

## **“ATTACHMENT 2”**

### **Scope of Services**

#### **MDWFP Administration Building**

Period of Performance – During typical business hours of 8:00 a.m.-5:00 p.m. **Monday-Friday**, and after typical business hours, as specified.

#### **Daily and Weekly Services to be performed:**

Employee Work Areas, Offices, Executive Area, Conference Rooms, Storage Areas  
Restrooms – First & Ground Floors, First Floor – Public Lobby and hallways

#### After 5:10 p.m. only

Employee Work Areas, Hallways, Break Areas, Conference & Storage Rooms

#### 8:00 a.m. – 5:00 p.m. only

First Floor - Commission Conference Room 155A, Personnel – File Room 133A and Office 127A, Legal – 131A, Intergovernmental – 130A, Parks – 166A, 165A, 164A  
Radio Room & Restroom – 121A, Compliance – 157A, Internal Affairs – 158A,  
Internal Affairs – 158A, Conservation – 153A, Wildlife – 028A, Fisheries – 124A

Executive Suite - (6 offices, conference, staff area, hallways, storage room & break area.) Executive area to be cleaned between the hours of 12:00 p.m. – 1:00 p.m.  
Vacuum, mop, dust, empty garbage – after 5:00 p.m. daily

Ground Floor – Break Room 123A, Print Services 002A, Accounting 004A,  
Purchasing 003A, Reporting 005A, Revenue 010A  
MIS Suite (office 039A, 4 rooms, staff area, hallways)-beginning at 4 pm

#### Items 1 – 9 to be performed in each area as per the times listed above (after 5:10 p.m. only):

1. Vacuum and \*spot clean all carpeted areas daily. Sweep vinyl, slate, stone, ceramic tile and concrete floors with treated dust mop daily, Wet mop vinyl, slate, stone, ceramic tile and concrete floors a minimum of once a week. Floors shall be swept and mopped more than once a week as required to remove foot prints, mud, dirt, etc.
2. Empty all waste paper containers and replace plastic bag inserts daily. This does not include the recycle containers for paper.
3. Dust and/or damp wipe all employee desktops and work areas once a week. Dust and polish all wood desk tops, conference tables and wood credenzas once a week.
4. Dust and vacuum all upholstered and vinyl furniture, chairs, filing cabinets, and picture frames once a week.
5. Clean and sanitize all water fountains daily.
6. Clean all glass doors daily at executive area. All cleaned glass shall be streak free.
7. Clean glass windows on interior wall at conference room in the executive area a minimum of once a month. Clean more frequently as needed to remove dust, finger prints, etc. All cleaned glass shall be streak free.
8. Clean all interior glass at large conference room (off the main lobby) a minimum of

once a month. All cleaned glass shall be streak free.

9. Dust all window sills and frames, including all vertical and horizontal surfaces, once monthly for entire building.

### **Public Corridors, Reception Areas, Lobby, Elevator Floor and Elevator Walls**

Items 1 – 5 shall be performed after 5:10 p.m.

1. Vacuum and \*spot clean all carpeted areas daily. Sweep vinyl, slate, stone, ceramic tile and concrete floors with treated dust mop daily. Wet mop vinyl, slate, stone, ceramic tile and concrete floors a minimum of once a week. Floors shall be swept and mopped more than once a week as required to remove foot prints, mud, dirt, etc.
2. Clean all glass doors and side glass panels daily. Dust all picture frames and wall decor weekly.
3. Clean and dust or damp wipe all entry and reception area furniture and wall pictures once a week.
4. Dust and/or damp wipe all lobby furniture once a week.
5. Clean elevator walls and elevator handrails once a week.
6. Clean and sanitize all water fountains daily.

\* Spot cleaning of carpet is defined as cleaning soiled places, spots, stains etc. within a 3' x 3' area.

*Restrooms shall be cleaned twice daily as a minimum - once between the hours of 11:30 a.m. and 1:00 p.m. and once after 5:10 p.m.*

Items 1 - 6 shall be performed during each cleaning of the restrooms.

