

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **CUSTODIAL SERVICES – DOH SATELLITE LOCATIONS**

Contract Period: January 15, 2022, through January 14, 2025

Original Date of Issue: January 11, 2022

Date of Revision:

BID No: RFB-RC-2021-062

PRC#: 2021900485 (ARTICLE 9)

Catalog: Health Department

Authorized Users: RC Department of Health

Address Inquiries To:

Name: Robert Poole
Title: Purchaser I
Phone: 845-364-3808
Fax: 845-364-3809
E-mail: pooler@co.rockland.ny.us

Description

This contract is to provide cleaning services to the County of Rockland Health Department Clinics

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 21-062	0000027146	AAA Facility Solutions, LLC 111 Kinderkamack Road, Ste. 300 B River Edge, NJ 07661 Contact: Oscar Castro AAAfacilitysolutions@gmail.com	201-881-0828 Fax: 201-881-0832

COUNTY OF ROCKLAND
DGS – PURCHASING DEPARTMENT
BLDG. A, 2ND FLOOR, 50 SANATORIUM ROAD
POMONA, NY 10970
TELEPHONE NO.: 845-364-3820
FAX NO.: 845-364-3809

Vendor::
AAA Facility Solutions

LINE NO.	DESCRIPTION	ITEM NUMBER	MONTHLY PRICE YEAR 1	MONTHLY PRICE YEAR 2	MONTHLY PRICE YEAR 3	TOTAL BID PRICE
1	WOMEN'S HEALTH CLINIC 14 SOUTH MAIN ST, 2ND FLR SPRING VALLEY	91039000032	\$580.00	\$590.00	\$590.00	\$21,120.00
2	WIC CLINIC 14 SOUTH MAIN ST, 1ST FLR SPRING VALLEY	91039000038	\$625.00	\$630.00	\$630.00	\$22,620.00
3	WIC CLINIC 26 NEW MAIN ST, SUITE 1 HAVERSTRAW	91039000034	\$200.00	\$205.00	\$205.00	\$7,320.00
4	WIC CLINIC 23 ROBERT PITT DR, STE 103 MONSEY, NY	91039000035	\$750.00	\$775.00	\$775.00	\$27,600.00
5	WIC CLINIC 9 JACKSON AVE, BASEMENT NEW SQUARE, NY	91039000039	\$200.00	\$205.00	\$205.00	\$7,320.00
6	HOURLY RATE FOR EMERGENCY CLEANING Include 5 hours per year	91039000036	\$30.00	\$30.00	\$30.00	\$450.00
7	HOURLY RATE FOR ADDITIONAL, NONEMERGENCY CLEANING Include 10 hours per year	91039000037	\$25.00	\$25.00	\$25.00	\$750.00
8	TOTAL BID PRICE	PER MONTH	\$2,410.00	\$2,460.00	\$2,460.00	\$87,180.00
		25% SURITY	\$7,230.00	\$7,380.00	\$7,380.00	

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 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:
Custodial Services, Health Department Satellite Locations

BID NUMBER:
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SPECIFICATIONS

1. SCOPE

- 1.1. Provide custodial services at various Rockland County Health Department satellite locations listed in the bid specifications. The contractor shall provide all personnel, equipment, tools, materials, supervision, consumable supplies, and other items and services necessary to perform Custodial Services as defined in these specifications. Locations and hours of operations may be added or deleted based on the requirements of the County of Rockland. Pricing is addressed in the proposal pages.

2. DEFINITIONS

- 2.1. Change Order-A written order signed and issued by the Director of Purchasing, directing the contractor to make changes in relation to a specific purchase order or County of Rockland contract.
- 2.2. Contract-All types of County agreements, regardless of what they may be called, for the procurement of supplies, services or construction.
- 2.3. Contractor-Any person having a contract with the County of Rockland or a using agency thereof.
- 2.4. Specification-Any description of the physical or functional characteristics or of the nature of a supply, service, equipment or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, equipment or construction item for delivery.

3. SITE VISIT

- 3.1. A Pre-bid meeting has been scheduled for **October 20, 2021 – 10:00 AM** – beginning at the WIC clinic, 26 New Main St, Haverstraw, NY 10927 and proceeding to the other sites from there. Bidders are strongly encouraged to attend. The County of Rockland will not schedule additional site visits. Failure to attend the site visit will not allow a low bidder to adjust their pricing after award.
- 3.2. Please confirm your site visit by notifying Robert Poole, Purchasing Division, at (845) 364 3808 or pooler@co.rockland.ny.us.

4. QUALIFICATION OF BIDDERS

- 4.1. Contractor shall submit documentation of 3 years' experience doing this type of work at locations having the same size, population and requirements.

5. PERFORMANCE SURETY

- 5.1. The successful contractor(s) must furnish a performance surety in the amount equal to three months of service, immediately after notice of award. The County of Rockland will not issue a written purchase order or give notice to proceed in any form until the surety is received by the Purchasing Division. The Performance Surety must be in the form of a performance bond/or payment surety. The company issuing the surety must be authorized to transact business in the State of New York.

6. STATEMENT OF ABILITY

- 6.1. Bidders should submit, with their bid, a letter from a bonding or insurance company stating that the bidder can qualify for and procure the performance and/or payment surety required in this Request for Bid. Bids received without the required statement of ability to secure a performance or payment surety may be considered non-responsive.
- 6.2. Bidders anticipating the submittal of a cash surety in lieu of a bond should submit a statement notifying the County of that intention.

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TITLE:**Custodial Services, Health Department Satellite Locations****BID NUMBER:****RFB-RC-2021-062****7. START-UP MEETING**

- 7.1. The successful Contractor shall be required to attend a start-up meeting with the County Representative no later than one (1) week prior to the contract start date. The Purchasing Representative will schedule the time, place and attendees.
- 7.2. The Contractor shall submit the following at the Start-up Meeting:
 - 7.2.1. A current list of the names, addresses, and Social Security numbers of all personnel who will perform work under this contract. Changes in the personnel list shall be reported to the County no less than twenty-four (24) hours before the changes become effective. Said list and changes are to be submitted to the Rockland County Purchasing Department.
 - 7.2.2. The vehicle make, model, color, and license plate numbers associated with each employee name and address (See specification 14.5.).
 - 7.2.3. The hourly rate of pay for each listed employee, including supervisors. This is to ensure compliance with Prevailing Wage rates.
 - 7.2.4. A Quality Control Plan (See specification 21.).
 - 7.2.5. Proof of compliance with OSHA guidelines for Hazardous Communications (See specification 32.).
 - 7.2.6. Proof of compliance with OSHA guidelines for Blood Pathogens (See specification 35.).

8. EMPLOYEE ORIENTATION

- 8.1. Contractor Supervisor shall be on-site to orient employees on the first day of the agreement. Throughout the entire agreement period, a Contractor supervisor shall be on-site to orient employees the first day of all Contractor new hires or employees newly assigned to a specific location.

9. CONTRACTOR MANAGER

- 9.1. The contractor shall provide a contract manager who shall be responsible for the performance of work. The name of this person, and an alternate or alternates, who shall act for the contractor when the manager is absent, shall be designated in writing to the department contact and the purchasing representative at the startup meeting.
- 9.2. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.
- 9.3. The contract manager or alternate shall be available during normal 9AM-5PM hours to discuss problem areas and contract issues areas with the department coordinator. In addition, the manager or alternate shall be available, 24 hours a day, seven days a week through the use of a telephone or cell phone. Contact reach numbers must be provided with proposal.
- 9.4. The contract manager and alternate or alternates must be able to read, write, speak, and understand English.

10. COMMUNICATION DEVICES

- 10.1. The Contractor shall provide and equip each shift supervisor with a communication device such as a cell phone or similar independent communication device.

