



City of Rockville  
Rockville, Maryland

## **INVITATION FOR BIDS #17-23**

### **JANITORIAL SERVICES**

**Bids Due by 2:00 PM (ET)  
THURSDAY, MARCH 23, 2023**

Procurement Department  
City of Rockville, City Hall  
111 Maryland Avenue, 1st Floor  
Rockville, Maryland 20850  
Phone: (240) 314-8431  
Fax: (240) 403-9321

Any individual with a disability who would like to receive the information in this publication in another form may contact the ADA Coordinator at 240-314-8100, TDD 240-314-8137

#### **MFD-V Outreach Program**

**It is the intent of the City of Rockville to increase opportunities for minority, female, disabled or veteran (MFD-V) owned businesses to compete effectively at supplying goods, equipment, and services to the City, within the constraints of statutory purchasing requirements, departmental needs, availability, and sound economical considerations. Suggested changes and MFD-V enhancements to this solicitation's requirements for possible consideration and/or inclusion in future solicitations are encouraged. Any questions regarding MFD-V outreach or questions/concerns regarding the City's bidding process should be addressed to Pat Ryan, [pryan@rockvillemd.gov](mailto:pryan@rockvillemd.gov) or 240-314-8434.**



**Statement of "No Bid Submittal"**

If you do not intend to submit on this requirement, please complete and return this form prior to date shown for receipt of bids to the buyer listed in this IFB by **email only** to [pryan@rockvillemd.gov](mailto:pryan@rockvillemd.gov).

I/WE HAVE DECLINED TO BID ON **IFB #17-23**, titled **JANITORIAL SERVICES** for the following reason(s): [Please place a check mark (✓) next to the reason(s) as applicable]

(✓)	Reason
	Proposal requirements too "restrictive".
	Insufficient time to respond to the Invitation for Bids.
	We do not offer this service.
	Our schedule would not permit us to perform.
	Unable to meet requirements.
	Unable to meet insurance or bond requirements.
	Scope of Services unclear (please explain below).
	Other (please specify below).

REMARKS:

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Are you a Minority, Female, Disabled, or Veteran-Owned (MFD-V) business? \_\_\_\_\_ Yes \_\_\_\_\_ No

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_  
 Authorized Signatory

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

**CITY OF ROCKVILLE  
ROCKVILLE, MARYLAND**

**INVITATION FOR BIDS #17-23  
JANITORIAL SERVICES**

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**City of Rockville**  
**IFB #17-23**

**Submittal Checklist and Signature**

**This page must be completed and submitted with your bid. Failure to submit this page shall deem your bid non-responsive.**

\_\_\_\_\_ Responses shall be submitted electronically via the City’s Collaboration Portal no later than the due date and time as shown in this solicitation.

[Contract Insight - Collaboration Portal \(rockvillemd.gov\)](http://rockvillemd.gov)

\_\_\_\_\_ Did an authorized company representative sign the bottom portion of this of this page?

\_\_\_\_\_ Did an authorized representative sign the Affidavit form, Attachment A?

\_\_\_\_\_ Did you complete the Contractor Information form in Attachment B?

\_\_\_\_\_ Did you complete the Reference form in Attachment C?

\_\_\_\_\_ If you are an entity (limited liability partnerships, corporations, limited partnerships, limited liability companies, limited liability limited partnerships, business trusts, real estate investment trust and trade name filings), is the legal name of your company listed with the State of Maryland Department of Assessments and Taxation and in good standing? You may check by going to

<http://sdat.resiusa.org/UCC-Charter/Pages/CharterSearch/default.aspx>

\_\_\_\_\_ Did you check the City’s website for any addenda and include a signed copy of each with your response?

**Note: The City will no longer generate check payments to awarded vendors. Electronic payments will only be issued. If your company is selected, you shall be required to complete and submit an ACH application prior to award of a contract/purchase order.**

PAYMENT TERMS: NET 30	DELIVERY: _____	DAYS AFTER RECEIPT OF ORDER
PROMPT PAYMENT DISCOUNT: ____% FOR PAYMENT WITHIN ____ DAYS		
COMPANY LEGAL NAME: _____		
ADDRESS: _____		
SUBMITTED BY: _____		
SIGN YOUR NAME		DATE
PRINT YOUR NAME _____		
TELEPHONE# _____	FAX # _____	
E-MAIL ADDRESS: _____		FEDERAL ID#/OR SS# _____
<b><i>For informational purposes only – Is your company certified as a Minority, Female, or Disabled (MFD) business:</i></b>		
_____ yes _____ no _____ I choose not to respond		

## **INVITATION FOR BID #17-23 JANITORIAL SERVICES**

### **SECTION I: PROJECT OVERVIEW**

**1.1 SECURED BIDS** will be received electronically via a City designated bid receipt software solution until **2:00 PM ET, TUESDAY, MARCH 21, 2023**. The bidder assumes full responsibility for the timely delivery of a bid via the designated solution. Bids delivered in any other fashion will not be considered. Properly submitted bids will be opened in a virtual environment after the time set for receipt of bids and will be read aloud via a City telepresence software solution at the phone number and/or web address provided by the City and contained within this solicitation.

Submission of a bid electronically is consent by the bidder to conduct any or all elements of the procurement by electronic means, in accordance with the terms of this invitation for bids.

Bids presented after the bid receiving deadline will not be received for any reason. The official time clock for receiving bids will be that of the City's third party software solution provider's computer server system.

**ATTENTION: BIDDERS ARE HEREBY NOTIFIED THAT THE CITY'S THIRD-PARTY SOFTWARE SOLUTION PROVIDER'S COMPUTER SERVER TIME MAY DIFFER FROM THAT OF OTHER ELECTRONIC DEVICES, COMPUTER SOFTWARE AND COMPUTER HARDWARE THAT MAY BE USED TO ELECTRONICALLY SUBMIT THE BID. BIDDERS ARE RESPONSIBLE FOR ALLOWING ADEQUATE TIME TO SUCCESSFULLY DELIVER THE BID TO THE REQUIRED ELECTRONIC LOCATION BY THE REQUIRED TIME.**

### **1.2 BACKGROUND**

The purpose of this solicitation is to establish a requirements contract for routine and emergency JANITORIAL SERVICES Citywide. Contractor shall provide all labor, materials, equipment, and quality control inspection for the complete, satisfactory, and high-quality janitorial services.

### **1.3 PROPOSED SCHEDULE**

- A. IFB release date – TUESDAY, FEBRUARY 14, 2023
- B. Pre-Bid Conference – TUESDAY, FEBRUARY 28, 2023 AT 10:00AM ET
- C. Questions Due – THURSDAY, MARCH 9, 2023 BY 5:00PM ET
- D. IFB closing date – THURSDAY, MARCH 23, 2023 AT 2:00PM ET

### **1.4 PRE-BID/SITE VISIT MEETING**

An in-person pre-bid/site visit meeting will be held on **TUESDAY, FEBRUARY 28, 2023, at 10:00 am ET**, in the Mayor and Council chambers, 3<sup>rd</sup> floor, 111 Maryland Avenue, Rockville, MD 20850. Please RSVP your attendance to [pryan@rockvillemd.gov](mailto:pryan@rockvillemd.gov) no later than **9AM ET Tuesday February 28, 2023**.

Due to the importance of all bidders having a clear understanding of the specifications/scope of work for this solicitation, attendance at pre-bid meeting and all site-visits are mandatory.

A map will be provided to all pre-bid conference attendees prior to the site visits.

A walking tour will commence immediately following the pre-bid conference. The tour will include site visits to City Hall, Rockville Police Station and Annex, Courthouse Square Park and Monroe Street Elevator.

Upon completion of the walking tour, bidders are required to continue the site visits via their own transportation to the following locations: Thomas Farm Community Center, Rockville Swim and Fitness Center, Lincoln Park Community Center, 6 Taft Court, Montrose Community Center (Day Care), Rockville Water Treatment Plant and Unity Bridge. To continue in the spirit of fair competition, each bidder shall be required to sign a sign-in sheet at each walking tour and site visit.

Bidders are **not** allowed to request further site visits after the day of the Pre-Bid, unless the site visit is made to public facilities listed within the IFB. Prior to visiting the public facilities, the Contract Administrator shall be contacted 48 hours in advance by bidders in order to alert City employees of the anticipated visit.

**Attendance at the pre-bid conference and site visits is mandatory. Failure to attend the mandatory pre-bid conference and site visits shall result in bid disqualification. No exceptions.**

### 1.5 DEADLINE FOR QUESTIONS

Questions pertaining to this bid may be directed to Pat Ryan, Principal Buyer, via the City's Collaboration Portal **only** at <https://contracts.rockvillemd.gov/gateway/Default.aspx> **NO LATER than 5:00 PM, THURSDAY, MARCH 9, 2023**. Oral answers to questions relative to interpretation of specification or the bid process will not be binding on the City.

### 1.6 SUBMISSION

All bid forms and documents must be electronically filled out, signed and submitted **via one combined pdf document** using the City's Collaboration Portal **only** at:

<https://contracts.rockvillemd.gov/gateway/Default.aspx>

**At a minimum the file name of the pdf document must contain the Bid Number, Bidders Name and Bid Due Date.**

**Instructions for uploading bid documents can be found within the Vendor Client User Manual and Quick Reference Guides in the Collaboration Portal under document library**

A virtual, telepresence bid opening will be held a few minutes after the bid submittal due date and time. Individuals interested in attending the virtual bid opening must register below:

**Register For Virtual Bid Opening Here: [REGISTER](#)**

### 1.7 ADDENDUM

Oral answers to questions relative to interpretation of specifications or the proposal process will not be binding on the City.

To ensure fair consideration for all bidders, any interpretation made to prospective offerors will be expressed in the form of an addendum to the specifications, if such information is deemed necessary for the preparation of bids or if the lack of such information would be detrimental to the uninformed offeror. Such addendums, if issued, will be posted at the City's Collaboration Portal listed below:

<https://contracts.rockvillemd.gov/gateway/Default.aspx>

Please note, that it is the bidder's responsibility to check this site frequently for Addendums, which may impact pricing, this documents requirements, terms and/or conditions. Failure to sign and return an Addendum with your response may result in disqualification of proposal.

### **1.8 ENVIRONMENTAL IMPACT**

It is the intent of the City of Rockville to purchase goods, equipment, and services having the least adverse environmental impact, within the constraints of its codified purchasing requirements, departmental needs, availability, and sound economical considerations. Suggested changes and environmental enhancements for possible inclusion in future revisions of this specification are encouraged.

### **1.9 NOTICE TO BIDDERS**

"Pursuant to 7-201 et seq. of the Corporations and Associations, Article of the Annotated Code of Maryland corporations not incorporated in the State, shall be registered with the Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this state. Before doing any intrastate business in this state, a foreign corporation shall qualify with the Department of Assessments and Taxation."

### **1.10 US TREASURY IDENTIFICATION NUMBER**

Bidders must supply with their bids their U.S. Treasury Department Employers' Identification Number as such number is shown on their Employer's quarterly Federal Tax Return (U.S. Treasury Department Form No. 941). This number shall be inserted on the Bid Sheet in the space provided.

### **1.11 QUALIFICATION TO CONTRACT WITH PUBLIC BODY**

Bidders must be qualified to bid in the State in accordance with Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland which ordains that any person convicted of bribery (upon acts committed after July 1, 1997) in furtherance of obtaining a contract from the state or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

### **1.12 DISABILITY INFORMATION**

ANY INDIVIDUALS WITH DISABILITIES WHO WOULD LIKE TO RECEIVE THE INFORMATION IN THIS PUBLICATION IN ANOTHER FORM MAY CONTACT THE ADA COORDINATOR AT 240-314-8100 TDD 240-314-8137.