1. Clean, sanitize and wet mop all floors daily.
2. Refill soap, furnished by DWFP, in dispensers daily.
3. Refill paper towels and toilet paper, both furnished by DWFP, dispensers daily.
4. Empty waste containers, clean and sanitize containers daily. Replace plastic bag insert.
5. Clean all mirrors, metal, vinyl, plastic and plastic laminate surfaces daily.
6. Clean and sanitize all lavatories, toilets, and urinals daily.
7. Special floor cleaning of restroom floors (2 times annually)

### **Break Rooms and Coffee Areas**

Items 1 - 6 shall be performed after 5:10 p.m.

1. Clean floor thoroughly by sweeping daily. Wet mop a minimum of once a week. Floors shall be swept and mopped more than once a week as required to remove foot prints, mud, dirt, etc.
2. Empty waste containers and sanitize daily. Replace plastic bag inserts daily.
3. Clean and sanitize all counters tops, sinks, cabinet faces, cabinet doors, break tables, and chairs daily.
4. Clean all exterior surfaces of microwaves and refrigerators daily.
5. Clean all glass doors thoroughly daily.
6. Clean all interior window glass in main break room thoroughly once a month. All cleaned glass shall be streak free.

## **Stairwells**

Item 1 shall be performed after regular business (after 5:10 p.m.)

1. Sweep all stairwells, stair treads and landings daily. Damp wipe all stairwell railings once a week. Mop all stairwells, stair treads and landings a minimum of once a week. Stairwells, stair treads and landings shall be swept and mopped more than once a week as required to remove foot prints, mud, dirt, etc.

## **Removal of Spider Webs from Interior of Building**

Item 1 shall be performed after 5:10 p.m.

1. Weekly, remove all spider webs from walls, ceilings, doors, doorways, windows and window frames and other interior areas with a pole mounted duster. This includes the windows (interior and exterior sides) located near the entrance door in the parking garage. This includes the lobby/fountain area on the first floor that can be cleaned by a typical, telescoping pole mounted duster extended to 8.5 feet. This does not include the wood lattice ceiling on the second floor above the lobby/fountain.

## **Janitorial Services to be performed after typical business hours:**

### Floor Cleaning

1. All chairs in each conference room shall be moved for carpet cleaning. In private offices and all work areas, only chairs, small tables, waste receptacles, and other small furnishing items shall be moved for floor cleaning of vinyl and carpet.
2. Clean and/or shampoo all carpet in entire building one (1) time a year. Carpeted public corridors on second floor shall be cleaned one (1) additional time a year. Schedule a minimum of 3 days in advance with MS DWFP staff the dates to clean the carpet.
3. Strip, wax and buff all the vinyl composition tile (VCT) floors in the entire building two (2) times a year. Schedule with MS DWFP staff a minimum of 3 days in advance the dates to clean the floors.
4. Clean all concrete, slate, stone and ceramic floors in the entire building, except restrooms, two (2) times a year. Remove all stains and discoloration from tile and grout. All grout joints are to be thoroughly cleaned. Schedule with MS DWFP staff a minimum of 3 days in advance of the dates to clean the floors.
5. Clean all ceramic tile floors in the restrooms in the entire building two (2) times a year.\* (1) Strip sealer from grout. (2) Scrub grout by hand using grout brushes. Use stripping agent. Do not use floor machine. (3) Steam clean entire floor. (4) Cover partition bases and other metal components to protect from stripping agent. (5) Rinse area thoroughly with clear water to remove residue. Schedule with MS DWFP staff a minimum of 3 days in advance of the dates to clean the restroom floors.

***\*All tile grout to be thoroughly cleaned. All discoloration, stains, etc. to be removed from grout joints. Vendor to provide the appropriate cleaning methods, equipment and solutions to achieve the specified results without damage to the grout or tile.***

## **Cleaning of Parking Garage Floor and Garage Walkways**

1. Pressure wash the entire parking garage floor and garage walkways two (2) times a year. Remove all leaves, dirt, tire marks, oil, grease, anti-freeze and other vehicular fluids from the garage floor and walkways. Upon completion of cleaning there shall be no standing water or puddles on garage floor.
2. Schedule with MS DWFP staff a minimum of 3 days in advance of the date to clean the parking garage. Cleaning in these areas will be performed after 5:10 p.m.