11. CONTRACTOR EMPLOYEES

- 11.1. The work involved in this Contract shall be accomplished by personnel regularly employed by the Contractor. The Contractor shall provide appropriate training to employees prior to the beginning of service under this Contract to ensure competent performance of the work. The Contractor shall provide, when submitting names of employees, documentation of type and amount of training received by each employee.
- 11.2. The Contractor shall provide a sufficient number of trained personnel to accomplish all required services.

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- 11.3. The contractor shall not employ any person for work on this contract if such employee is identified to the contractor by the department contact, the purchasing representative, or the Security Office, as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population. The contractor shall ensure that all employees have adequate knowledge of the proper procedures for using chemicals, tools, and equipment necessary to complete assigned tasks.
- 11.4. The contractor shall maintain adequate documentation relative to worksheets and time logs and submit such information to the County upon request. Such documentation shall include, but not be limited to the following: name of employee, address, medical screening, criminal background screenings and training, and the number of hours worked, and the work tasks accomplished.
- 11.5. Contractor personnel shall present a neat appearance and be easily recognized as contractor employees.
- 11.6. The contractor shall ensure that employees have a current and valid driver's license before allowing them to operate motor vehicles.
- 11.7. The contractor will not employ or in any other way use illegal aliens to perform work or provide services under this Contract.
- 11.8. All employees and representatives of the Contractor's company must be sufficiently fluent in the English language to read and understand chemical labels and signs as well as converse intelligibly with County management and other personnel. Day cleaners must be fluent in English.
- 11.9. All employees assigned by the Contractor shall be physically able to do their assigned work and will be skilled in the various tasks assigned to them.

12. EMPLOYEE TRAINING

- 12.1. The contractor shall ensure employees are qualified to operate custodial equipment before assigning employees to tasks that require use of the equipment. The contractor shall maintain records of each individual's training and certifications.
- 12.2. Smoking is not permitted inside County buildings and offices.
- 12.3. The contractor shall provide appropriate training, to include the universal infection control procedures, to employees prior to the beginning of service under this Contract to ensure competent performance of the work during scheduled hours. The Contractor shall provide, when submitting names of employees, documentation of type and amount of training received by each employee.

13. EMPLOYEE ASSIGNMENT

- 13.1. The Contractor hereby agrees that any of its employees who may be assigned to County buildings to satisfy Contractor's obligations under this Contract shall be used exclusively for that purpose during the hours when they are working in areas covered by this contract and shall perform no other janitorial work at County facilities.

14. SECURITY REQUIREMENTS

- 14.1. The contractor shall obtain a County Identification Card for each employee. It must be worn at all times.
- 14.2. Only authorized Contractor employees are allowed on the premises of the County of Rockland facilities. Contractor employees are not to be accompanied in the work area by acquaintances, family members, assistants or any person unless said person is an authorized Contractor employee.
- 14.3. Building entrances shall be kept locked during cleaning hours, except where otherwise notified of use.

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- 14.4. Cleaning personnel have the right to question anyone seen in the building during evening cleaning hours. If person is suspected of being in the building unauthorized, the cleaning personnel are expected to call local police.
- 14.5. A listing of employee names, address, vehicle make, model, color, and license plate numbers is to be submitted to the department contact, the purchasing representative, and the Security Office located in Pomona.
- 14.6. The contractor shall be responsible for safeguarding all County property provided for contractor use. At the end of each work period, all County facilities, equipment and materials shall be secured.
- 14.7. Contractor's supervisor shall not permit any cleaner who reports to work sick, or under the influence of alcohol or drugs to continue working. Contractor shall not permit any staff person to bring on the premises any alcoholic beverages or illegal drugs.

15. KEY CONTROL

- 15.1. The contractor shall establish and implement key control methods to ensure keys/key cards issued to the contractor by the County are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the County.
- 15.2. The contractor shall immediately report occurrences of lost or duplicated keys to the department contact and the Security Office.
- 15.3. In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the County of Rockland, to re-key or replace the affected lock or locks without cost to the County of Rockland. The County may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the county, and the total cost shall be deducted from the monthly payment due the contractor.
- 15.4. The contractor shall prohibit the use of keys issued by the County by any persons other than the contractor's employees. The contractor shall prohibit the opening of locked areas by contractor employees to permit entrance of persons other than contractor employees engaged in performance of contract work required in those areas.

16. STORAGE SPACE

- 16.1. The county shall, on a space-available basis and at no additional cost to the contractor, provide a reasonable amount of space on premises for the storage of materials, supplies, and equipment. No materials or equipment shall be stored or temporarily set in restrooms or other spaces accessible to the public. The county will not be responsible, in any way, for damage or loss of personal belongings kept in the county facilities by the employees of the contractor or any of its subcontractors.
- 16.2. The Contractor agrees to keep its portion of this space in accordance with applicable regulations, such as fire and health codes.
- 16.3. The Contractor agrees that the use of such allotted space shall be the Contractor's responsibility and that any damage to property or injury to persons resulting from the Contractor's use of allotted space shall be the Contractor's sole liability.
- 16.4. The Department Contact, Facilities Representative, and the Security Office will have access and keys to any space allotted.

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17. EQUIPMENT, SUPPLIES, MATERIALS

- 17.1. All equipment required by the contractor in performance of his duties shall be furnished at the contractor's sole expense. The County reserves the right to require the Contractor to replace, substitute or modify its equipment if harmful to the County or its operation. It is further required that all equipment furnished be of current model, clean, and in good, safe operating condition.
- 17.2. The contractor shall have on hand at all times a minimum of five (5) days' stock and maintain a current perpetual inventory of the supplies (including large plastic bags for garbage collection) and materials which it furnishes, and which are used or consumed in the performance of this contract.
- 17.3. The contractor will be responsible for the security of the supplies and materials that it furnishes or controls under this agreement.

18. HOURS OF OPERATION

- 18.1. **Normal Hours of Operation.** (See section 41. LOCATION DESCRIPTION)
- 18.2. **Emergency Services.** Emergency situations may necessitate the contractor operating on an extended basis. Special cleaning requests may also include regularly scheduled events. Pricing for these services are addressed in the price proposal pages.

19. HOLIDAYS

- 19.1. The contractor is not required to provide service on County Holidays, except in emergency situations. The holidays are:
 New Year's Day—1 January
 Martin Luther King Day—3rd Monday in January
 Lincoln's Birthday—12 February
 Washington's Birthday—3rd Monday in February
 Memorial Day—last Monday in May
 Independence Day—July 4
 Labor Day—1st Monday in September
 Columbus Day—2nd Monday in October
 Veteran's Day—11 November
 Thanksgiving Day—4th Thursday in November
 Christmas Day—25 December

If these holidays fall on Sunday, the following Monday will be observed. If a holiday falls on a regular workday, the services shall be rescheduled in the same week to either the day preceding or following the holiday.

20. CONSERVATION OF UTILITIES

- 20.1. The contractor shall ensure that contract employees practice utilities conservation. The contractor shall be responsible for operating under conditions that prevent the waste of utilities to include:
 - 20.1.1. Lights shall be used only in areas where work is actually being performed.
 - 20.1.2. Employees shall not adjust mechanical equipment controls for heating, ventilation, and air conditioning systems.
 - 20.1.3. Water faucets or valves shall be turned off when not in use.