## CITY OF ROCKVILLE, MARYLAND

### SECTION II: GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

NON-CONSTRUCTION – 3/2022

1. **TERMS AND CONDITIONS** The terms and conditions of this document govern in event of conflict with any terms of the bidder's proposal, and are not subject to change by reasons of written or verbal statement by the Contractor unless accepted in writing. Words and abbreviations that have well known technical or trade meanings are used in accordance with such meanings.
2. **COVID-19 VACCINATION REQUIREMENT** The Contractor agrees to provide the City's Project Manager or designated City staff proof of vaccination of any employee, subcontractor, or agent prior to such employee, subcontractor, or agent, pursuant to this Agreement, entering a City facility and performing any service or making any delivery in close proximity to one or more City employees, members of the Mayor and Council, members of a City board, commission or task force, or members of the general public in the City. Proof of vaccination means the demonstration of having received a full dose of a COVID-19 vaccine authorized by the Food and Drug Administration in a manner and on a schedule consistent with current United States Centers for Disease Control and Prevention guidelines. This paragraph shall not apply to any deliveries made pursuant to this Agreement by a common carrier.
3. **SUBMISSION OF BID** All bids are to be submitted electronically, in a pdf format file, via a City designated bid receipt software solution. File name of the pdf document must contain the Bid Number, Bidders Name and Bid Due Date.

The bid proposal form must be filled out and submitted electronically. Conditional bids and bids containing escalator clauses will not be accepted. All bids must be regular in every respect and no interlineation, exclusions, or special conditions shall be made or included. Bids must contain an electronic or scanned signature, in the space provided, of an individual authorized to bind the bidder.

4. **BID ACCEPTANCE AND OPENINGS** It is the bidder's responsibility to assure delivery of the bid at the proper time via the designated electronic, software solution. Bids delivered in any other fashion will not be considered. All bids will be publicly opened in a virtual environment after the time set for receipt of bids and read aloud via a City telepresence software solution. Bidders may attend bid openings at the phone number and/or web address provided by the City.
5. **BID OPENING** All bids received in response to an Invitation for Bid will be opened at the date, time and place specified and publicly read via a City telepresence software solution. A tabulation of bids received are posted using the City's designated electronic, software solution
6. **BID AWARD** Award will be made to lowest responsive and responsible bidder complying with all provisions of the Invitation for Bid, provided the price is reasonable and in the best interest of the City to accept. The City reserves the right to award by individual commodities/services, group, all or none or any combination thereof. When a group is specified, all items in the group must be bid.

In determining the responsibility of a bidder, the following criteria will be considered:

- a. The ability, capacity and skill of the bidder to perform the contract or provide the services required;
- b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reliability, reputation, judgment, experience and efficiency of the bidder;
- d. The quality of performance on previous contracts or services;
- e. The previous and existing compliance by the bidder with laws and ordinance relating to the contract or service;
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- g. The quality, availability and adaptability of the goods or services to the particular use required;



- h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- i. Whether the bidder is in arrears to the City or a debt or contract or is in default on a surety to the City;
- j. Such other information as may be secured by the City having a bearing on the decision to award the contract.

7. **ADDENDUM** In the event that any addenda to this solicitation is issued, all solicitation terms and conditions will remain in effect unless they are specifically changed in the addendum. It is the responsibility of the bidder to make inquiry as to addenda issued. Oral answers to questions relative to interpretation of specifications or the proposal process will not be binding on the City. Such addendums, if issued, will posted via the city's designated electronic, software solution

Please note, that it is the bidder's responsibility to check this site frequently for Addendums, which may impact pricing, this document's requirements, terms and/or conditions. Failure to acknowledge an addendum on the bid proposal form or to sign and return an Addendum with your response may result in disqualification of proposal.

8. **ACCEPTANCE/REJECTION OF BIDS** The City reserves the right to reject any or all bids in part or full and to waive any technicalities or informalities as may best serve the interests of the City.

Unless otherwise stated in this solicitation, bids shall be valid for a minimum of 90 days following the deadline for submitting offers. Bids may not be withdrawn during that period.

9. **MULTI-YEAR BIDS** Multi-year contracts may be continued each fiscal year only after funding appropriations have been granted. In the event necessary funding appropriation is not granted, the multi year contract shall be null and void, effective July 1st of the affected year.

10. **ERRORS IN BIDS** When an error is made in extending total prices the unit bid price will govern. Carelessness in quoting prices or in preparation of bid will not relieve the bidder from performing the contract. Errors discovered after public opening cannot be corrected and the bidder will be required to perform if the bid is accepted.

11. **BID WITHDRAWAL** Bids may be electronically withdrawn (deleted) or modified by deleting the initial file uploaded and replacing it with a modified file using the City's electronic, software solution before the time specified for bid opening. Requests received after bid opening will not be considered.

12. **TAX EXEMPTION** The City is exempt from the payment of any federal excise or any Maryland sales tax.

13. **MISTAKES** Bidders are expected to be thoroughly familiar with all bid documents, including all addenda. No consideration will be granted for any alleged misunderstanding of the intent of the specifications. Each bidder shall carefully and thoroughly examine these bid documents for completeness. No claim of any bidder will be allowed on the basis that these bid documents are incomplete.

14. **PRICES** Bids must be submitted on a firm, fixed price, F.O.B. destination basis only unless otherwise specified herein.

15. **PROMPT PAYMENT DISCOUNTS** All discounts other than prompt payment are to be included in the bid price. Prompt payment discounts may be considered in the evaluation of your bid if the discount on payment is not conditioned on payment being made in less than thirty (30) days from receipt of invoice.

16. **BIDDER'S PAYMENT TERMS** The City will reject as non-responsive a bid under this solicitation, which is conditioned on payment of proper invoices in less than thirty (30) days. However, this does not preclude a bidder from offering a prompt payment discount for payment of proper invoices in less than thirty (30) days.

17. **SAMPLES** Samples of items, if requested, shall be furnished without charge, upon request within ten days. Failure on the part of the bidder to provide such samples within the specified time frame or to comply with these instructions may be cause to consider the bid as non-responsive. If not destroyed and upon request at the time of submission, samples will be returned at the bidder's expense. Samples may also be tested or become property of the City and may not be returned.

18. **SENSITIVE DOCUMENTS** Sensitive documents (either electronic or hardcopy documents dealing with critical facilities or sensitive information) received from the City must be handled consistent with the terms of non-disclosure required for application. Contractor is responsible to restrict use of sensitive documents to project participants only and shall take appropriate measure to prevent distribution of sensitive document to anyone inside or outside of the Contractor's company except Contractor's project participants. After completion of the project, all sensitive documents remaining in the Contractor's possession shall continue to be governed under the terms of non-disclosure and must continue to be store in a secure manner. After such records are no longer need for record purposes, the records shall be destroyed or returned to the City.

Where services require the Contractor to access the City's electronic information resources and/or its electronic data assets, the Contractor shall adhere to all requirements, terms and conditions of the City's Contractor/Vendor On-Site and Remote Access Confidentiality Agreement, which can be viewed at the following web address:  
<http://www.rockvillemd.gov/documentcenter/view/74>

19. **DOCUMENTS, MATERIALS AND DATA** All documents materials or data developed as a result of this contract are the City's property. The City has the right to use and reproduce any documents, materials and data, including confidential information, used in the performance of, or developed as a result of this contract. The City may use this information for its own purposes, including reporting to state and federal agencies. The contractor warrants that it has title to or right to use all documents, materials or data used or developed in connection with this contract. The Contractor must keep confidential all documents, materials and data prepared or developed by the contractor or supplied by the City.
20. **INTEREST IN MORE THAN ONE BID AND COLLUSION** Multiple bids uploaded/received in response to a single solicitation from an individual, firm, partnership, corporation, affiliate, or association under the same or different names will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for a solicitation both as a bidder and as a subcontractor for another bidder, will result in rejection of all bids in which the bidder is interested. However, a firm acting only as a subcontractor may be included as a subcontractor for two or more bidders submitting a bid for the work. Any or all bids may be rejected if reasonable grounds exist for believing that collusion exists among any bidders. Bidders rejected under the above provisions shall be disqualified if they respond to a re-solicitation for the same work.
21. **QUALIFICATION OF THE BIDDER** The City shall have the right to take such steps as it deems necessary to determine the responsibility of the bidder to perform the obligations under the contract and the bidder shall furnish to the City all such information for this purpose as the City may request. The right is reserved to reject any bid where an investigation of available information does not satisfy the City that the bidder is qualified to carry out the terms of the contract.
22. **EXECUTION OF CONTRACT** The awarded bidder shall be required to execute a formal agreement with the City within fifteen days from the award. A sample of the agreement is attached. No revisions to the agreement will be allowed. Exceptions or revisions to the City's agreement may deem the bidder non-responsive.
23. **COMPENSATION** The City will compensate the Contractor in the form of either lump sum payment upon completion and acceptance of the work or monthly progress payments. In either event, compensation shall not exceed any fixed, firm Lump Sum or Total proposed pricing within the Contractor's offer. All non-labor costs associated with administration, including but not limited to plan copies, courier, mailing data processing, forms, fax transmission, telephone calls, printing, office supplies, copying, are to be included with the pricing and hourly rates offer, otherwise they shall become the responsibility of the Contractor. No payment or reimbursement will be made for travel expenses which include travel time and mileage.
24. **INVOICING** The Contractor shall submit invoices, in duplicate, which shall include a detailed breakdown of all charges for that monthly period including employee names, date of services, itemized cost (hours and hourly rates) for service.  
  
Invoices shall be based upon completion of tasks and deliverables and shall reference a City Purchase Order number. All such invoices will be paid promptly by the City of Rockville unless any items thereon are disputed in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The firm shall provide complete cooperation during any such investigation. All invoices shall be forwarded to the following address: City of Rockville, Attn: (Project Manager), 111 Maryland Avenue, Rockville, MD 20850 or via email to the project manager.
25. **ELECTRONIC PAYMENT OPTION** The Vendor ACH Payment Program of the City allows payments to be deposited directly to a designated financial institution account. Funds will be deposited into the account of your choice automatically and on time. All transactions are conducted in a secure environment. The program is free as part of the Finance Department's efforts to improve customer services.
26. **PAYMENT TO SUBCONTRACTOR** Within seven days after receipt of amounts paid by the City for work performed by a subcontractor under this contract, the Contractor shall either: Pay the Subcontractor for the proportionate share of the total payment received from the City of Rockville attributable to the work performed by the Subcontractor under this contract; or Notify the City of Rockville and Subcontractor, in writing, of his/her intention to withhold all or a part of the Subcontractor's payment and the reason for non-payment.
27. **PERSONNEL** Principal or key personnel included in the proposal may not be substituted without written approval of the City of Rockville. Replacements for key personnel under the contract must have equivalent professional qualifications and experience as those individuals listed in the proposal. The Consultant must submit written professional qualifications and experience for approval within ten working days prior to replacement for City review and approval or rejection.

28. **PRICE ADJUSTMENTS (CPI)** Unless otherwise stated in the bid document, rates quoted are to be firm for two (2) years after award of a contract. These rates will apply to additional work, change orders and contract modifications. A request for price adjustment after the 2-year period is subject to approval or rejection by the Purchasing Agent. The Consultant shall submit to the Purchasing Agent sufficient justification to support the Consultant's request. A request for price adjustment may not be approved which exceeds the amount of the annual percentage change of the Consumer Price Index (CPI) for the twelve-month period immediately prior to the date of the request.
29. **INTERPRETATION** Any questions concerning general instruction and specifications shall be directed in writing to the Purchasing Office. The submission of a bid shall be prima facie evidence that bidder thoroughly understands the terms of the specification. The Contractor shall take no advantage of any error or omission in the specifications.
30. **DELIVERY** All time limits stated in the contract documents are of the essence. The Contractor shall expedite the work and achieve substantial completion within the contract time. If time limits are not specified, state the number of days required to make delivery/completion in the space provided. Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Contractor, notwithstanding that such materials/workmanship have been previously overlooked and accepted.
31. **TRAVEL TIME** No payment for travel time to or from the job site shall be charged. Charges begin when the Contractor arrives at each job site and end when the Contractor leaves the job site.
32. **DELAYS/EXTENSION OF TIME** If the Contractor is delayed in the delivery of the supplies, equipment or services by any act or neglect of the City or by a separate Contractor employed by the City, or by any changes, strikes, lockouts, fires, unusual delays in transportation or delay authorized by the City, the City shall review the cause of such delay and shall make an extension if warranted.