## **Scheduling of Floor Cleaning**

Dates for floor cleaning should be confirmed with MDWFP staff 3 days in advance so that access badges can be prepared. The following schedule for floor cleaning, unless minor modification approval is granted, should be followed:

<b><u>Location</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>
Carpet Cleaning (entire building)	Nov. 9	
Hard Surface Floors (entire building)	Nov. 9	April 29
Carpet Cleaning (hallways only)		March 15
Restroom Ceramic Tile Floors & Grout	Nov. 9	May 10
Interior Window Cleaning		May 28
Garage (pressure wash)	Dec. 14	June 7
Exterior Window Cleaning		May 31

*(All dates are tentative)*

## **Window Cleaning & Cleaning of Miscellaneous Areas**

The following cleaning shall be done once a year as scheduled with MS DWFP staff a minimum of 3 days in advance of the date for cleaning. Work to be done after typical business hours (5:10 p.m.).

1. Interior- damp clean to remove all dust, spider webs, insects, finger prints, etc. from all interior window glass and all interior metal window frames, to include the fountain and lobby areas. All cleaned window glass shall be streak free.
2. Miscellaneous interior areas to be cleaned of dust and spider webs include the wood lattice ceiling and box beams at the fountain/lobby area, copper/brass trees and plants in the fountain.
3. Exterior- clean to remove all dust, spider webs, insects, finger prints, etc. from all exterior window glass and all exterior metal window frames. All cleaned window glass shall be streak free.

## **Additional Specifications & Data**

- A. The janitorial service shall furnish all cleaning supplies and equipment including, but not limited to, cleaning solutions, furniture polish, carpet stain remover, carpet shampoo, vacuums, carpet shampoo machines, power floor scrubbers, power floor scrubber pads, cleaning pads, cloths, sponges, mops, brooms and all other supplies and equipment necessary for a complete and finished job.
- B. The MS DWFP shall provide the following supplies for restrooms; paper hand towels, toilet paper and liquid hand soap, break rooms and break areas; paper hand towels and hand soap, trash cans and waste paper baskets; plastic trash bags/can liners. The janitorial service will be responsible for the refilling of all paper and soap dispensers. The janitorial service shall also be responsible for replacing all the trash bags/can liners on a daily basis.
- C. The janitorial service shall be provided with storage spaces located at the janitorial closets and at the maintenance storage area on the first floor. The MS DWFP assumes no responsibility for the proper storage or safe keeping of the janitorial service's equipment and supplies.
- D. The janitorial contractor shall coordinate all work with the appropriate MS DWFP personnel to work inside the building after typical business hours (Mon.-Fri. from 8 a.m.- 5 p.m.). All janitorial staff shall be furnished electronic access and usage is required during all times of entering and exiting the building. Janitorial staff shall wear I.D. Access Badges while on the premises.
- E. All completed janitorial work shall be inspected by MS DWFP personnel during typical business hours.
- F. Before the execution of the contract, the contractor shall furnish to the MS DWFP Certificates of Insurance for Worker's Compensation insurance and General Liability insurance. Such personnel shall not be deemed in any way, directly or indirectly, expressly, or by implication, to be employees of MS Dept. of Wildlife, Fisheries & Parks.
- G. Any person employed by Independent Contractor to perform the services hereunder shall be the employee of Contract Worker, who shall have the sole right to hire and discharge his employee(s).

## **Museum of Natural Science**

**Daily (7 days/week )**

**Monday-Friday 6:00AM - 5:00PM (May vary occasionally as a result of night events)**

**Saturday 9:00-5:00**

**Sunday 1:00-5:00)**

### **Restrooms**

#### **5 Employee Restrooms (Administration, Aquarium/Exhibit Support, Education, Research)**

- Clean and sanitize all surfaces daily
- Restock dispensers daily
- Empty trash and change bags daily
- Clean sanitize & wet mop floors daily

#### **7 Public Restrooms**

- Clean and sanitize all surfaces daily (twice/day as needed when busy)
- Restock dispensers daily (twice/day as needed when busy)
- Empty trash and change bags daily (twice/day as needed when busy)
- Clean sanitize & wet mop floors daily (twice/day as needed when busy)

