as needed.

2. Clean all entryways and walkways six feet outside of entry.
3. Sweep or dusts mop all entrances, entryways, and lobbies.
4. Spot clean all glass and interior partitions.
5. Clean all restrooms.
    a. Clean and disinfect all drinking fountains.
    b. Clean and disinfect all sinks, toilets, and urinals.
    c. Remove all finger marks from walls, stalls, doors, and light switches.
    d. Damp wipe all ledges and sills.
    e. Clean all mirrors and ledges of mirrors.
    f. Sweep and mop all uncarpeted floors (Including Health Department Exam Rooms)
    g. Replenish all restroom with paper towels, tissue, and soap.
    h. Empty and remove trash.
6. Clean elevators, door tracks, and lobbies.
7. Remove trash from all buildings to the Shop garbage bin.
8. Clean all kitchens by sweeping, mopping floors and removing trash only.
9. Sweep and dust stairwells, stairs, and landings (interior). Wet mop, as needed.
10. Vacuum all courtrooms and offices with vacuum cleaner.

- **Two Times Weekly – (Minimum):**
    1. Vacuum all carpeted floors (including under desks) with a vacuum cleaner.
    2. Clean stairwells, steps and tread in the Courthouse using appropriate cleaning machine. Wipe down hand rails.

- **Two Times Weekly – (Minimum):**
    1. Dust furniture in lobby areas (top, side, and lower area), fixtures, ledges, and window sills using a treated dust cloth or feather duster.
    2. Remove all finger marks from furniture, fixtures, ledges and sills.
    3. Damp mop all quarry and tile floors.

- **Monthly**
    1. Wash baseboards, doors and door handles in all buildings.
    2. Clean light switches.

- **Semi-Annually**
    1. Wash windows inside and out of each building.
    2. Clean window blinds.

Billable Work

Carpet Cleaning Per County Request

- Carpet cleaning shall be performed as directed by the County on an as need basis. Carpet cleaning shall consist of shampooing or steam cleaning (after a thorough vacuuming).

Stripping and Waxing of Floors per County Request

- Stripping and waxing of floors shall be performed as directed by the County on an as need basis. All tile floors shall be stripped, all dirt and old wax removed, doors and baseboards cleaned, and three (3) coats of non-slip floor finish added.

2. Clean all entryways and walkways six feet outside of entry.
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4. Spot clean all glass and interior partitions.
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