All claims for extensions must be a written notice sent to the Purchasing Agent within ten (10) calendar days after the date when such alleged cause for extension of time occurred. All such claims shall state specifically the amount of the delay the Contractor believes to have suffered. If statement is not received within the prescribed time the claim shall be forfeited and invalidated.

33. **TERMINATION FOR DEFAULT** The contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms and an award may be made to the responsive second ranked Bidder, if default occurs within the initial contract period and the second ranked bidder agrees to hold its bid price, or, the work may be purchased on the open market similar to those so terminated. In either event, the defaulting Contractor (or his surety) shall be liable to the City for costs to the City in excess of the defaulted contract prices.
34. **TERMINATION FOR CONVENIENCE** The performance of work or services under this contract may be terminated in whole or part, upon five (5) calendar day's written notice when the City determines that such termination is in its best interest. The City shall be liable only for those accepted goods and/or services furnished prior to the effective date of such termination.
35. **ABANDONMENT, DISSOLUTION AND RESTRUCTURING** A Contractor who abandons or defaults the work on this contract and causes this contract to be re-bid will not be considered in future bids for the same type of work unless the scope of the work is significantly changed. Written notification of changes to company name, address, telephone number, etc. shall be provided to the City of Rockville as soon as possible but not later than thirty (30) days from date of change.
36. **CHANGES** The City, without invalidating the contract, may order written changes in the scope of work consisting of additions, deletions or modification with the contract sum and time being adjusted accordingly. All such changes shall be made in writing by the Purchasing Agent.

Costs shall be limited to the following: cost of materials, cost of labor and additional costs of supervision and field office personnel directly attributable to the change.

The cost or credit to the City from a change in the scope of work shall be determined by mutual agreement. The Contractor shall do all work that may be required to complete the work contemplated at the unit prices or lump sum to be agreed upon.

No alterations or variables in the terms of the contract shall be valid or binding upon the City unless made in writing and signed by the City.

37. **EXTRA COSTS** If the Contractor claims that any instructions by the contract documents or otherwise involve extra compensation or extension of time, a written protest must be submitted to the purchasing agent within ten (10) calendar days after receipt of such instructions and before proceeding to execute the work, stating in detail the basis for objection. No such claim will be considered unless so made.

38. **GUARANTEE** All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Project Manager (e.g. other required documents, operating manuals, maintenance manuals/schedules, etc.) before final payment is made.

The Contractor guarantees that the items conform to the design and specifications and to drawings, samples or other descriptions referred to in this document. The Contractor further guarantees the items will be free from defects in materials and workmanship, latent or patent and are suitable for the intended purpose as far as the Contractor knows or has reason to know. The guarantee contained herein shall remain in full force and effect for a minimum of one year after initial delivery to the City unless another effective period is specified.

39. **DEFECTIVE SUPPLIES/SERVICE** Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Contractor. Contractor shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all its effort and other services furnished by Contractor under the Agreement. Without additional compensation, Contractor shall correct or revise any errors, omissions, or other deficiencies in all products of its efforts and other services provided. This shall include resolving any deficiencies arising out of the acts or omissions of Contractor found during or after the course of the services performed by or for Contractor under this Agreement, regardless of City having knowledge of or condoning/accepting the products or the services. Correction of such deficiencies shall be at no cost to City.

40. **LEGAL REQUIREMENTS** All materials, equipment, supplies and services shall conform to applicable Federal, State County and City laws, statutes, rules and regulations. The Contractor shall observe and comply with all Federal, State, County and City laws, statutes, rules and regulations that affect the work to be done. The provisions of this contract shall be governed by the laws of the State of Maryland.

41. **SUBCONTRACTING** When allowed, bidders who intend to subcontract any portion of the work including delivery, installation or maintenance will submit to the City prior to the start of work: 1) a description of the items to be subcontracted, 2) all subcontractor names, addresses and telephone numbers and 3) the nature and extent of the work utilized during the life of the contract.

This does not relieve the Contractor from the prime responsibility of full and complete performance under the contract. There shall be no contractual relationship between the City and any subcontractor.

42. **ADDITIONAL ITEMS** The City reserves the right to add or delete any item(s) from the bid in whole or in part at the City's discretion without affecting the bid prices for any item or remaining work. Unit prices submitted in the bid shall not be increased or decreased regardless of changes in quantity.

The City may waive minor differences in specifications in bids provided these differences do not violate the specifications' intent nor materially affect the operation for which the items are being purchased.

43. **AUTHORITY OF THE CITY MANAGER IN DISPUTES** Except as may otherwise be provided by the final agreement, any dispute concerning a question of fact arising under the agreement signed by the City and the Contractor which is not disposed of by the final agreement shall be decided by the City Manager who shall notify the Contractor in writing of his determination. The Contractor shall be afforded the opportunity to be heard and offer evidence in support of the claim. Pending final decision of the dispute herein, the Contractor shall proceed diligently with performance under the agreement signed by the City and the Contractor. The decision of the City Manager shall be final and conclusive unless an appeal is taken pursuant to City Purchasing Ordinance.

44. **INDEMNIFICATION OF THE COUNCIL** The Contractor shall indemnify and save harmless the Mayor and Council from all suits, actions and damages or costs, of every name and description to which the Mayor and Council may be subjected or put by reason of injury to persons or property as a result of the work, whether caused by negligence or carelessness on part of the Contractor, or subcontractors or agents of the Contractor.

45. **NO LIMITATION OF LIABILITY** The mention of any specific duty or liability of the Contractor in any part of the specification shall not be construed as a limitation or restriction upon any general liability or duty imposed upon the Contractor.

46. **PROPRIETARY INFORMATION** The City agrees, to the extent permitted by law, to hold all material and information belonging to the offeror, which it deems to be confidential, in strictest confidence. The Contractor agrees to hold all material and information belonging to the City or the City's agents in strictest confidence and not to make use thereof other than for the performance of contractual obligations, to release it only to employees requiring such information. Reasonable precautions will be exercised for the protection of any proprietary data included in the proposal. It shall be the bidder/proposer's responsibility to duly note on their submittal if any information in their submitted bid/proposal contains proprietary information and the context under which same should be handled by reviewers. Bidders/proposers shall not mark sections of their bid/proposal as proprietary or confidential if they are to be part of the award of the contract/agreement and are a "material" nature (i.e. prices). Material information may be required to be released in accordance with Public Information Act laws.

47. **RELEASE OF INFORMATION** During the term of the final agreement, the successful Contractor shall not release any information related to the services or the performance of the services under the agreement nor publish any final reports or documents without the prior written approval of the City.

48. **PATENTS AND ROYALTIES** Whenever any article, material, appliance, process composition, means or things called for by these specifications is covered by Letter of Patent, the successful bidder must secure, before using or employing such materials, the assent in writing of the owner or licensee of such letters of patent, and file the same with the City.

The Contractor will defend, at its own expense, and will pay the cost and damages awarded in any action brought against the City based on any allegation that the items provided by the Contractor infringe on a patent and copyright license or trade secret. In the event that an injunction shall be obtained against the City's use of items by reason of infringement of any patent, copyright, license or trade secret, the Contractor will, at its expense, procure for the City the right to continue using the items, replace or modify the same so that it becomes non-infringing.

49. **MISCELLANEOUS PROVISIONS** The City and the Contractor each bind themselves, their partners, successors, assign and legal representatives of such other parties in respect to all covenants, agreements, and obligations contained in the contract document. Neither party to the contract shall assign the contract or sublet it as a whole without the written consent of the other, nor shall the Contractor assign any monies due or to become due hereunder without the previous written consent of the City. Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to any officer of the corporation for whom it was intended if delivered or sent by registered or certified mail to the last known address.

Duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of the duties, obligations, rights and remedies otherwise imposed or available by law, unless so indicated.

50. **ETHICS REQUIREMENTS** In accordance with the City's financial disclosure and ethical conduct policy and/or ordinances a prerequisite for payment pursuant to the terms of this contract is that the Contractor may be required to furnish explicit statements, under oath, that the City Manager, and/or any other officer, agent, and/or employee of the City, and any member of the governing body of the City of Rockville or any member or employee of a Commission, Board, or Corporation controlled or appointed by the City Council, Rockville, Maryland has not received or has not been promised directly or indirectly any financial benefit by way of fee, commission, finder's fee, or in any other manner, remuneration arising from directly or indirectly related to this contract, and that upon request by the City Manager, or other authorized agent, as a prerequisite to payment pursuant to the terms of this contract, the Contractor will furnish to the Mayor and Council of the City of Rockville, under oath, answers to any interrogatories to a possible conflict of interest has herein embodied.

51. **BROKERING** The Contractor warrants that only an established commercial or selling agency maintained by the Contractor for the purpose of securing business may be retained to solicit or secure this contract. Any brokerage arrangements must be disclosed in the proposal. For violation of this warranty, the City shall have the right to terminate or suspend this contract without liability to the City.

52. **EQUAL EMPLOYMENT OPPORTUNITY** The Contractor will not discriminate against any employee or applicant for employment because of age (in accordance with applicable law), sex, race, ancestry, color, religion, sexual orientation, gender identity or expression, physical or mental handicap, marital status, or political expression. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated fairly and equally during employment with regard to the above. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment, layoff or termination, rates of pay or other form of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

If the Contractor fails to comply with nondiscrimination clauses of this contract or fails to include such contract provisions in all subcontracts, this contract may be declared void AB INITO, cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further contracts with the City of Rockville. Any employee, applicant for employment, or prospective employee with information concerning any breach of these requirements may communicate such information to the City Manager who shall commence a prompt investigation of the alleged violation. Pursuant to such investigation, the Contractor will permit access to the Contractor's books, records, and accounts. If the City Manager concludes that the Contractor has failed to comply with nondiscrimination clauses, the remedies set out above may be invoked.

53. **LANGUAGE** If applicable, the Contractor shall appoint one or more crew members or supervisors to act as liaison with the City and emergency service personnel. All liaisons shall be fluently bilingual in English and the Contractor's employees' language(s), and at least one liaison shall be present at each work site at all times when any of the Contractor's employees or agents are at the site.

54. **IMMIGRATION REFORM AND CONTROL ACT** The Contractor awarded a contract pursuant to this bid shall warrant that it does not and shall not hire, recruit or refer for a fee, for employment under the contract, an alien knowing the alien is an unauthorized alien and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 (the Act), including but not limited to any verification and record keeping requirements. The Contractor shall further assure the City that, in accordance with the Act, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.
55. **SUBLETTING OR ASSIGNMENT OF CONTRACT** The City and the Contractor each bind themselves, their partners, successors, assigns and legal representatives of such other parties in respect to all covenants, agreements, and obligations contained in the contract documents. Neither party to the contract shall sublet, sell, transfer, assign or otherwise dispose of the contract or any portion thereof, or of the work provided for therein, or of his right, title or interest therein to any person, firm or corporation without the written consent of the other party, nor shall the Contractor assign any monies due or to become due hereunder without the previous written consent of the City.
56. **OWNERSHIP OF DOCUMENTS** Any and all deliverables, including but not limited to reports, specifications, blueprints, plans, negatives, electronic files and documents, as well as, any other documents prepared by the Contractor in the performance of its obligations under the resulting contract shall be the exclusive property of the City. The Contractor shall not use, willingly allow, or cause such materials to be used for any purpose other than performance of all Contractors' obligations under the resulting contract without the prior written consent of City. Documents and materials developed by the Contractor under the resulting contract shall be the property of City of Rockville; however, the Contractor may retain file copies, which cannot be used without prior written consent of the City. The City agrees that the Contractor shall not be liable for any damage, loss, or injury resulting from the future use of the provided documents for other than the project specified, when the Contractor is not the firm of record.
57. **NO CONTACT DURING PROCUREMENT PROCESS**. It is the policy of the City of Rockville that the evaluation and award process for City contracts shall be free from both actual and perceived impropriety, and that contracts between potential vendors and City officials, elected officials and staff regarding pending awards of City contracts shall be prohibited.
- a. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any City officer, elected official, employee, or designated City representative, between the date of the issuance of this solicitation and the date of the City's recommendation to the City Manager or the Mayor and Council for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
  - b. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the procurement contact listed in this solicitation.
  - c. Any violation of this prohibition of the initiation or continuation of verbal or written communications with City officers, elected officials, employees, or designated City representatives shall result in a written finding by the Purchasing agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive," and same shall not be considered for award.