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TITLE:**Custodial Services, Health Department Satellite Locations****BID NUMBER:****RFB-RC-2021-062****21. QUALITY CONTROL PLAN**

- 21.1. The contractor shall provide a Quality Control Plan for acceptance at the start-up meeting. The department coordinator will notify the awarded contractor of acceptance or required modifications to the plan before the contract start date. The contractor shall make appropriate modifications and obtain acceptance of the plan by the purchasing representative before the contract start date. The plan shall include:
- 21.2. A description of the contractor's inspection system to cover all services listed in the bid. The description shall include specifics as to the areas to be inspected on a scheduled and an unscheduled basis, frequency of inspections, and submission of monthly schedule. Additionally, control procedures for any County provided keys or lock combinations shall be included.
- 21.3. A description of the methods to be used for identifying and preventing defects in the quality of service performed.
- 21.4. A description of the records that will be kept to document inspections and corrective or preventive actions taken.
- 21.5. The records of inspections shall be kept and made available to the County throughout the contract performance period and for the period after contract completion until final settlement of any claims under this contract.

22. PERFORMANCE EVALUATION MEETINGS

- 22.1. In Progress Quarterly Reviews: A management representative of the Contractor will attend a quarterly compliance review with the department contacts, purchasing representative, and other county members as required. The purchasing representative will organize the meeting.
- 22.2. Performance Evaluation Meetings: The department contact may conduct performance evaluation meetings.
- 22.3. Require the contract manager to meet with him/her and other County personnel as deemed necessary. The contractor may request a meeting with the department representative when the contractor believes such a meeting is necessary. A purchasing representative may be involved at these meetings.

23. CLEANING METHODS AND MATERIAL QUALITIES:

- 23.1. The contractor is responsible for determining the type, quality, and characteristics of all building materials in the facilities that are to be serviced under this agreement. The contractor shall be responsible for the determination of the proper cleaning method for each building material serviced under this agreement so that the facilities shall remain in good and proper condition, ordinary wear-and-tear and unavoidable accident excepted.

24. QUALITY AND ACCEPTABILITY OF WORK

- 24.1. The Purchasing representative shall decide all questions which may arise as to the quality and acceptability of work performed under the contract. If, in the opinion of the department contact or the purchasing representative, performance becomes unsatisfactory, the County shall notify the Contractor, its authorized representatives or agents.

25. SUPPLIES AND DISPENSERS

- 25.1. The Contractor shall furnish hand towels, toilet tissue, liquid germicidal hand soaps, floor dry, hand cleanser/conditioner, sanitary napkins, tampons, toilet seat covers, and dispensers. The Contractor shall fill and replace dispensers as required.

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- 25.2. All mechanical dispensers located within the areas serviced shall be maintained by the contractor. The contractor shall replace all broken dispensers at no charge to the County, unless such breakage is caused by County personnel or clients and is not the result of normal use.

26. TASK STANDARDS

- 26.1. All work shall be performed in strict accordance with the conditions, provisions, standards, and specifications described herein and all supplies, labor, material, components, equipment and appurtenances necessary to provide the services shall conform to the best practice known to the trade in design, quality, material and workmanship and are subject to the specifications in full.
- 26.2. Tasks are described below. The frequency that each task is performed may vary by location. Frequencies are listed in the Location Description section of the specifications.

26.3. GENERAL

- 26.3.1. The custodial contractor will not be responsible for moving heavy items, such as desks, book cases, loaded tables, file cabinets, etc., or files, magazines, papers, boxes, etc. stacked on floor, to provide the custodial services described herein. However, the custodial contractor is expected to move chairs, conference tables, kitchen and folding tables, chair mats, trash cans, recycle containers, plants and plant stands, etc.
- 26.3.2. Cleaning equipment, cleaning supplies, and chemicals used for performing the services described herein shall be similar to those typically used throughout the industry.
- 26.3.3. The custodial contractor is responsible for cleaning, disinfecting, and drying cleaning equipment to prevent souring of equipment and to minimize odors.

26.4. FLOOR CARE**26.4.1. Carpets and Rugs****26.4.1.1. Vacuuming**

- 26.4.1.1.1. Carpets and rugs shall be clean and free from dust balls, dirt, gum, grease, tar, and other debris. The custodial contractor shall use appropriately sized and compatible vacuuming equipment. The finished area shall have a uniform appearance.

26.4.1.2. Spot Cleaning

- 26.4.1.2.1. Smudges, stains, marks, gum, grease, tar, or similar spots on carpets or rugs shall be removed without causing discoloration, using appropriate and compatible cleaning solvents and cleaning equipment. The finished area shall have a uniform appearance.

26.4.2. Vinyl Tile, Vinyl, Ceramic Tile, Stone or Slate Tile, Painted Concrete or Concrete, and Applied Flooring**26.4.2.1. Sweeping and Dust Mopping**

- 26.4.2.1.1. All dirt, mud, grime, crusted material, debris, gum, grease, tar, trash, etc., shall be removed from floors by sweeping or dust mopping using appropriate equipment. All corners, thresholds, and baseboards shall be clean of such material. Floor shall have no skipped areas. The finished area shall have a uniform appearance.

26.4.2.2. Spot Cleaning

- 26.4.2.2.1. Smudges, stains, marks, gum, grease, tar, or similar spots shall be removed without causing discoloration using appropriate and compatible cleaners, solvents, and cleaning equipment. Floors shall have no skipped areas. The finished area shall have a uniform luster.

26.4.2.3. Wet (chemical) Mopping

- 26.4.2.3.1. Floors shall be appropriately swept and dust mopped prior to wet mopping. Floors shall be wet mopped using appropriate disinfectant chemical cleaners followed by damp mopping with water to remove any residue. Floors shall be free of streaks, mop strand marks, and skipped

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 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

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areas. Walls, baseboards, corners, thresholds, and other surfaces shall be free of splashing and marking. The finished areas shall have a uniform luster.

26.4.2.4. Damp Mopping

26.4.2.4.1. Floors shall be appropriately swept or dust mopped prior damp mopping. Floors shall be damp mopped using clean water mixed with appropriate and compatible mopping solution. Floors shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards, corners, thresholds, and other surfaces shall be free of splashing and marking. The finished areas shall have a uniform luster

26.4.2.5. Stripping (vinyl tile and other vinyl flooring only)

26.4.2.5.1. Floors shall be dust mopped and damp mopped prior to stripping. All old applied finishes or waxes shall be removed by applying appropriate and compatible chemical stripping agents, followed by buffing or scrubbing with buffing machine and appropriate buffing pad. All corners, baseboards, threshold, and crevices shall be cleaned of any finish or wax buildup by hand as required. Floors shall be free of streaks and skipped areas. Walls, baseboards, corners, thresholds, and other surfaces shall be free of splashing and marking. The stripped area shall have a clean, uniform appearance.

26.4.2.6. Waxing (vinyl tile and other vinyl flooring only)

26.4.2.6.1. Floors shall be stripped of any finish or wax prior to application of new wax. Floors shall have 3 coats of floor finish applied. Products that minimize slips and falls shall be used. Wax shall be applied in sufficient amounts to ensure full coverage of the floor areas with proper application equipment or tools.

26.4.2.6.2. Proper drying time shall be allowed between coats. After final coat is applied, wax will be allowed to cure for 24 to 48 hours. After the appropriate curing time, the newly waxed floor shall be buffed with a buffing machine using an appropriate and compatible buffing pad.

26.4.2.6.3. Floors shall be free of marks, streaks, and skipped areas. Walls, baseboards, corners, thresholds, and other surfaces shall be free of splashing and marking. The finished areas shall have a uniform luster.

26.5. **WALLS**

26.5.1. General Cleaning

26.5.1.1. All walls shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. The finished wall areas shall have a uniform luster and appearance

26.5.2. Dusting

26.5.2.1. All visible dust shall be removed using appropriate and compatible cleaners and dusting equipment. There shall be no dust streaks. Corners, crevices, molding, and ledges shall be free of all dust. The finished area shall have a uniform luster and appearance.