### **Interior Public Corridors, Exhibit Halls, Reception Areas, Lobby, Elevator**

- Vacuum and spot clean carpeted areas daily
- Dust mop/sweep vinyl, slate, stone, ceramic tile and concrete floors daily
- Clean visitor level glass doors, glass walls, glass panels in reception area daily, squeegee at least monthly
- Clean and sanitize all water fountains daily
- Clean all stairwells daily, squeegee glass at least monthly
- Empty trash daily and change bags at least every other day
- Clean and dust all furniture, pictures, wall art weekly
- Remove all spider webs from interior of building weekly

### **Outside Entry Sidewalks, Outside Entry Glass, Outside Trash Cans**

- Sweep entry walks daily
- Clean all outside entry glass daily, squeegee at least monthly
- Empty all outside trash daily, change bags as needed

### **Weekdays (Monday-Friday)**

#### **Administration - Halls, Conference Room (219), Mail Room (229), Offices (225-234), Library (221), Volunteer Room (202), Break Room (260)**

- All hard floors – dry mop daily, wet mop weekly
- All carpets – vacuum weekly
- Empty trash daily and change bags at least every other day
- Clean all furniture weekly
- Clean and sanitize conference, volunteer & break room countertops, sinks, cabinet faces, cabinet doors, tables, chairs, and exterior of microwaves and refrigerators as needed but at least weekly

- Clean glass as needed, squeegee at least monthly
- Clean window sills, frames, walls, doors, vacuum edges as needed but at least monthly

**Research/Heritage Halls, Offices (236-247), Data Room (250), Freezer Room (258), Prep Lab (259), Wet Lab (253), Dry Lab (252), All South Addition Rooms and Halls**

- Floors – dry mop daily, wet mop weekly (only use mops designated for areas beyond air lock entering research area)
- Empty trash daily and change bags at least every other day
- Clean all furniture weekly
- Do not clean laboratory counters or tables
- Clean glass as needed, squeegee at least monthly
- Clean window sills, frames, walls, doors, vacuum edges as needed but at least monthly

**Note:** Paleontology (255), Wet Collection Storage (254), Dry Collection Storage (251)

- Note: do not clean

**Loading Dock /Employee Entrance Area**

- Sweep outside weekly
- Dry mop inside weekly
- Wet mop inside monthly

**Education - Office Area (115), Class Rooms (113-114), Storage, Stairwell**

- All hard floors – dry mop daily, wet mop weekly
- All carpets – vacuum daily
- Empty trash daily and change bags at least every other day
- Clean all furniture, tables, counters weekly
- Clean glass as needed, squeegee at least monthly
- Clean window sills, frames, walls, doors, vacuum edges as needed but at least monthly
- Sweep stairwell and storage areas as needed but at least monthly

**Aquarium Support - Offices (127, 144) and Work Area**

- Floors - dry mop daily, wet mop weekly
- Empty trash daily and change bags at least every other day
- Clean all furniture weekly
- Clean walls, doors, vacuum edges as needed but at least monthly

**Exhibits Support - Office and Work Area (128-129)**

- Floors – dry mop daily, wet mop weekly
- Empty trash and change bags and change bags at least every other day
- Clean all furniture weekly
- Clean walls, doors, vacuum edges as needed but at least monthly

**Catering Kitchen - (103) (check weekly and after events)**

- Floor – sweep and wet mop as needed but at least monthly
- Empty trash and change bags as needed but at least weekly
- Clean and sanitize countertops, sink, cabinet faces, cabinet doors, tables, and chairs as needed but at least monthly.

**4 Times/Year**

- Shower scrub all bathrooms
- Buff all vinyl tile floors

**2 Times/Year**

- Strip and wax all vinyl tile floors
- Shampoo all carpet

**Notes:**

- At least one person must be on duty during all open Museum hours (Monday-Friday 8:00-5:00, Saturday 9:00-5:00, Sunday 1:00-5:00)
- Weekdays 5:00PM-7:00PM are for vacuuming floors in public areas
- Substitute staff must be provided in event of regular staff absences
- MMNS will provide: toilet tissue, paper towels, hand soap, trash bags