**INVITATION FOR BIDS #17-23  
JANITORIAL SERVICES**

**SECTION III: SPECIAL TERMS AND CONDITIONS**

**3.1 Point of Contact**

To ensure fair consideration for all Bidders, the City prohibits communication to or with any department, elected official or employee during the submission process, other than the Procurement Division, regarding the requirements for this submittal. Any such contact may be considered grounds for disqualification. The City shall not be responsible for oral interpretations given by any City employee or its representative.

All inquiries concerning clarifications of this solicitation or for additional information shall be submitted via the City's Collaboration Portal.

All responses to questions/clarifications will be sent to all prospective Bidders in the form of a written addendum. Material changes, if any, to the scope of work, or bid procedures will also be transmitted by written addendum.

**3.2 Minimum Qualification Requirements**

At a minimum, Bidders must provide written evidence (through references) of five (5) years prior experience with the scope of work as detailed in the specifications.

The City shall have the right to take such steps as it deems necessary to determine the ability of the Bidder to perform the work and reserves the right to request additional information. The right is reserved to reject any bid where an investigation of the evidence or information submitted by such Bidder does not satisfy the City that the Bidder is qualified to properly carry out the terms of the Bid Document.

**3.3 Contract Term**

The anticipated terms of this contract shall be twelve (12) months from July 1, 2023 through June 30, 2024.

Upon satisfactory service and by mutual agreement the City reserves the right to renew the contract. The term of renewal shall not exceed four (4) additional one (1) year periods.

**3.4 Option to Renew Contract Period**

A. Upon satisfactory service and by mutual agreement the City reserves the right to renew the contract. The term of renewal shall not exceed four (4) additional one (1) year periods.

B. The City expects all vendors to provide year over year cost reductions recommendations.

- C. Price decreases are acceptable at any time, need not be verifiable, and are required should the contractor/producer/processor/manufacture experience a decrease in costs associated with the execution of the contract.
- D. Price adjustments from the contractor/producer/processor/manufacture for any/all items may be considered at renewal. The request is subject to approval by the Director of Procurement. The request must be submitted in writing at least sixty (60) days prior to the renewal term and shall be accompanied by supporting documentation. The increased contract unit price shall not apply to orders received by the Contactor prior to the effective date of the approved increased contract unit price. The City may cancel, without liability to either party, any portion of the contract affected by the requested increase and any materials, supplies or services undelivered at the time of such cancellation. The request for a change in the unit price shall include at a minimum; (1) the cause for the adjustment; (2) proposed effective date (minimum of 60 days); and, (3) the amount of the change requested with documentation to support the requested adjustment (i.e. appropriate Bureau of Labor Statistics, Consumer Price Index (CPI-U) change in manufacturer's price, etc.).
- E. Should the awarded vendor, at any time during the life of the contract, sell materials of similar quality to another customer, or advertise special discounts or sales, at a price below those quoted within the contract, the lowest discounted prices shall be offered to the City.

### 3.5 **Extension of Contract**

The City reserves the right to extend the contract for any reason for a period or periods up to but not to exceed 12 months. This extension clause must be exercised when the City determines that an extension of the contract is advantageous to the City. Any extension beyond 12 months will be subject to the City's option to renew clause as set forth in this contract. This provision in no way affects or alters the City's ability to renew the contract consistent with the renewal option clause. If it is then decided to renew the resulting contract, the renewal date will commence on the day following the last day of the contract extension.

### 3.6 **Estimated Quantities**

No warranty is given or implied by the City as to any components listed in this Bid and are considered to be estimates for the purpose of information only. The City reserves the right to accept all or any part of the bid and to increase or decrease quantities of Bidder's bid to meet additional or reduced requirements of the City.

### 3.7 **Additional Items/Duties**

The City may require additional items/duties of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items/duties, and shall provide the City prices on such additional items or duties based upon a formula or method which is the same or similar to that used in establishing the prices in the bid. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to purchase those items from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.



**3.8 No Exclusive Contract/Additional Services**

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.

**3.9 Exceptions**

An exception is any condition, limitation, restriction, term or other deviation from the requirements of the Invitation for Bids that is a condition of the bidder’s bid or that the bidder expects to become part of a contract with the City. Bidders are strongly discouraged from taking exceptions to the requirements of the Invitation for Bids. Exceptions may result in the City declaring the bidder’s bid to be non-responsive. Any exceptions taken must refer to the specific language of the Invitation for Bids to which the bidder objects and must be included with the bid on a separate page. The City shall be entitled to assume that the absence of any exceptions constitutes the bidder’s willingness to comply with all requirements of all parts of the Invitation for Bids.

**3.10 Complete Information Required on Bid Form**

All bids must be submitted on the attached Bid Form with all sections completed. To be considered a valid bid, the bid form pages and required forms must be returned, properly completed, as outlined in the General Conditions.

**3.11 Insurance Requirements**

Prior to execution of the contract by the City, the Contractor must obtain at their own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of Maryland evidenced by a certificate of insurance and/or copies of the insurance policies. The Contractor’s insurance shall be primary.

The Contractor must electronically submit to the Procurement Division a certificate of insurance prior to the start of any work. In no event may the insurance coverage be less than shown below.

Unless otherwise described in this contract the successful contractor and subcontractors will be required to maintain for the life of the contract and to furnish the City evidence of insurance as follows:

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
1. <i>Workers' Compensation</i> 2. <b>Employers' Liability</b>	Bodily Injury by Accident: \$100,000 each accident  Bodily Injury by Disease: \$500,000 policy limits  Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: <i>WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement – signed and dated.</i>
<b>3. Commercial General Liability</b>  a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractors	Each Occurrence: \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. <b>CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.</b>

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
f. Products/Completed Operations g. Personal Injury		
<b>4. Automobile Liability</b> a. All Owned Autos b. Hired Autos c. Non-Owned Autos	Combined Single Limit for Bodily Injury and Property Damage - (each accident): \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. <b>Form CA20 48 02 99 form to be both signed and dated.</b>
<b>5. Excess/Umbrella Liability</b>	Each Occurrence/Aggregate: \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage.
<b>6. Professional Liability (if applicable)</b>	Each Occurrence/Aggregate: \$1,000,000	

**3.11.1 Policy Cancellation**

No change, cancellation or non-renewal shall be made in any insurance coverage without thirty (30) days written notice to the City’s Procurement Division. The Contractor shall electronically furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments and cessation of on-site work activities until a new certificate is furnished.

**3.11.2 Additional Insured**

The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on the Contractor’s Commercial and Excess/Umbrella Insurance for liability arising out of contractor’s products, goods, and services provided under the contract. Additionally, the Mayor and Council of Rockville must be named as additional insured on the Contractor’s Automobile and General Liability Policies. Endorsements reflecting the Mayor and Council of Rockville as an additional insured are required to be submitted with the insurance certificate.

**3.11.3 Subcontractors – NO SUBCONTRACTORS**

If applicable, all subcontractors shall meet the requirements of this section before commencing work. In addition, the Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Example:  
Certificate Holder  
*The Mayor and Council of Rockville*  
City Hall  
111 Maryland Avenue  
Rockville, MD. 20850

**3.12 Cooperative Procurement**

The Contractor may extend all of the terms, conditions, specifications, and unit or other

prices of any award resulting from this solicitation to any and all other public bodies, subdivisions, school districts, community colleges, colleges, and universities. The City assumes no authority, liability or obligation, on behalf of any other public entity that may use any contract resulting from this solicitation.

**3.13 License and Support Agreements**

In the event a bidder or manufacturer requires an agreement to be signed the agreement must be returned with the bid for review prior to any subsequent award. The City reserves the right to refuse consideration of an agreement and may hold the bidder to any agreement entered into as a result of a purchase order being issued as a result of this IFB without prior knowledge that the bidder and/or manufacturer will require an additional document, contract or agreement to be executed.

**INVITATION FOR BIDS #17-23  
JANITORIAL SERVICES**

**SECTION IV: TECHNICAL SPECIFICATIONS/SCOPE OF WORK**

**4.1 PURPOSE AND LOCATIONS**

The purpose of this solicitation is to establish a requirements contract for routine and emergency janitorial services Citywide. Contractor shall provide all labor, materials, equipment, and quality control inspection for the complete, satisfactory, and high-quality janitorial services for the following locations in the City of Rockville:

	<b>LOCATION</b>	<b>ADDRESS</b>	<b>SIZE &amp; NUMBER OF LEVELS</b>
1	City Hall	111 Maryland Avenue	44,445 square feet: 3 levels
2	Rockville Swim and Fitness Center	355 Martins Lane	6,145 square feet: 2 levels
3	Monroe Street Elevator and Promenade	50 Monroe Street	3,419 square feet: 2 levels
4	Water Treatment Plant*	10930 Sandy Landing Road Potomac, MD	3,960 square feet: 2 levels
5	Lincoln Park Community Center and Gym	357 Fredrick Road	12,527 square feet: 2 levels
6	Montrose Community Center	451 Congressional Lane	3,258 square feet: 1 level
7	City Police Station*	2 West Montgomery Avenue	10,150 square feet: 4 levels
8	City Police Station Annex*	2 West Montgomery Avenue	13,070 square feet: 3 levels
9	Unity Bridge	End of Frederick Avenue Over Metro tracks to Route 355	600 linear feet
10	Courthouse Square Park	Maryland Ave at West Montgomery Avenue	1.5-acre park area
11	6 Taft Court	6 Taft Court	27,000 square feet: 3 levels
12	Thomas Farm Community Center**	700 Falls Grove Drive	18,086 square feet: 1 level

\*These facilities are 24 hours a day, 7 days a week locations and must be serviced per schedule under “Locations and Requirements” section (beginning on page 34) regardless of holidays.

\*\*This facility requires weekend only service and must be serviced per schedule under “Locations and Requirements” section (beginning on page 34).

**4.2 SITE INSPECTION**

The bidder is expected to have become familiar with and take into consideration, during the **mandatory pre-bid meeting** and site visits, conditions which may affect the work as well as check dimensions at each site.

Each bidder shall acquaint themselves thoroughly as to the character and nature of the work at each location. Each bidder furthermore shall make a careful examination of the site and inform themselves fully as to the difficulties to be encountered in performance of the work.

No plea of ignorance of conditions that exist or may hereafter exist on the site of the work; or difficulties that may be encountered in the execution of the work, as a result of failure to make necessary investigation and examination, will be accepted as an excuse for failure or omission on the part of the Contractor to fulfill in every detail all requirements set forth herein.

The bidder, in carrying out the inspections, shall employ methods or means as to not cause interruption of or interference with the work of any other contractor, or City personnel at the site

#### **4.3 ACCESS TO LOCATIONS**

Contractor will be given access to all locations by the Contract Administrator. The Contract Administrator will provide the Contractor either a key, badges or alarm code to access the locations. Contractor shall be responsible for the safe keeping of all keys, badges and key codes while in their custody and shall not be shared with any person(s) other than the Contractor's employees.

Contractor shall report all lost or stolen keys/badges to the Contract Administrator within twenty-four (24) hours after discovery of the loss. Contactor shall reimburse the City for the total cost, as determined by the City, for re-keying the facility or for duplicating additional keys or badges.

Upon expiration or termination of the contract, the Contractor shall immediately return all City issued keys, and badges to the Contract Administrator.