26.6. **DOORS**

26.6.1. General Cleaning

26.6.1.1. All doors, including trim, glass, hinges, knobs, locks, closer, kick plates, and threshold, shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. The finished doors shall have a uniform luster and appearance.

26.6.2. Spot Cleaning

26.6.2.1. Smudges, stains, marks, gum, grease, tar, or similar spots on doors shall be removed without causing any discoloration, using appropriate and compatible cleaners, solvents, and cleaning equipment. Doors shall have no skipped areas. The finished doors shall have a uniform luster and appearance.

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26.7. GLASS CARE

26.7.1. General Cleaning

26.7.1.1. All windows, door panels, partitions, and mirrors, including metal, fiberglass, or wood trim, ledges, blinds, and sills shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. The finished windows, door panels, partitions, and mirrors shall have a uniform luster and appearance.

26.7.2. Dusting

26.7.2.1. All visible dust shall be removed using appropriate and compatible cleaners and dusting equipment. There shall be no dust streaks. Corners, crevices, molding, and ledges shall be free of all dust. There shall be no oils, spots, or smudges on dusted surfaces caused by dusting equipment. The finished windows, door panels, partitions, and mirrors shall have a uniform luster and appearance.

26.7.3. Damp Wiping

26.7.3.1. All dirt, dust, water stains, spots, streaks, and smudges shall be removed by damp wiping using an appropriate cleaning solution and wiping cloth, sponges, or other appropriate cleaning device. The finished windows, door panels, partitions, and mirrors shall have a uniform luster and appearance.

26.8. BLINDS

26.8.1. Dusting

26.8.1.1. All blinds shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. All visible dust shall be removed using appropriate and compatible cleaners and dusting equipment. There shall be no dust streaks. Corners, crevices, trim, molding, and ledges shall be free of all dust. There shall be no oils, spots, or smudges on the dusted surfaces caused by dusting equipment. The finished blinds shall have a uniform appearance.

26.9. FURNITURE CARE

26.9.1. **Cloth and Wood Furnishings**

26.9.1.1. General cleaning

26.9.1.1.1. All cloth and wood furniture, including desks, chairs, sofas, bookcases, computer tables, conference tables, and other office furnishings shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. The finished furnishings shall have a uniform appearance.

26.9.1.1.2. **Note: The custodial contractor shall not be responsible for moving or removing any materials from any desks, chairs, bookcases, etc., in order to perform the services outlined in this section of the specifications.**

26.9.1.2. Dusting

26.9.1.2.1. All furnishings listed above shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. All visible dust shall be removed using appropriate and compatible cleaners and dusting equipment. There shall be no dust streaks. Corners, crevices, trim, molding, and ledges shall be free of all dust. There shall be no oils, spots, or smudges on the dusted surfaces caused by dusting equipment. The finished furnishings shall have a uniform appearance.

26.9.1.3. Spot Cleaning

26.9.1.3.1. Smudges, stains, marks, gum, grease, tar or other similar spots on all cloth and wood furnishings, including desks, chairs, sofas, bookcases, computer tables, conference tables, and other office furnishings shall be removed without causing discoloration, using appropriate and compatible cleaners, solvents, and cleaning equipment. Furnishings shall have no skipped areas except as noted above. The finished furnishings shall have a uniform appearance.

26.9.2. Vacuuming

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:**Custodial Services, Health Department Satellite Locations****BID NUMBER:****RFB-RC-2021-062**

26.9.2.1. Cloth-type furnishings shall be vacuumed to remove dust balls, dirt, and other similar materials using appropriately sized and compatible vacuuming equipment. The finished area shall have a uniform appearance.

26.9.3. Vinyl, Plastic, and Metal Furnishings**26.9.3.1. General Cleaning**

26.9.3.1.1. All vinyl, plastic, and metal furnishings, including desks, chairs, bookcases, file cabinets, computer tables, conference tables, break room tables and chairs, counter tops, and other similar type furnishings shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. The finished furnishings shall have a uniform appearance.

26.9.3.1.2. **Note: The custodial contractor shall not be responsible for moving or removing any materials from any disks, chairs, bookcases, etc., in order to perform the services outlined in this section of the specifications.**

26.9.3.2. Spot Cleaning

26.9.3.2.1. Smudges, stains, marks, gum, grease, tar, or other similar spots on the furnishings listed above shall be removed without causing discoloration using appropriate and compatible cleaners, solvents, and cleaning equipment. The furnishings shall have no skipped areas except as noted above. The finished areas shall have a uniform luster and appearance.

26.9.3.3. Dusting

26.9.3.3.1. All furnishings listed above shall be clean and free of dirt, smudges, marks, spots, spider webs, dust, and stains. All visible dust shall be removed using appropriate and compatible cleaners and dusting equipment. There shall be no dust streaks. Corners, crevices, trim, molding, and ledges shall be free of all dust. There shall be no oils, spots, or smudges on dusted surfaces caused by dusting equipment. The finished furnishings shall have a uniform appearance.

26.9.3.4. Damp Wipe

26.9.3.4.1. All dirt, dust, water stains, spots, streaks, and smudges shall be removed from the furnishing surfaces prior to damp wiping. Furnishings listed above shall be wiped down using an appropriate cleaning solution and wiping cloths or sponges. Furnishings shall be free of splashing and marking. The finished furnishings shall have a uniform luster and appearance.

26.10. FIXTURE AND APPLIANCE CARE**26.10.1. Restrooms****26.10.1.1. Porcelain Fixtures**

26.10.1.1.1. Porcelain fixtures (washbasins, sinks, urinals, toilets, etc.) shall be clean and bright. Porcelain fixtures shall be cleaned using appropriate disinfectant cleaners and appropriate cleaning equipment. There shall be no dust, spots, stains, rust, green mold, scale, excess moisture, or excess cleaning solution residue. There shall be no streaks or skipped areas. The finished areas shall have a uniform luster and appearance. No acid products to be used on porcelain fixtures.

26.10.1.2. Metal Fixtures

26.10.1.2.1. Metal fixtures (stainless steel, painted steel partitions, chrome and copper piping, faucets, etc.) shall be clean and bright. Metal fixtures shall be cleaned using appropriate disinfectant cleaners and appropriate cleaning equipment. There shall be no dust, spots, stains, rust, green mold, scale, excess moisture, or excess cleaning solution residue. There shall be no streaks or skipped areas. The finished areas shall have a uniform luster and appearance.

26.10.2. Kitchens and Break Rooms**26.10.2.1. Appliances (refrigerators, microwave ovens, coffee pots, etc.)**

26.10.2.1.1. Appliances' exteriors shall be clean and bright. Appliances' exteriors shall be cleaned using appropriate disinfectant and degreasing cleaners and appropriate cleaning equipment. There shall be no dust, spots, stains, rust, green mold, scale, excess moisture, or excess cleaning solution

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:**Custodial Services, Health Department Satellite Locations****BID NUMBER:****RFB-RC-2021-062**

residue. The finished areas shall have a uniform luster and appearance

Note: The custodial contractor is not responsible for cleaning the insides of appliances soiled by County Employees unless requested as a special cleaning service.

26.10.2.2. **Miscellaneous Fixtures** (sinks, faucets, counter tops, tables, cabinets, etc.)

26.10.2.2.1. Miscellaneous fixtures shall be clean and bright. Miscellaneous fixtures shall be cleaned using appropriate disinfectant cleaners and appropriate cleaning equipment. There shall be no dust, spots, stains, rust, green mold, scale, excess moisture, or excess cleaning solution residue. There shall be no streaks or skipped areas. The finished areas shall have a uniform luster and appearance.