Contractor shall be responsible for any lost keys and badges and any inherent damages (i.e. re-keying of whole facility). The decision to re-key the whole facility is solely that of the City.

Upon completion of the contract, final payment shall be withheld until all issued keys and badges and cards are returned to the Contract Administrator.

#### **4.4 SUBCONTRACTING**

There shall be **NO** subcontracting or assignment of work delegation.

#### **4.5 CONTRACTOR QUALIFICATIONS**

Contractor shall be of established reputation with a minimum of five (5) consecutive years' experience in janitorial services, regularly engaged in the performance of the specified work and makes available, for this purpose, a regular force of skilled workers.

Contractor shall perform all specified work using skilled, bonded, and licensed technicians; supervised and directly employed by the Contractor. Materials and equipment furnished by the Contractor shall conform in strength, quality of material, appearance, and workmanship to that which is usually provided by contractors in this trade.

Contractor shall be required to maintain an office staffed by company representatives during normal business hours, Monday through Friday 7:00 a.m. to 5:00 p.m. Contractor shall have available at all times an email address and telephone number for 24 hour, 7 days a week, communication between the Contractor and the City's Contract Administrator.

In the event of an emergency, calls outside normal business hours (nights, weekends and holidays), the Contractor shall provide a contact name and telephone number, or provide the telephone number to a voice mail paging system or answering service. Messages left on voice mail or with an answering service must be responded to within 30 minutes after the call is placed.

Contractor shall assume full responsibility for any and all damages or claims for damage, for injury to persons, property, and equipment, which might result from any services performed under this contract.

The Contractors date of incorporation/organization must be more than 5 years before the date of release of this Bid Document.

#### **4.6 REFERENCES**

Bidder shall provide five (5) current commercial business references (see Reference Form , Attachment C). Requirements for each reference is that Bidder must be primary contractor (no subcontracting), reference must be of comparable size and services in which similar services have been provided preferably to a local, county, state or federal government, a major housing development, college campus or business park. Minimum single facility size is 3,000 square feet.

**Bidder must be the primary contractor for each reference provided, no subcontracted work shall be considered as a reference for this IFB.**

Bidder shall have a well-established reputation with a minimum of five (5) consecutive years in providing janitorial services similar to services specified in this Invitation to Bid.

#### **4.7 LICENSE REQUIREMENTS**

The Contractor shall be licensed and bonded in the State of Maryland.

Contractor shall provide a copy of the above referenced license with the bid submittal. If awarded, the Contractor's licenses shall be maintained in a current status throughout the term of the contract.

#### **4.8 EQUIPMENT**

Contractor shall furnish and maintain all equipment necessary to perform the janitorial services as outlined in this bid.

The equipment must be of sufficient quality to meet or exceed requirements for commercial/industrial cleaning. All equipment shall be in good, safe working condition and properly maintained throughout the term of the contract.

**Contractor shall have physical possession of all required equipment prior to award.** Prior to award, the Contract Administrator shall require a walk-through for inspection of all required equipment that shall be used for this contract. The Contractor and the Contract Administrator shall cooperatively map out a meeting location prior to award of this contract in order for the inspection of required equipment to take place. The City of Rockville reserves the right to inspect the Contractor's equipment at any time prior to and/or after the award of the contract. Any equipment determined to be in poor condition shall be replaced immediately (before the next scheduled cleaning) at the Contractor's expense.

Contractor shall furnish a proposed list of equipment with the bid including the manufacturer and model along with the quantity currently owned by the Contractor per Attachment 2. The City reserves the right to constitute equipment as one of the deciding award factors.

#### **4.9 EMPLOYEES**

Contractor shall maintain a fully qualified work force and shall make available throughout the period of the contract a sufficient number of employees to perform the required services within the hours indicated in the schedule and respond to more than one job at any given time should the need arise.

Contractor's employees shall be thoroughly trained and instructed as to the required duties and methods of performance for each location serviced. All employees, while on site, shall receive close and continuing first line supervision. Additionally, all employees shall maintain a courteous and respectful attitude toward the public and City personnel at all times. At no time shall there be any soliciting or requesting of gratuities of any type.

Contractor's employees shall work quietly and unobtrusively to avoid interfering with the work environment of the locations being serviced.

Within ten (10) days of award, the successful Contractor shall furnish to the Contract Administrator a list of names of the employees assigned to the contract. When changes of employees occur, the Contractor shall immediately notify the Contract Administrator of such changes; including an updated employee list.

Contractor shall obtain and maintain criminal background checks on all employees assigned to this contract prior to the start of the contract or upon employment during the contract period. Contractor shall inform the City of Rockville of any criminal convictions of any type, for any contract employee, prior to the start of the contract. Contractor shall provide copies of the background checks to the Contract Administrator ten (10) days prior to the start of the contract or if a new employee, ten (10) days prior to beginning work at any City location.

The City may require the dismissal of any employee who the City determines, at its sole discretion, as incompetent, careless, insubordinate, or who violates any governmental law, rules or regulation in a City facility. The City may require at its sole discretion, reassignment and restricted access of any employee the City believes may be a security risk.

Photo identification cards will be provided by the City of Rockville to the Contractor's employees.

Employees of the Contractor shall be in uniform and display a neat and clean appearance. All employees shall be pleasant and courteous to the public and City staff during all work.

Contractor's employees must wear uniforms at all times while on City property identifying the Contractor's business name and the employees name. Photo identification cards must be worn at all times.

Contractor and his employees, while on City property, must comply with the Maryland Occupational Safety and Health Act (MOSHA) of 1973 and any amendment thereof.

Any articles found by the Contractor's employees while on a City property shall be turned into the Contract Administrator or designee who will take responsibility of the found property

#### **4.10 SUPERVISORS**

Contractor's supervisors shall be thoroughly familiar with all phases of the contract work and shall possess a minimum of two (2) years of supervisory experience managing janitorial crews and overseeing janitorial services. The Contract Administrator shall review each supervisor's qualifications and should a supervisor lack the necessary qualifications, the Contractor shall replace such supervisor with a more qualified person. Supervisors shall be well qualified to operate all equipment under their charge and be able to train the Contractor's employees in its operation.

Contractor's supervisors must be able to understand and communicate in English both spoken and written.

Contractor's supervisors shall each day be responsible for inspecting and confirming that each location was properly cleaned according to the frequency and cleaning specifications of this bid.

Contractor's supervisor must be on site at all times when cleaning City Hall, the Police Station and Police Annex locations.

When servicing the Police Department, Police Department Annex and Water Treatment Plant after normal business hours, the Contractor's employees shall be required to sign in at each location.

#### **4.11 ACCIDENT PREVENTION AND PROTECTION OF CITY PROPERTY AND OCCUPANTS**

Safety precautions shall be exercised at all times for the protection of persons and property. All Contractors performing services under this contract shall conform to all relevant OSHA, State, County, and City regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the responsible Contractor. Barricades and/or signage shall be provided by the Contractor when work is performed in areas traversed by persons, or when deemed necessary by the Contract Administrator. Barricades and/or signage shall be provided and posted by the Contractor when work is performed in areas traversed by persons, or when deemed necessary by the Contract Administrator. When washing or waxing floors, warning signs must be placed in the area making the public aware of the conditions of the floor. Signs shall remain in place until floors have thoroughly dried. Once dry, signs shall be removed and stored in janitorial closets (if applicable) or with the Contractor.

#### **4.12 SAFETY AND CLEANLINESS**

Contractor shall provide for a neat, clean, and safe environment at all times during all work. Vehicles and all other equipment utilized on the contract must be in proper working order and present a neat, clean appearance.

Any fluid spills or spoils generated from equipment operations or maintenance are the sole responsibility of the contractor and must be handled according to all applicable regulations. All spills shall be cleaned up and damage repaired at the cost of the contractor.

Whenever the Contractor leaves a location, that location shall be clean, safe, and free of any equipment and other materials related the work.

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions with the work. The Contractor shall take all reasonable protection to prevent damage, injury, or loss to:

- All employees on the job and any other persons who may be affected thereby.
- All work and all materials
- Other property at the site or adjacent thereto.

The Contractor shall give all notices and comply with all applicable laws, ordinance, rules, regulations, and orders of any public authority bearing on safety of persons and property and their protection from damage, injury, or loss. The Contractor shall notify the Contract Administrator and promptly remedy all damage or loss to property caused in whole or in part by the Contractor.



Contractor shall assume full responsibility for any and all damages or claims for damage, for injury to persons, property, and equipment, which might result from any services performed under this contract.

It is the responsibility of the contractor to bring all hazardous situations to the immediate attention of the Contract Administrator.

Contractor shall take all necessary precautions to protect existing City equipment, Contractor's equipment, City facilities, and occupants from damages or harm caused by any work.

Damage by the Contractor to any person or property, public or private, shall be repaired and/or compensated by the Contractor, at no cost to the City. Any damages or injuries shall be reported to the Contract Administrator, in writing, within 24 hours of occurrence.

Prior to leaving the building and/or completed section of the location being serviced, it shall be the responsibility of the Contractor to close and lock all windows, turn off all lights (except if otherwise directed) and securely fasten and/or lock all doors.

Contractor shall prohibit employees from disturbing papers on desks, opening desk drawers or cabinets, using computers, telephones, office equipment or any other equipment.

#### **4.13 QUALITY CONTROL**

A daily visual inspection of all sites shall be made of all areas by the Contract Administrator to ensure that a high-quality standard of cleaning is being maintained. The City reserves the right to use a checklist of duties for any location if deemed necessary. (See Attachment 3). Additionally, the contractor must perform a quarterly control inspection at all locations and report findings to the Contract Administrator.

#### **4.14 DEFICIENCIES IN WORK**

Contractor shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract documents regardless of project completion status. All corrections shall be made within two (2) calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the vendor by the Contract Administrator. The Contractor shall bear all costs of correcting such rejected work. If the Contractor fails to correct the work within the period specified the City may, at its discretion, notify the Contractor, in writing, that the Contractor is subject to contractual default provisions if the corrections are not completed to the satisfaction of the City within three (3) calendar days of receipt of the notice. If the Contractor fails to correct the work within the period specified in the notice, the City shall place the Contractor in default, obtain the services of another vendor to correct the deficiencies, and charge the Contractor for these costs; either through a deduction from the final payment owed to the Contractor or through invoicing. If the Contractor fails to honor this invoice or credit memo, the City may terminate the contract for default.

The City reserves the right to terminate this contract after three (3) written complaints for lack of quality work performance. A thirty (30) day termination notice will be rendered by the Contract Administrator.

#### **4.15 WORK SCHEDULE**

The City requires that all routine work be scheduled according to days and hours as specified in the LOCATIONS AND REQUIREMENTS section below for each facility. The City observes the following holidays:

New Year's Day

Martin Luther King's Birthday

President's Day

Memorial Day  
Labor Day  
Christmas Day

Juneteenth  
Veteran's Day

Independence Day  
Thanksgiving Day (and day after)

Some facilities will remain open on City holidays and will require performance of routine janitorial service at no additional cost to the City.

Contractor shall be available for emergency janitorial service work 365 days a year, 24 hours a day, and shall respond to the Contract Administrator or other City staff within one (1) hour following notification and work shall commence service within two (2) hours

#### **4.16 EMERGENCY SERVICE**

Contractor shall provide emergency service 24 hours per day year-round. Emergency service shall include service requested by the Contract Administrator or department designee after normal business hours. Contractor shall respond to the emergency service request within 30 minutes and be able to arrive at the location of the emergency within **two hours** after call is received. In the event the contractor is nonresponsive, the City reserves the right to contact an alternative source to fit the needs of the City. Only hours worked on site shall be paid under this contract. Time spent for transportation of employees, material acquisition, handling and delivery, or for movement of Contractor's owned or rented equipment is not chargeable directly but is overhead and all costs shall be included in the fixed hourly rates requested on the bid proposal form.

#### **4.17 STORAGE**

Contract Administrator shall provide the Contractor designated on-site storage areas to store cleaning materials and supplies. Contractor shall maintain the storage areas in hazard-free, neat, clean and safe condition.

#### **4.18 PRICING AND NON-PAYMENT AND DEDUCTIONS FOR FAILURE TO PERFORM**

**All pricing for services listed under the Locations and Requirements Section (beginning on page 34) shall be inclusive of all labor, equipment, materials, tools, incidentals and any charge necessary to complete the work. The cost for the tasks listed (daily, weekly, monthly, other scheduled tasks) for each location shall be incorporated into the monthly price quoted on the Pricing Page, no additional costs shall be charged for the services listed.**

**All hourly rate and per square foot rate for additional and/or emergency work requested in this bid shall be inclusive of all labor, equipment, materials, tools, incidentals and any charge necessary to complete the work (see page 46). No additional charges for mobilization, demobilization, equipment transport, fuel, fuel surcharges, disposal fees/increases, travel time, mileage or wait time will be allowed.**

The City reserves the right to deduct payment from the invoice for corrections not made in proportion with the unit prices quoted. The amount to be deducted will be at the discretion of the Contract Administrator. If the City requires outside services or the use of City personnel to correct noted deficiencies, the Contractor will be back charged for the cost incurred.

A clean and well maintained building is the City's goal and while the deduction provision for work omitted or improperly performed is designed to protect the City's interest, it is not ordinarily a desirable substitute for getting accomplishing the work through the normal processes.

It is the objective of the City to obtain a Contractor who will perform the complete janitorial service as identified in the specifications; and deductions will therefore, be made as stipulated. If this provision of the contract must be invoked frequently, it will be indicative of overall nonperformance, and grounds for termination of the contract.

In instances where restrooms are not satisfactorily cleaned, policed and serviced as determined by the Contract Administrator, deductions shall be made for the entire room at the rate indicated in the Schedule of Deductions.

In instances where cleaning has not been satisfactorily performed, or any portion or portions of work omitted or improperly performed, a deduction for the entire room area shall be made at the rate indicated in the Schedule of Deductions.

Daily or Weekly Tasks: If any work required for performance daily or weekly is omitted or unsatisfactorily performed, the attention of the Contractor or designated representative will be called to this failure or omission and a deduction will be made from any monies due or to become due to the Contractor. Costs to be deducted under this paragraph will be determined by using item unit costs shown in the Schedule of Deductions.

Monthly or Other Scheduled Tasks: In the case of failure by the Contractor to comply with the frequency for those items scheduled for performance monthly or other scheduled tasks, the attention of the Contractor will be called to this failure or omission and shall be requested by the City to perform the omitted operation.

If the Contractor does not comply with the request within such time as the City deems to be reasonable, the work shall be performed by other means, and the cost thereof will be deducted from any money due or to become due to the Contractor.

If this omitted or unsatisfactory work cannot be accomplished by other means, and cannot be rescheduled, a deduction covering the cost of service omitted or not satisfactorily performed will be made from any monies due or to become due the Contractor. Costs to be deducted under this paragraph will be determined by using the unit costs shown in the Schedule of Deductions.

Any other omitted or unsatisfactory work not specifically listed above or which does not clearly fall into one of the categories, shall be deducted at the hourly rate indicated on the deduction table multiplied by the hours required to perform the omitted or unsatisfactory work.

**Schedule of Deductions:**

1. Daily Restroom Cleaning	\$ 30.00 per room
2. Daily Room Cleaning:	\$ 5.00 per 100 sq. ft.
3. Daily Entrances & Lobbies Cleaning	\$ 5.00 per 100 sq. ft.
4. Daily Corridors & Stairways Cleaning	\$ 5.00 per 100 sq. ft.
5. Daily Carpet Vacuumed	\$ 5.00 per 100 sq. ft.
6. Daily Elevator Cleaning	\$ 5.00 each
7. Unacceptable Buffing	\$ 15.00 per day until corrected
Trash not properly deposited in the dumpster	\$100.00 per occurrence

**4.19 PAYMENT**

Contractor shall submit an invoice at the end of each month to the City of Rockville.

The Contractor shall be responsible for clearly identifying all items and services provided on all invoices by using descriptive words and including locations serviced.

Prices/discounts shall **not** include Federal, State or Local taxes. The City's tax exemption certificates will be issued at time of award.

The invoice, with the Purchase Order number referenced, shall be directed to:

City of Rockville, Department of Recreation and Parks  
Attn: Alexandra Kramer – Administrative Specialist  
14625 Rothgeb Drive  
Rockville, Maryland 20850  
[akramer@rockvillemd.gov](mailto:akramer@rockvillemd.gov)

Payments of invoices will be made upon the inspection and acceptance by the Contract Administrator. Should any portion of the service not meet the City's acceptance, payment shall be adjusted.

#### **4.20 ADDITIONS AND DELETIONS**

The City reserves the right to increase or decrease the number locations.

While the City has listed all major services on the bid solicitation there may be ancillary services that may be purchased by the City during the term of this contract. Under these circumstances, the Contract Administrator or City representative will contact the Contractor to obtain a price quote for the ancillary services.

#### **4.21 CONTRACT ADMINISTRATOR**

Questions regarding the contract after award shall be referred to the Contract Administrators:

Noel Gonzalez, Facilities Property Manager  
14625 Rothgeb Drive  
Rockville, Maryland 20850  
Telephone: 240-314-8708  
Email: [ngonzalez@rockvillemd.gov](mailto:ngonzalez@rockvillemd.gov)

**Alternate:**  
Jason Beale, Facilities Management Specialist  
14625 Rothgeb Drive  
Rockville, Maryland 20850  
Telephone: 240-314-8726  
Email: [jbeale@rockvillemd.gov](mailto:jbeale@rockvillemd.gov)

#### **4.22 GENERAL CLEANING INSTRUCTIONS**

##### **a) Trash Containers and Removal**

Trash containers located in each site shall be emptied daily of trash and removed trash shall be properly deposited in the location's dumpster or other designated disposal area.

All trash containers shall have plastic liners provided by Contractor. If a plastic liner is not contaminated with food or other vermin breeding substances, it may be re-used.

Trash receptacles, both interior and exterior, shall be cleaned out using a neutral detergent solution. For restroom trash receptacles, a germicidal cleaner is required.

Covers/lids shall be replaced on trash and recycling receptacle after emptying. Wipe exterior of trash and recycling receptacles and recycling containers clean. For severely soiled containers, clean with detergent solution.

##### **b) Hard Surface Floors – Ceramic, Vinyl, Rubber and Concrete**

Sweep, using soft hair brooms sprayed with a non-oily sweeping compound. Sweeping shall leave the surfaces uniformly clean of all dust and surface dirt, including corners. Surface accumulation of hardened dirt that cannot be loosened with the broom shall be loosened (using means not to damage the floor) to permit removal by sweeping.

Dust mop, using floor mops treated with a non-oily floor mop compound. Dust mopping shall leave the surfaces uniformly clean of all dust and surface dirt, including corners and places

inaccessible to the mop. Surface accumulation of hardened dirt that cannot be loosened with a mop shall be loosened (using means not to damage the floor) to permit removal by dust mopping.

Damp mop, using a clean mop and clean water and/or neutral detergent. Contractor shall dust mop floors prior to damp mopping to remove loose dirt and dust. Damp mopping shall leave the floor clean and free from streaks, stains and film. Scrub heavily soiled areas as needed with mop or other scrubbing equipment and strong cleaning solution to remove all heavy soil, stains and traffic marks. There shall be no splashes left on walls, baseboards, furniture or other adjacent surfaces, and floors shall be left damp, **not** wet. If a strong cleaning solution is used, floors shall be rinsed afterwards with clean water.

Contractor shall **not** “cross-use” mops. Mops are to be cleaned daily, rinsed and wrung dry. Mop buckets shall be rinsed, drained and allowed to dry. Mops will **not** be permitted to stay in mopping solution for extended periods of time or overnight. Mops are to be in good condition at all times.

Spray buff vinyl flooring (Vinyl Composite Tile - VCT) using a floor polishing machine and clean water or wax compatible with wax currently on the floor. Floors shall be damp mopped prior to spray buffing. Spray buff immediately after being damp mopped until the floor is dry and glossy. If necessary, dust mop floor after buffing to remove all loose waxy residue.

Strip and refinish vinyl tile flooring. Prior to stripping and refinishing remove all old wax, stubborn soils and stains using a rotary machine, automatic scrubber, or other similar purpose equipment and liquid stripping solution. Strip areas in corners, at baseboards and other areas inaccessible with cleaning equipment by hand or other methods as necessary. The floor shall be left clean, dry, free of stripping solution and ready for a new finish. Apply wax using a new mop or other equipment according to manufacturer instructions, applying at least two coats. Wax shall be applied evenly and shall cover the entire floor surface. All buffers shall have vinyl guards to prevent them from marring walls and moldings.

Scrub and disinfect all bathroom tile floors using a clean mop or other cleaning equipment with germicidal cleaner, leaving floor completely clean, disinfected, and free of streaks, stains, mildew, odor, and film. Contractor shall sweep or dust mop prior to scrubbing to remove loose dirt and dust. Additionally, all cove base shall be wiped clean with a clean lint-free cloth or sponge dampened with germicidal cleaner.

c) **Concrete Floors**

Damp mop, using a clean mop and clean water and/or neutral detergent. Detergent shall **not** damage epoxy floor finish. Contractor shall sweep floors prior to damp mopping to remove loose dirt and dust. Damp mopping shall leave the floor clean and free from streaks, stains and film. There shall be no splashes left on walls, baseboards, furniture or other adjacent surfaces, and floors shall be left damp, **not** wet.

d) **Carpeted Floors**

Vacuum carpeted floors using an industrial vacuum cleaner which incorporates brushing or beating action and is adjustable to thoroughly clean all carpet types and heights. Carpets shall be left clean of all dust, loose particles and imbedded dirt for their full depth of the carpet. If necessary, spot clean using a spot remover solution to clean the carpet of spots and stains. All sweepers and vacuums shall have vinyl guards to prevent them from marring walls and moldings.

Contractor shall move out of the way chairs, floor chair pads, trash cans, small pieces of furniture and free standing trash receptacles, etc. to prepare area for vacuum cleaning. Small pieces of furniture includes all furniture except file cabinets, storage cabinets, bookcases, desks, computer

furniture with computer equipment and any piece of furniture attached to a wall or other part of the building. Replace all items moved after vacuuming.

Steam clean carpeted floors using a hot extraction method safe for all carpets, and quick drying. Immediately prior to steam cleaning, vacuum, spot clean and pre-treat heavily soiled areas. If necessary, corners and areas not accessible to machines shall be cleaned by hand. Moveable furniture (excluding desks, large tables, file cabinets, credenzas and shelving units) shall be moved prior to cleaning and shall be moved back into place after cleaning, placing all furniture on moisture barriers provided by Contractor. Contractor to remove moisture barriers after carpeted areas are completely dry.

e) **Interior Walls**

Dust walls, moldings, doorframes, and tops of doors using a clean lint-free cloth treated with a non-oily cleaner to leave surfaces free of dust, loose dirt, and webs.

Spot clean walls using a clean lint-free cloth and neutral detergent solution to leave walls free of streaks and stains.

Scrub and disinfect walls, including switch plates and incidental hardware, vertical grills and louvers, using a clean lint-free cloth or sponge and germicidal cleaner, leaving walls and surfaces completely clean, disinfected, and free of streaks, stains, mildew, odor and film.

f) **Fixtures and Furniture**

Clean and disinfect water fountains. Clean metal type fountains using a germicidal cleaner and polish sides of fountain with a clean lint-free cloth, leaving the water fountain free of streaks and film. Clean porcelain type fountains using a germicidal cleaner and dry with clean lint-free cloth. If necessary, porcelain type fountains shall be scoured with abrasive cleaner to remove mineral deposits.

Dust and clean light fixtures using a clean dry lint-free cloth, or water and a neutral detergent if necessary, leaving surfaces clean of all dust, insects and other foreign matter.