27. DRINKING FOUNTAINS

27.1. The porcelain or stainless steel surfaces shall be clean and bright. They shall be free of dust, posts, stains, and streaks. Fountains shall be kept free of trash, ink coffee grounds, etc. Nozzles shall be free from encrustation or scales. The finished areas shall have a uniform luster and appearance.

28. BASIC CUSTODIAL SERVICES

28.1. Servicing

28.1.1. All supply dispensers shall be filled. Waste receptacles shall be emptied, and sanitary napkin dispensers emptied, cleaned, disinfected, and new bags inserted.

28.2. Policing

28.2.1. Building areas shall be free of all paper, trash, empty bottles, and other discarded materials.

28.3. Cleaning Wastebaskets and Trash Receptacles

28.3.1. Waste baskets and trash receptacles shall be free of debris and residue. Plastic liners shall be changed each time they are emptied.

28.4. High Cleaning

28.4.1. Surfaces shall be clean and free of dust. Glass and light fixtures shall be clean and free of streaks.

29. EMERGENCY AND SPECIAL EVENT CLEANING

29.1. In the event that other janitorial services, in addition to or separate from the services specified herein, may be deemed necessary by the Contract Administrator or authorized representative, the Contractor may be requested to perform the additional or special service. Cleaning services shall be ordered by the county through issuance of a purchase order for the appropriate work tasks. The Contractor will be reimbursed by the County on the basis of the hourly labor rate specified by the Contractor in the Proposal Price Schedule of this agreement, plus the cost of the materials needed for the additional cleaning service.

29.2. Emergency Cleaning. Upon notification, the contract manager shall respond within one (1) hour. Contractor personnel shall begin clean up within two hours. Contractor shall perform emergency cleaning required due to broken water pipes, commode overflow, vandalism, and similar emergencies to restore an area to its normal state of cleanliness and appearance.

30. MISCELLANEOUS DUTIES

30.1. In addition to the work specified, the following additional duties shall be performed in conjunction with the cleaning operation as part of the Contract:

30.1.1. Reporting of security violations, hazardous conditions, items in need of repair such as burned out lights, leaky faucets, toilet stoppages, etc.

30.1.2. Reporting to the Contract Administrator irregularities or damage in any of the areas serviced, regarding heating and ventilating equipment, lighting, furniture, vandalism, broken doors or windows, or any other condition that is unsafe or may require attention for repairs, replacement, or correction.

30.1.3. Ensuring that rooms that are locked after hours are locked after cleaning and the keys are returned to their designated office or location.

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:**Custodial Services, Health Department Satellite Locations****BID NUMBER:****RFB-RC-2021-062**

- 30.1.4. Ensuring that no interior space, room or suite of rooms that is normally secured after hours is left accessible and/or unattended during cleaning operations. This is a major item of interest.
- 30.1.5. Turning in all lost and found articles to the Contract Administrator or other specified office or location.
- 30.1.6. Notification of the Contract Administrator or designee of emergency conditions such as fires, floods, excessively hot or cold room temperatures, etc.
- 30.1.7. All problems and/or complaints of a minor nature, or similar isolated incidents, may be handled directly between the Contractor's foreman and the County representative. A summary of the incident and resolution shall be contained in the report log.

31. MAINTAIN REPORT LOG

- 31.1. The contractor shall maintain a Report Log that includes the following:
- 31.2. Discrepancies from the routine work scheduled and an explanation of the circumstances involved.
- 31.3. Damage, vandalism, or broken windows listed by description and location.
- 31.4. Any and all problems and/or complaints of a minor nature, or similar isolated incidents, may be handled directly between the Contractor's foreman and the department contact. A summary of the incident and resolution shall be contained in the report log.
- 31.5. The contractor shall submit with proposal, a sample of report log forms.
- 31.6. Reports may be submitted electronically via email.
- 31.7. A report need not be submitted if there is nothing to report.

32. TELEPHONE SERVICE

- 32.1. No non-emergency telephone charges to the county by Contractor's employees shall be allowed.
- 32.2. A list of emergency telephone numbers shall be maintained at the work locations by the Contractor and will include the Police and Fire Departments.

33. OSHA GUIDELINE COMPLIANCE

- 33.1. The contractor shall comply with the OSHA Standard 29CFR 1910.1200 Hazardous Communications as it pertains to the training, safety, and equipment needed for all employees engaged in custodial service. The Contractor shall be responsible for compliance on date of contract commencement and shall provide proof to the Purchasing Division at the Start-up Meeting.
- 33.2. The contractor is responsible for advising his employees of all Environmental and Hazardous Materials Handling and is also required to have and maintain Material Safety Data Sheets (MSDS) on all materials that are required by State and Federal Laws and/or Regulations. (OSHA requirements).

34. MATERIAL SAFETY DATA SHEETS

- 34.1. The Contractor shall furnish to the County's Facilities Management Department and Safety Coordinator copies of Material Safety Data Sheets for all products used prior to beginning service in any facility. The Material Safety Data Sheets must be organized and include an index.
- 34.2. These Material Safety Data Sheets must be in compliance to the OSHA Guidelines, Title 29 of the Code of Federal Regulation, Part 1910.1200, Paragraph G.

35. LABELING OF HAZARDOUS MATERIALS

- 35.1. The Contractor shall comply with the OSHA Guidelines, Title 29 of the Code of Federal Regulation, Part 1910.1200, Paragraph F, concerning the labeling of all chemical containers.

36. OSHA GUIDELINES BLOOD PATHOGENS

- 36.1. The Contractor shall comply with the OSHA Standard 29CFR1910.1030 Bloodborne Pathogens as it pertains to the training, safety, and equipment needed for all employees engaged in custodial service. The Contractor

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:**Custodial Services, Health Department Satellite Locations****BID NUMBER:****RFB-RC-2021-062**

shall be responsible for compliance on date of contract commencement and shall provide proof to the Purchasing Division at the Start-Up Meeting.

- 36.2. The contractor is responsible for cleaning bodily fluid spills of a two (2) foot square area, or less. The custodian shall immediately notify the local facilities administrator or departmental representative of any bodily fluid spills larger than two (2) feet square.

37. CAUTION SIGNS

- 37.1. The Contractor shall use "caution signs" as required by OSHA Guidelines. The Contractor shall furnish these signs at no additional cost to the County. Caution signs shall be on-site on Contract start date.

38. PERFORMANCE STANDARDS

- 38.1. The contractor is responsible for providing janitorial services consistent with the expectations of the County and shall perform at a level consistent with the specifications outlined herein and shall meet the County standards for clean and safe working/learning environments. To that end, the contractor shall be aware that service deemed as deficient can result in the termination of a portion or the entire Contract.
- 38.2. The selected contractor is responsible for notifying all relevant parties when a condition exists that could hinder the contractor's ability to perform at acceptable levels in any facilities where employees of the contractors are working.
- 38.3. The contractor shall provide custodial maintenance services for each facility as proposed and listed on monthly schedule.
- 38.4. The standard of cleaning shall be classed as "Acceptable" which means that the work product elicits neither compliments nor serious criticism. Some occupants may complain from time to time.

39. UNSATISFACTORY CLEANING PERFORMANCE

- 39.1. The Contractor will provide a telephone number where immediate reporting of unsatisfactory cleaning performance can be made. The Contractor will respond, by telephone, to such reports within sixty (60) minutes of the original notification call.
- 39.2. Upon reporting of unsatisfactory cleaning performance by the Contractor Administrator, the Contractor will have two (2) hours from such report to initiate corrective action. Note: This is not dependent on the receipt of a return call by the Contractor of the original report. If unacceptable condition(s) are corrected within two hours of verbal notification, the unacceptable condition(s) shall be considered acceptable and shall not count as a defect for quality rating purposes. Failure to correct the unacceptable conditions within the 2 hour period will result in the contractor being charged with a defect.
- 39.3. Shortage of Consumable Supplies: Should the Contractor not furnish the proper supplies, the County may make a purchase of the needed supplies and charge them against the Contractor's invoice at the County's cost plus twenty percent (20%) for County administrative costs. The contractor will be charged with a defect. If the Contractor does not provide proper supplies after this action, then the Contractor will be at risk of default.