Dust furniture, including shelves, windowsills and all other surfaces, using a lint-free cloth treated with a non-oily cleaner to remove all dust, loose dirt and webs. Move and replace small items as needed to facilitate dusting. Computers and other office equipment are **not** to be cleaned by the Contractor.

Clean furniture by damp wiping vinyl, glass, plastic or leather furniture, and vacuuming lint-free cloth furniture to remove all loose dirt, lint and dust.

Dust blinds using a lint-free cloth treated with a non-oily cleaner to remove all dust, loose dirt and webs.

Clean switch plates and hardware using a clean lint-free cloth dampened with a neutral cleaner. Wipe dry and polish metal surfaces.

Clean vertical grilles, ceiling grilles and louvers by dusting using finger duster or lint-free cloth treated with a non-oily cleaner, or vacuum to remove all dust, loose dirt, lint and webs. If necessary, clean with a clean lint-free cloth or sponge dampened with a neutral cleaner, wipe dry and polish metal surfaces.

Clean rug type walk-off mats by vacuuming or sweeping to leave mat clean of all loose dirt and soil.

Clean handrails, hardware and accessories using a clean lint-free cloth dampened with neutral cleaner. Wipe dry and polish.

**g) Restrooms**

Contractor shall perform the work, stated below, in each restroom to ensure the restroom is kept clean and free of odors.

Empty trash receptacles and sanitary napkin containers prior to cleaning and dispose of trash accordingly. Replace appropriate liners in all receptacles.

Clean and disinfect fixtures including toilet bowls, urinals and sinks using a clean lint-free cloth and a germicidal cleaner. Do **not** “cross-use” lint-free cloths or sponges used on toilet bowls and urinals with any other surfaces. Thoroughly scrub all surfaces, including outside of fixtures, pipes, fittings, wall area and floor in the immediate area of the fixture, leaving surfaces clean and free from streaks, stains, mildew, odor, mineral deposits and film. Wipe dry with a clean lint-free cloth after scrubbing.

Clean and disinfect all accessories including dispensers, disposal, shelves, mirrors, partitions and partition doors using a clean lint-free cloth or sponge dampened with a germicidal cleaner, leaving the area clean and disinfected, and free from streaks, stains, mildew, odor and film. Wipe all surfaces dry with a clean lint-free cloth and polish metal surfaces.

Replace restroom supplies as necessary including toilet paper, paper towels and soap. Supplies shall be of quality in accordance with the standards of the industry and requirements of this bid. Supplies, where applicable, shall be compatible with existing holders and accessories.

**h) Kitchens and Employee Lounge**

Contractor shall perform the work stated below for each kitchen and employee lounge to ensure that these areas are kept clean and free of odors.

Clean and disinfect all countertops, sinks (including hardware), shelves, cabinets and appliances using a clean lint-free cloth or sponge dampened with a germicide cleaner, leaving the area and surfaces clean, disinfected and free from streaks, stains, mildew, odor and film. Wipe all surfaces dry with a clean lint-free cloth and polish metal surfaces.

Sweep and damp mop flooring. Sweep using soft hair brooms sprayed with a non-oily cleaner leaving the surfaces uniformly clean of all dust and surface dirt, including corners. Damp mop, using a clean mop and clean water and/or neutral detergent. Damp mopping shall leave the floor clean and free from streaks, stains, and film. Scrub heavily soiled areas as needed with mop or other scrubbing equipment and strong cleaning solution to remove all heavy soil, stains and traffic marks. There shall be no splashes left on walls, baseboards, furniture or other adjacent surfaces, and floors shall be left damp, **not** wet. If a strong cleaning solution is used, floors shall be rinsed afterwards with clean water.

**i) Glass Surfaces**

Clean all interior and exterior glass surfaces and mirrors with an appropriate glass-cleaning solution. Where applicable clean both sides; wipe dry and polish, leaving glass transparent and/or free of streaks and smudges. All dirt, grease, insects and foreign material shall be cleaned from sashes, sills, jams and mullions.

When cleaning exterior glass doors, Contractor shall include all glass storefronts adjacent to the entrance doors, and up to 10 feet above ground level.

**j) Pressure Washing**

Pressure wash concrete deck and walkways with 2000 to 3000 psi water pressure with an optimum flow rate of 4 gallons per minute. Contractor shall provide the water source (portable water tank) and equipment. Turbo nozzles shall be utilized to cut through heavily soiled areas, but Contractor shall take care to avoid unevenly cleaned areas. Contractor shall scrape away and remove any gum and other substance on the concrete prior to pressure wash. No chemicals shall be used during the pressure washing process, unless deemed necessary to remove grease or oil. If necessary, the Contractor shall use the chemical cleaner only after it has been approved by the Contract Administrator. Chemical cleaner shall be applied as directed.

**4.23 CLEANING PRODUCTS AND SUPPLIES**

Contractor shall provide all cleaning products and supplies, unless otherwise stated, which include but is not limited to: paper towels, 2-ply toilet tissue, soap, detergents, cleansers, deodorizers, wax, disinfectants, trash bags, toilet seat protectors and sanitary napkins where containers and dispensers are provided. Contractor shall furnish a proposed list of cleaning products and supplies with the bid per Attachment 1.

The products provided by the Contractor, particularly the cleaning products, shall be environmentally preferable products and shall meet the requirements in at least one of the following third-party standards:

- Green Seal Standards
- Environmental Choice Program's EcoLogo for Cleaning and Janitorial Products
- Greenguard Environmental Institute Standards
- U.S. EPA Comprehensive Procurement Guidelines
- U.S. EPA's Design for the Environment (DfE) Standards

Contractor shall furnish after award but prior to the start of the contract a list of all proposed cleaning products and supplies including the manufacturer, brand name, intended use and the environmental third-party standard that the product falls under. The Contract Administrator will approve the list after the list is reviewed to ensure that the cleaning products and supplies are environmentally friendly, non-toxic and non-hazardous to humans. Contractor shall provide samples if requested by the Contract Administrator.

Contractor shall re-submit product information for any cleaning product or supply that does not meet the City's requirements. If the Contractor changes or substitutes products during the performance of this contract, the Contract Administrator shall be furnished the product information and sample, if requested, for approval prior to the change. No substitutes shall be made following the start of the contract without prior approval by the Contract Administrator.

Material Safety Data Sheets (MSDS) shall be furnished by the Contractor for all chemical cleaning products and any applicable supplies being used at any City location. The sheets are to be kept in a properly marked binder in an agreed upon location by both the Contractor and the Contract Administrator. The binder is to be updated by the Contractor as cleaning products and/or supplies are added or deleted from use at any of the locations. A binder with the product sheets shall be kept at each location.

Maryland's Access to Information About Hazardous and Toxic Substances Law (The Right-To-Know Law) requires the City to maintain and distribute Material Safety Data Sheets (MSDS) for all hazardous materials used in City facilities. To meet this requirement, all products used as a result of this Invitation for Bid in which hazardous materials are present, require a current MSDS published by the respective manufacturer for the specific formulation of the product shipped. MSDS shall be sent to the Contract Administrator prior to the use of materials at City facilities. The City reserves the right to require a MSDS for any product.



The City shall review products to ensure that the cleaning products and supplies being provided by the Contractor are of acceptable quality and meet the standards required.

#### **4.24 BODILY FLUID CLEANING**

Contractor shall have the ability to provide a crew to properly clean and dispose of bodily fluids and any bio-hazardous waste. Bodily fluid may include but not limited to urine, blood, vomit, etc., in small to moderate quantities. When this type of cleaning is required, the Contractor shall follow the CDC standards and procedures for cleaning and disposing of bodily fluids. Locations for cleaning bodily fluids are not restricted to the specific locations **listed but** may include areas in or around any and all City facilities, property and/or vehicles.

#### **4.25 TRASH DISPOSAL**

Contractor shall remove and dispose of all trash daily and deposit in the trash dumpsters adjacent to the locations after first placing trash in tie enclosure plastic bags. Extreme care shall be taken to place all trash as compactly as possible to maximize space in the dumpsters. Once trash has been disposed of in the dumpsters, Contractor shall ensure that all covers, lids and/or containment area gates are securely closed and latched.

The following locations do not have dumpsters: Rockville Police Station, Rockville Police Annex, Courthouse Square Park, Unity Bridge, Monroe Street Elevator and Promenade and Montrose Community Center. Lincoln Park Community Center does not have a dumpster, but instead has a secured trash room behind the building which the Contractor will be given access to for trash disposal.

Trash and debris collected by the Contractor from the Rockville Police Station, Rockville Police Annex, Courthouse Square Park, Monroe Street Elevator and Promenade and Montrose Community Center shall be deposited into the dumpster at City Hall. Trash and debris collected from the Unity Bridge shall be deposited into trash room at Lincoln Park Community Center.

**LOCATIONS AND REQUIREMENTS**

Pricing for services listed in this section shall be inclusive of all labor, equipment, materials, tools, incidentals and any charge necessary to complete the work. The cost for the tasks listed (daily, weekly, monthly, other scheduled tasks) for each location shall be incorporated into the monthly price quoted on the Pricing Page (page 56), no additional costs shall be charged for the services listed.

<b><u>CITY HALL</u></b>		
<b><u>ADDRESS</u></b>	111 Maryland Avenue	
<b><u>SIZE</u></b>	44,445 square feet	
<b><u>FLOORING</u></b>	<b><u>TYPE</u></b>	<b><u>SQUARE FEET</u></b>
	Ceramic Tile	8,277
	Carpet	34,056
	Vinyl or Vinyl Tile	1,392
	Rubber Stair Tread	720
<b><u>Frequency, Work Days and Hours</u></b>	Daily cleaning five (5) days a week with a four (4) person crew working four (4) hours per day is recommended for this location. Contractor's crew will work Monday through Friday evenings.	
	CLOSED Christmas Day, New Year's Day and Thanksgiving Day - When a holiday falls on Saturday, all offices are closed on Friday. When a holiday falls on Sunday, all offices are closed on Monday.	
	Cleaning shall take place between the hours of 10PM and 6AM.	
	Large jobs, such as washing windows, stripping floors, shampooing carpets, etc. shall be performed on weekends only, schedule to be provided and approved by Contract Administrator.	
<b><u>DAILY TASKS - GENERAL</u></b>	Pick up trash and empty all trash containers, bag and place in dumpsters, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster. Close and secure covers, lids and dumpster gates.	
	Empty and clean all exterior trash receptacles	
	Vacuum all carpeted hallways, stairwells, conference rooms, offices and common areas.	
	Dust mop and damp mop all vinyl tile areas.	
	Dust mop and damp mop all areas of lobbies, foyers, and elevator.	
	Clean and disinfect drinking fountains and polish all metal with a clean lint-free cloth.	
	Remove chewing gum and all other substances from floors, carpeting and walls.	
	Clean all tables, chairs, counter tops, vending machines, and appliances in employees' lounge.	
	Clean glass around all door partitions both interior and exterior surfaces	
	Clean all tables, chairs, and counter tops in all conference rooms and vacuum all carpeting.	
	Vacuum all carpeting in offices.	
	Spot-clean walls using a clean lint-free cloth or sponge and neutral detergent solution to leave walls free of marks, stains and streaks.	
	Clean walk-off mats by vacuuming or sweeping to leave mat clean of all loose dirt and soil.	
	Wipe down entrance doors with glass cleaner.	
<b><u>DAILY TASKS - RESTROOMS</u></b>	Sweep, dust mop, scrub, and disinfect floors with germicidal cleaner.	
	Empty all waste receptacles, changing liners weekly.	
	Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats, and counter tops.	
	Clean and disinfect all accessories, including dispensers, disposal, shelves, and mirrors.	
	Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose <u>only</u> .	
Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles.		