40. CONTRACT DEFAULT

- 40.1. Repeated incidents of unsatisfactory cleaning performance or failure to comply with other terms of the contract will result in termination for cause.
- 40.2. If the Contractor receives three (3) or more defects within a thirty (30) calendar day period or more than a total of twenty (20) defects during a one year day period the contract can be terminated for cause.
- 40.3. Termination for default of any portion of the contract can result in termination of the entire contract for cause.

41. NON-PERFORMANCE INDICATORS

Any alterations to this document made by the Offeror may be grounds for rejection of the proposal, cancellation of any subsequent award, or any other legal remedies available to the County of Rockland.

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:**Custodial Services, Health Department Satellite Locations****BID NUMBER:****RFB-RC-2021-062**

The County may use the following additional criteria to establish non-performance of the Contract requirements:

- 41.1. If all deficiencies on a quarterly inspection report are not corrected within one week inspection - three (3) occurrences in one (1) year.
- 41.2. More than 2 quarterly reports over a one year period that have been marked unacceptable by the County inspector at the time of the inspection.

42. LOCATION DESCRIPTIONS AND FREQUENCY STANDARDS42.1. **Women's Health Clinic****14 South Main St, 2nd Floor, Spring Valley, NY****Hours of operation: Monday, Tuesday, and Thursday, (M/T/R) 8am to 5pm****Current billing amount per month: \$600.00**

Square footage: approximately 2,650

Full Time Employees: 7

Transient population: approximately 120 people per week

Administrative Area (3 offices)

Reception Area

Waiting room

Participant restroom

Staff restroom

Exam room

Breakroom

Stairwell

Floor Type: mostly carpet, one room is laminate, bathroom is tile

SPECIAL INSTRUCTIONS:

- Disinfectant is to be used in general cleaning
- Evening cleaning: 5pm to 8pm, the landlord must be present to open and lock the exterior door
- Cleaning cannot be done while this clinic is in session
- **All universal health precautions must be strictly implemented for all Health Department satellites.**

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:
Custodial Services, Health Department Satellite Locations

BID NUMBER:
RFB-RC-2021-062

THESE JANITORIAL REQUIREMENTS ARE GROUPED BY TYPE OF AREA BEING SERVICED.

OFFICE AREAS, CONFERENCE AND MEETING ROOMS	FREQUENCY
Empty and clean all waste baskets and remove contents to disposal area.	M/T/R
Dust furniture, files, fixtures, telephones, windowsills, partitions, equipment, and accessories.	Weekly
Spot clean all horizontal and vertical surfaces removing fingerprints, smudges, and stains, including all desks and tabletops and all built in counter tops and cabinets.	M/T/R
Vacuum all offices and conference rooms wall to wall	M/T/R
HALLWAYS/CORRIDORS	FREQUENCY
Vacuum carpeted areas wall to wall	M/T/R
Dust glass and frames of all hallway prints and pictures	Monthly
REST ROOMS	FREQUENCY
Mop, disinfect, rinse floors using a solution containing disinfectant	M/T/R
Thoroughly sanitize, deodorize and disinfect all basins, sinks, urinals, toilet bowls, and toilet seats using a disinfectant solution	M/T/R
Wash and polish all mirrors, flushometers, piping, hinges, shelves, soap and towel dispensers, fixtures, partitions and all other metal trim allow proper disinfection	M/T/R
Empty and clean all receptacles and remove refuse for disposal.	M/T/R
High dusting of all louvers, ventilating grills and light fixtures	Monthly
EXAM ROOM	FREQUENCY
Sweep and damp mop with disinfectant solution	M/T/R
Strip floors apply 3 coats of floor finish and buff	Semi-Annually
Remove trash and dispose of in dumpster	M/T/R
Wipe all counter tops and cabinets with disinfectant	M/T/R
Wash and sanitize sink. (DO NOT EMPTY RED BAG, THIS IS A CLINIC RESPONSIBILITY)	M/T/R
RECEPTION AREA / WAITING ROOM	FREQUENCY
Empty area of all waste, cups, cans, trash etc., remove to disposal area	M/T/R
Damp wipe and polish tables, reception counter.	M/T/R
Vacuum reception and waiting areas wall to wall	M/T/R
Vacuum or damp wipe all waiting room furniture	Monthly

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:
Custodial Services, Health Department Satellite Locations

BID NUMBER:
RFB-RC-2021-062

FURNITURE / UPHOLSTERY	FREQUENCY
Vacuum all upholstered furniture	Monthly
Dust all desktops, tabletops, and wooden furniture, including arms, legs, etc.	Weekly
Spot clean, as requested, upholstered and vinyl furniture	Quarterly
STAIRWAYS	FREQUENCY
Dust rails and ledges; spot clean walls	Monthly
Sweep stairs and stairwell, removing any litter	M/T/R
Mop Stairwell staircases	Weekly
WINDOWS	FREQUENCY
Clean inside window glass during cleaning	Semi-Annually
Wipe clean all metal frames and sills during cleaning	Semi-Monthly
BLINDS	FREQUENCY
Dust all window Venetian blinds	Semi-Annually
DOORS	FREQUENCY
Wash all door handle areas free of fingerprints and dirt	Weekly
SUPPLIES (TO BE PROVIDED BY CONTRACTOR)	FREQUENCY
All necessary cleaning supplies	As needed
All toilet paper, paper towels and soap	As needed
Install paper towels and toilet paper in dispensers	M/T/R
Provide all large and small garbage bags as needed	M/T/R
EQUIPMENT	FREQUENCY
Contractor will provide any needed janitorial equipment	As needed
Contractor will be responsible to maintain and repair any provided janitorial equipment	As needed
MISCELLANEOUS	FREQUENCY
Store cleaning equipment in designated locations and clean all areas used by cleaning staff	M/T/R
Secure all window and doors upon completion of cleaning	M/T/R
Extinguish all but designated night lights	M/T/R

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:
Custodial Services, Health Department Satellite Locations

BID NUMBER:
RFB-RC-2021-062

42.2. **WIC Clinic**

14 South Main St, 1st Floor, Spring Valley, NY

Hours of operation: Monday through Friday, 8am to 5pm

Current billing amount per month: \$625.00

Square footage: approximately 2,292

Full Time Employees: 6

Transient population: 350 families per week

Administrative Area (5 offices)

Participant restroom

Staff restroom

Waiting Room

Hallway

Floor Type: mostly carpet, one room is laminate, bathroom is tile

SPECIAL INSTRUCTIONS:

- Disinfectant is to be used in general cleaning
- **All universal health precautions must be strictly implemented for all Health Department satellites.**

These janitorial requirements are grouped by type of area being serviced.

OFFICE AREAS	FREQUENCY
Empty and clean all waste baskets and remove contents to disposal area.	M/T/W/F
Dust furniture, files, fixtures, telephones, windowsills, partitions, equipment, and accessories.	Weekly
Spot clean all horizontal and vertical surfaces removing fingerprints, smudges, and stains, including all desks and table tops and all built in counter tops and cabinets.	M/T/W/F
Vacuum all offices and conference rooms wall to wall	M/T/W/F
Wipe and disinfect scales and children's toys	Weekly
HALLWAYS/ENTRYWAY	FREQUENCY
Vacuum carpet wall to wall	M/T/W/F
Wet mop entryway with a disinfectant cleaner	M/T/W/F
STAFF REST ROOM	FREQUENCY
Mop, disinfect, rinse floors using a solution containing disinfectant	Weekly
Thoroughly sanitize, deodorize and disinfect all basins, sinks, urinals, toilet bowls, and toilet seats using a disinfectant solution	Weekly
Empty and clean all receptacles and remove refuse for disposal.	Weekly

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:
Custodial Services, Health Department Satellite Locations

BID NUMBER:
RFB-RC-2021-062

PARTICIPANT REST ROOM	FREQUENCY
Mop, disinfect, rinse floors using a solution containing disinfectant	M/T/W/F
Thoroughly sanitize, deodorize and disinfect all basins, sinks, urinals, toilet bowls, and toilet seats using a disinfectant solution	M/T/W/F
Wash and polish all mirrors, flushometers, piping, hinges, shelves, soap and towel dispensers, fixtures, partitions and all other metal trim allow proper disinfection	M/T/W/F
Empty and clean all receptacles and remove refuse for disposal.	M/T/W/F
Damp wipe and polish walls and partitions.	Monthly
High dusting of all louvers, ventilating grills and light fixtures	Monthly
RECEPTION AREA / WAITING ROOM	FREQUENCY
Empty area of all waste, cups, cans, trash etc, remove to disposal area	M/T/W/F
Vacuum all waiting room floors	M/T/W/F
Wipe and disinfect all waiting room seating and children's toys	M/T/W/F
FURNITURE / UPHOLSTERY	FREQUENCY
Vacuum all upholstered furniture	Monthly
Damp wipe all vinyl furniture	Monthly
WINDOWS	FREQUENCY
Clean inside window glass during cleaning	Semi-annually
Wipe clean all metal frames and sills during cleaning	Semi-annually
VENTS	FREQUENCY
High dusting of ceiling vents and light fixtures	Semi-annually
BLINDS	FREQUENCY
Dust all window Venetian blinds	2 X year

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:
Custodial Services, Health Department Satellite Locations

BID NUMBER:
RFB-RC-2021-062

DOORS	FREQUENCY
Wash all door handle areas free of fingerprints and dirt	Weekly
Sanitize all door handles	Weekly
Spot clean all doors and handles as requested	Weekly
SUPPLIES (TO BE PROVIDED BY CONTRACTOR)	FREQUENCY
All necessary cleaning supplies	As needed
All toilet paper, paper towels and soap	As needed
Install paper towels and toilet paper in dispensers	Daily
Provide all large and small garbage bags as needed	Daily
EQUIPMENT	FREQUENCY
Contractor will provide any needed janitorial equipment	As needed
Contractor will be responsible to maintain and repair any provided janitorial equipments	As needed
MISCELLANEOUS	FREQUENCY
Clean slop sinks, store cleaning equipment in designated locations and clean all areas used by cleaning staff	Daily
Secure all window and doors upon completion of cleaning	Daily
Extinguish all but designated night lights	Daily

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:
Custodial Services, Health Department Satellite Locations

BID NUMBER:
RFB-RC-2021-062

42.3. **WIC Clinic**

26 New Main St, Suite 1, Haverstraw, NY

Hours of operation: Tuesday, Wednesday and Thursday (T/W/R), 8am to 5pm

Current billing amount per month: \$195.00

Square footage: approximately 1,100

Full Time Employees: 5

Transient population: 150 families per week

Administrative Area (3 offices)

Participant restroom

Staff restroom

Hallway

Floor Type: all rooms are carpet, bathrooms are laminate

SPECIAL INSTRUCTIONS:

- Disinfectant is to be used in general cleaning
- **All universal health precautions must be strictly implemented for all Health Department satellites.**

These janitorial requirements are grouped by type of area being serviced.

OFFICE AREAS, CONFERENCE AND MEETING ROOMS	FREQUENCY
Empty and clean all waste baskets and remove contents to disposal area.	W/R
Dust furniture, files, fixtures, telephones, windowsills, partitions, equipment, and accessories.	Weekly
Spot clean all horizontal and vertical surfaces removing fingerprints, smudges, and stains, including all desks and table tops and all built in counter tops and cabinets.	W/R
Vacuum all offices and conference rooms wall to wall	W/R
Wipe and disinfect scales and children's toys	Weekly
HALLWAYS/CORRIDORS	FREQUENCY
Vacuum hallway carpet wall to wall	W/R
REST ROOMS	FREQUENCY
Mop, disinfect, rinse floors using a solution containing disinfectant	W/R
Thoroughly sanitize, deodorize and disinfect all basins, sinks, urinals, toilet bowls, and toilet seats using a disinfectant solution	W/R
Wash and polish all mirrors, flushometers, piping, hinges, shelves, soap and towel dispensers, fixtures, partitions and all other metal trim allow proper disinfection	W/R
Empty and clean all receptacles and remove refuse for disposal.	W/R
High dusting of all louvers, ventilating grills and light fixtures	Monthly
RECEPTION AREA / WAITING ROOM	FREQUENCY
Vacuum or damp mop waiting room floor	W/R

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:
Custodial Services, Health Department Satellite Locations

BID NUMBER:
RFB-RC-2021-062

Wipe and disinfect waiting room seating and children's toys	W/R
FURNITURE / UPHOLSTERY	FREQUENCY
Vacuum all upholstered furniture	Monthly
Damp wipe all vinyl furniture	Monthly
WINDOWS	FREQUENCY
Clean inside window glass during cleaning	Semi-annually
Dust and damp wipe all windowsills	Monthly
VENTS	FREQUENCY
High dusting of ceiling vents and light fixtures	Semi-annually
DOORS	FREQUENCY
Wash all door handle areas free of fingerprints and dirt	Weekly
Sanitize all door handles	Weekly
Spot clean all doors and handles as requested	Weekly
SUPPLIES (TO BE PROVIDED BY CONTRACTOR)	FREQUENCY
All necessary cleaning supplies	As needed
All toilet paper, paper towels and soap	As needed
Install paper towels and toilet paper in dispensers	Daily
Provide all large and small garbage bags as needed	Daily
EQUIPMENT	FREQUENCY
Contractor will provide any needed janitorial equipment	As needed
Contractor will be responsible to maintain and repair any provided janitorial equipment	As needed
MISCELLANEOUS	FREQUENCY
Clean slop sinks, store cleaning equipment in designated locations and clean all areas used by cleaning staff	Daily
Secure all window and doors upon completion of cleaning	Daily
Extinguish all but designated night lights	Daily
Return alarm to armed status upon exit	Daily

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:
Custodial Services, Health Department Satellite Locations

BID NUMBER:
RFB-RC-2021-062

42.4. **WIC Clinic**

23 Robert Pitt Drive, Suite 103, Monsey, NY

Hours of operation: Monday through Friday 8am to 5pm

Current billing amount per month: \$790.00

Square footage: approximately 2,850

Full Time Employees: 7

Transient population: 550 families per week

Administrative Area

Participant Restroom

Staff Restroom

Waiting Area

Kitchen/breakroom

Exam room with scales

Chart room

Floor Type: Office space is carpet, waiting area is laminate, bathroom is tile

SPECIAL INSTRUCTIONS:

- Disinfectant is to be used in general cleaning
- **All universal health precautions must be strictly implemented for all Health Department satellites.**

These janitorial requirements are grouped by type of area being serviced.

OFFICE AREAS, CONFERENCE AND MEETING ROOMS	FREQUENCY
Empty and clean all waste baskets and remove contents to disposal area.	Daily
Dust furniture, files, fixtures, telephones, windowsills, partitions, equipment, and accessories.	Weekly
Spot clean all horizontal and vertical surfaces removing fingerprints, smudges, and stains, including all desks and table tops and all built in counter tops and cabinets.	Daily
Vacuum all offices and conference rooms wall to wall	Weekly
CHART ROOM	FREQUENCY
Vacuum wall to wall	Weekly
KITCHEN/BREAKROOM	FREQUENCY
Sweep floor and then mop with bleach or degreaser	Weekly
Empty and remove trash from Kitchen garbage cans	Daily
Thoroughly clean and degrease sink, refrigerator and microwave, other kitchen appliances and counter tops.	Weekly
REST ROOMS	FREQUENCY
Mop, disinfect, rinse floors using a solution containing disinfectant	Daily
Thoroughly sanitize, deodorize and disinfect all basins, sinks, urinals, toilet bowls, and toilet seats using a disinfectant solution	Daily
Wash and polish all mirrors, flushometers, piping, hinges, shelves, soap and towel dispensers, fixtures, partitions and all other metal trim allow proper disinfection	Daily

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:
Custodial Services, Health Department Satellite Locations

BID NUMBER:
RFB-RC-2021-062

Empty and clean all receptacles and remove refuse for disposal.	Daily
Damp wipe and polish walls and partitions.	Monthly
High dusting of all louvers, ventilating grills and light fixtures	Monthly
EXAM ROOM	FREQUENCY
Vacuum wall to wall	Weekly
Remove trash and dispose of in dumpster	Daily
Wipe down and disinfect scales.	Weekly
RECEPTION AREA / WAITING ROOM	FREQUENCY
Empty area of all waste, cups, cans, trash etc, remove to disposal area	Daily
Spot clean reception counter and glass windows.	Weekly
Sweep and damp mop all vinyl tile in entry way/foyer/waiting area	Daily
Wipe and disinfect waiting room seating and children's toys	Daily
Strip and wax waiting room floor	Annually
FURNITURE / UPHOLSTERY	FREQUENCY
Vacuum all upholstered furniture	Monthly
Damp wipe all vinyl furniture	Monthly
WINDOWS	FREQUENCY
Clean all glass doors and windows surrounding vestibule and entrances inside and out	Weekly
VENTS	FREQUENCY
High dusting of ceiling vents	Semi-annually
DOORS	FREQUENCY
Wash all door handle areas free of fingerprints and dirt	Weekly
Sanitize all door handles	Weekly
Spot clean all doors and handles as requested	Weekly

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:
Custodial Services, Health Department Satellite Locations

BID NUMBER:
RFB-RC-2021-062

SUPPLIES (TO BE PROVIDED BY CONTRACTOR)	FREQUENCY
All necessary cleaning supplies	As needed
All toilet paper, paper towels and soap	As needed
Install paper towels and toilet paper in dispensers	Daily
Provide all large and small garbage bags as needed	Daily
EQUIPMENT	FREQUENCY
Contractor will provide any needed janitorial equipment	As needed
Contractor will be responsible to maintain and repair any provided janitorial equipment	As needed
MISCELLANEOUS	FREQUENCY
Clean slop sinks, store cleaning equipment in designated locations and clean all areas used by cleaning staff	Daily
Secure all and doors upon completion of cleaning	Daily
Extinguish all but designated night lights	Daily

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:
Custodial Services, Health Department Satellite Locations

BID NUMBER:
RFB-RC-2021-062

42.5. **WIC Clinic**

9 Jackson Ave, (Basement) New Square, NY

Hours of operation: Monday through Friday 8am to 5pm

Current billing amount per month: \$195.00

Square footage: approximately 1,185

Full Time Employees: 4

Transient population: 300 families per week

Administrative Area (2 offices)

Waiting Rooms (2)

Staff/Participant Restroom

Floor Type: mostly wood, one room is laminate, bathroom is tile

SPECIAL INSTRUCTIONS:

- Disinfectant is to be used in general cleaning
- **All universal health precautions must be strictly implemented for all Health Department satellites.**
- **Cleaning to begin when clinic closes at 5PM**

These janitorial requirements are grouped by type of area being serviced.

OFFICE AREAS	FREQUENCY
Empty and clean all waste baskets and remove contents to disposal area.	M/T/R
Dust furniture, files, fixtures, telephones, windowsills, partitions, equipment, and accessories.	Weekly
Spot clean all horizontal and vertical surfaces removing fingerprints, smudges, and stains, including all desks and table tops and all built in counter tops and cabinets.	M/T/R
Sweep and dust mop all offices wall to wall	M/T/R
Wipe and disinfect scales and children's toys	M/T/R
REST ROOMS	FREQUENCY
Mop, disinfect, rinse floors using a solution containing disinfectant	M/T/R
Thoroughly sanitize, deodorize and disinfect all basins, sinks, urinals, toilet bowls, and toilet seats using a disinfectant solution	M/T/R
Wash and polish all mirrors, flushometers, piping, hinges, shelves, soap and towel dispensers, fixtures, partitions and all other metal trim allow proper disinfection	M/T/R
Empty and clean all receptacles and remove refuse for disposal.	M/T/R
Damp wipe and polish walls and partitions.	Monthly
High dusting of all louvers, ventilating grills and light fixtures	Monthly

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:
Custodial Services, Health Department Satellite Locations

BID NUMBER:
RFB-RC-2021-062

RECEPTION AREA / WAITING ROOMS	FREQUENCY
Empty area of all waste, cups, cans, trash etc, remove to disposal area	M/T/R
Spot clean reception counter.	M/T/R
Sweep and damp mop all flooring in entry way/foyer/waiting area	M/T/R
Wipe and disinfect children's toys	M/T/R
Damp wipe all vinyl furniture	Weekly
WINDOWS	FREQUENCY
Clean inside window glass during cleaning	Weekly
Wipe clean all metal frames and sills during cleaning	Weekly
VENTS	FREQUENCY
High dusting of ceiling vents	Semi-annually
DOORS	FREQUENCY
Wash all door handle areas free of fingerprints and dirt	Weekly
Sanitize all door handles	Weekly
Spot clean all doors and handles as requested	Weekly
SUPPLIES (TO BE PROVIDED BY CONTRACTOR)	FREQUENCY
All necessary cleaning supplies	As needed
All toilet paper, paper towels and soap	As needed
Install paper towels and toilet paper in dispensers	M/T/R
Provide all large and small garbage bags as needed	M/T/R
EQUIPMENT	FREQUENCY
Contractor will provide any needed janitorial equipment	As needed
Contractor will be responsible to maintain and repair any provided janitorial equipment	As needed
MISCELLANEOUS	FREQUENCY
Clean slop sinks, store cleaning equipment in designated locations and clean all areas used by cleaning staff	M/T/R
Secure all and doors upon completion of cleaning	M/T/R
Extinguish all but designated night lights	M/T/R

COUNTY OF ROCKLAND - DGS-PURCHASING
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TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:**Custodial Services, Health Department Satellite Locations****BID NUMBER:****RFB-RC-2021-062****43. PREVAILING WAGES**

43.1. **This cleaning service is subject to Article 9 Prevailing Wage Rates.**

43.1.1. **The PRC number for this project is 2021900485**

43.1.2. **For applicable Article 9 Prevailing Wage Rates contact the New York State Department of Labor
@www.labor.state.ny.us**

43.1.3. **This bid is not subject to collective bargaining agreements.**

44. AWARD

44.1. **This bid shall be awarded in its entirety to the lowest responsive, responsible bidder.**

45. METHOD OF PAYMENT

45.1. The Contractor will be paid on a monthly basis, in arrears. Invoices must contain the agreement number or Bid number under which the purchase was awarded. The Contractor shall submit monthly invoices to: County of Rockland, Department of Finance, 18 New Hempstead Road, New City, New York 10956.