<b>CITY HALL (continued)</b>	
<b><u>DAILY TASKS - RESTROOMS</u></b>	<p>Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial variety approved by the City.</p> <p>Spot clean walls and partitions.</p>
<b><u>WEEKLY TASKS</u></b>	<p>Sweep and damp mop all stairwells and fire exits.</p> <p>Clean all glass partitions throughout building.</p> <p>Spray buff all vinyl tile areas.</p> <p>Replace all trash receptacle plastic liners.</p> <p>Dust desks, chairs, files, tables, and bookcases in all offices, conference rooms and lobby areas. Computers, office equipment, papers, file folders and other items on the furniture shall <b><u>not</u></b> be disturbed.</p> <p>Clean glass tops of all desks, tables and counter tops.</p> <p>Wash all walls and polish all metal in elevator and clean door tracks and doors on elevator.</p> <p>Wash and wipe clean all fingerprints and hand prints on all doorways, walls and countertops in all hallways and conference rooms.</p> <p>Scrub and disinfect all restroom walls and partitions.</p> <p>Clean all handrails, hardware and accessories.</p> <p>Clean all ceramic tile with tile cleaner.</p> <p>Remove all stains on urinals and clean urinal screens.</p> <p>Wash and disinfect all restroom and employees' lounge waste receptacles.</p>
<b><u>MONTHLY TASKS</u></b>	<p>Wipe dust from picture frames, blinds, ornamental work, window sills, counter trim, partitions, heat pump units, light fixtures, high ledges in offices, conference rooms and lobby areas.</p> <p>Strip and clean all ceramic tile areas.</p> <p>Replace urinal screens with incorporated deodorant blocks in all urinals.</p> <p>Clean all cove base, carpet and tile trim.</p>
<b><u>OTHER SCHEDULED TASKS</u></b>	<p>All carpeting to be spot-cleaned, using a dry cleaner or spot remover, on a daily basis to prevent stains from becoming permanent in carpeting.</p> <p>Wash all interiors and exteriors of windows three (3) times per year at the same time in October, April and July of each year.</p> <p>Shampoo carpeting in all hallways and conference rooms three (3) times per year at the same time in March, July and November of each year.</p> <p>All vinyl tile flooring (VCT) to be stripped and refinished with three coats of wax applied four (4) times a year at the same time in February, May, August and November of each year.</p> <p>During winter snow periods, chemicals applied to exterior walkways shall necessitate the cleaning of all vinyl tile flooring, ceramic tile, carpeting and walk-off mats to remove all residues of these chemicals.</p> <p>Clean every three (3) months all vertical grilles, ceiling grilles and louvers by dusting by vacuuming to remove all dust, loose dirt, lint, and webs. If necessary, clean with a clean lint-free cloth or sponge dampened with a neutral cleaner, wipe dry and polish metal surfaces.</p> <p>Wash down and disinfectant all restroom walls, cove base, floors and partitions four (4) times a year at the same time in July, October, January and April of each year.</p>

<b>ROCKVILLE SWIM AND FITNESS CENTER</b>		
<b><u>ADDRESS</u></b>	355 Martins Lane	
<b><u>SIZE</u></b>	6,145 square feet	
<b><u>FLOORING</u></b>	<b><u>TYPE</u></b>	<b><u>SQUARE FEET</u></b>
	Ceramic Tile	2,862
	Carpet	1,434
	Vinyl or Vinyl Tile	1,093
	Rubber Tile	756
<b><u>Frequency, Work Days and Hours</u></b>	Daily cleaning seven (7) days a week, 365 days a year, with a 2-person crew working six (6) hours per day is required for this location. Contractor's crew will work Monday through Sunday evenings with the exception of Christmas, New Years and Thanksgiving Day.	
	CLOSED Christmas Day, New Year's Day and Thanksgiving Day - When a holiday falls on Saturday, all offices are closed on Friday. When a holiday falls on Sunday, all offices are closed on Monday.	
	Cleaning shall take place between the hours of 11PM and 5AM.	
	Large jobs, such as washing windows, stripping floors, shampooing carpets, etc. shall be performed on weekends only, schedule to be provided and approved by Contract Administrator.	
<b><u>DAILY TASKS – LOCKER ROOMS</u></b>	Pick up trash and empty all trash containers, bag and place in dumpsters, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster. Close and secure covers, lids and dumpster gates.	
	Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats and counter tops.	
	Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose only.	
	Clean and disinfect all accessories, including dispensers, receptacles, shelves, mirrors, etc. Wipe clean and free from streaks, stains mildew, odor and film.	
	Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles. Wipe clean outside surfaces of receptacle.	
	Scrub and disinfect all shower walls, bathroom partitions and floors. These areas shall be cleaned with separate materials and supplies dedicated for that purpose only.	
	Wipe clean locker fronts, tops, and bases. Close all locker doors after cleaning.	
	Clean locker room floors with spray hose and water and squeegee the excess water.	
	Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial product approved by the City.	
Wash down and clean the locker room entrance/exit doors.		
<b><u>DAILY TASKS – GENERAL</u></b>	Pick up trash in the lobby area and offices. Empty all trash containers in the lobby area and offices, bag and place in dumpsters, leaving all areas neat and free of trash.	
	Vacuum all carpeted offices, conference rooms, foyer, hallways, stairwells and lobby area thoroughly.	
	Dust mop and damp mop all vinyl tile areas leaving surfaces free of marks, stains and streaks.	
	Dust mop and damp mop all ceramic tile areas leaving surfaces free of marks, stains and streaks.	
	Dust mop and damp mop wood floors in Conference Rooms (only) with cleaner provided by the City.	
	Clean and disinfect drinking fountains and polish all metal with a clean lint-free cloth.	
	Remove chewing gum and other substances from floors, carpeting and walls.	
Dust air vents.		

<b>ROCKVILLE SWIM AND FITNESS CENTER (continued)</b>	
<b><u>DAILY TASKS</u></b> <b><u>- GENERAL</u></b> <b><u>(continued)</u></b>	Clean walk-off mats by vacuuming or sweeping to leave mat clean of all loose dirt and soil.
	Wipe clean front and top of vending machines.
	Clean all tables, chairs and counter tops in all areas leaving surfaces free of marks, stains and streaks.
	Clean glass around all door partitions and front lobby windows, both interior and exterior surfaces.
<b><u>DAILY TASKS</u></b> <b><u>- LOWER</u></b> <b><u>LEVEL</u></b>	Sweep and damp mop stairs and hallway.
	Pick up trash and empty all trash containers, bag and place in dumpsters, leaving all areas neat and free of trash.
<b><u>DAILY TASKS</u></b> <b><u>- EXERCISE</u></b> <b><u>ROOM (Main</u></b> <b><u>Floor and</u></b> <b><u>Lower Level)</u></b>	Sweep, dust mop and wet mop rubber flooring and stairs.
	Empty all waste receptacles, changing liners weekly. Dispose of trash accordingly.
	Dust as needed.
	Spot clean walls leaving walls free of marks, stains and streaks.
	Wipe down fitness equipment with disinfectant.
	Refill antibacterial wipe dispensers. City will provide wipes to the Contractor.
Clean all glass mirrors and partitions	
<b><u>WEEKLY</u></b> <b><u>TASKS</u></b>	Clean all handrails, hardware and accessories.
<b><u>MONTHLY</u></b> <b><u>TASKS</u></b>	Wipe dust from picture frames, blinds, ornamental work, window sills, counter trim, partitions, heat pump units, light fixtures, high ledges in offices, conference rooms and lobby areas.
	Strip and clean all ceramic tile areas.
	Replace urinal screens with incorporated deodorant blocks in all urinals.
	Clean all cove base, carpet and tile trim.
<b><u>OTHER</u></b> <b><u>SCHEDULED</u></b> <b><u>TASKS</u></b>	All carpeting to be spot-cleaned, using a dry cleaner or spot remover, on a daily basis to prevent stains from becoming permanent in carpeting.
	Shampoo carpeting in all office areas three (3) times per year at the same time in March, July and November of each year.
	All vinyl tile flooring (VCT) to be stripped and refinished with three coats of wax applied four (4) times a year at the same time in February, May, August and November of each year.
	During winter snow periods, chemicals applied to exterior walkways shall necessitate the cleaning of all vinyl tile flooring, ceramic tile, carpeting and walk-off mats to remove all residues of these chemicals.
	Clean every three (3) months all vertical grilles, ceiling grilles and louvers by dusting by vacuuming to remove all dust, loose dirt, lint, and webs. If necessary, clean with a clean lint-free cloth or sponge dampened with a neutral cleaner, wipe dry and polish metal surfaces.
	Wash down and disinfectant all restroom walls, cove base, floors and partitions four (4) times a year at the same time in July, October, January and April of each year.

<b><u>MONROE STREET ELEVATOR AND PROMENADE</u></b>		
<b><u>ADDRESS</u></b>	50 Monroe Street	
<b><u>SIZE</u></b>	3,419 square feet	
<b><u>FLOORING</u></b>	<b><u>TYPE</u></b>	<b><u>SQUARE FEET</u></b>
	Vinyl Tile	54
	Concrete Flooring	3,365
<b><u>Frequency, Work Days and Hours</u></b>	Daily cleaning five (5) days a week with a one (1) person crew working one (1) hours per day is recommended for this location. Contractor's crew will work Sunday through Thursday evenings. Cleaning shall take place between the hours of 5PM and 9PM.	
<b><u>DAILY TASKS</u></b>	Pick up trash and empty all trash containers, bag and place in dumpster at City Hall, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster.	
	Clean elevator walls daily and make free of any dirt, stains, streaks and fingerprints.	
	Sweep and damp mop the elevator floor.	
	Light fixture lenses will be kept free of dust and dirt. Lights shall be checked daily and any outages shall be reported to the Contract Administrator immediately.	
	Clean all glass windows throughout the location removing all stains, streaks and spills.	
	Sidewalk area, located three feet in front of the elevator (on both levels) and the promenade steps adjacent to elevator shall be swept and cleaned of debris daily.	
	Clean the exterior and interior doors and make free of any dirt, stains, streaks and fingerprints.	
	Remove gum and debris from deck at top of steps and in front of store fronts.	
<b><u>OTHER SCHEDULED TASKS</u></b>	Pressure wash the concrete area 3 times per year with instruction from the Contract Administrator.	

<b>WATER TREATMENT PLANT</b>		
<b>***24 HOUR A DAY 7 DAY A WEEK LOCATION***</b>		
<b>ADDRESS</b>	10930 Sandy Landing Road, Potomac, Maryland 20854	
<b>SIZE</b>	3,960 square feet	
<b>FLOORING</b>	<b>TYPE</b>	<b>SQUARE FEET</b>
	Carpet	1,560
	Vinyl Tile	2,400
<b>Frequency, Work Days and Hours</b>	Weekly cleaning performed on <i>Fridays only</i> with a two (2) person crew each working four (4) hours per day is recommended for this location. Contractor's crew will work weekly on Friday.	
	Cleaning shall take place between the hours of 7AM and 3PM.	
	Large jobs, such as washing windows, stripping floors, shampooing carpets, etc. shall be performed on weekends only, schedule to be provided and approved by Contract Administrator.	
<b>AREAS TO BE SERVICED – Due to restricted areas at this location only the following areas will be serviced</b>	Control room	
	Offices	
	Laboratory	
	Kitchen (second floor of main building)	
	Lock room and restroom	
	Laboratory area and office (third floor of main building)	
<b>Contractor's crew, while in these areas, shall <u>not</u> clean any electrical switchgears, control panels, process control computers, laboratory equipment or laboratory counter tops.</b>		
<b>SUPERVISION</b>	Contractor shall be under the direction of the Water Treatment Plant's Operator on Duty. Upon arriving at the location, Contractor's crew will sign and in and be issued a badge by the Operator on Duty.	
<b>WEEKLY TASKS – GENERAL</b>	Pick up trash and empty all trash containers, bag and place in dumpsters, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster. Close and secure covers, lids and dumpster gates.	
	Vacuum all carpeted hallways, stairwells, training room and offices.	
	Dust mop and damp mop all tile flooring.	
	Clean and disinfect drinking fountains and polish all metal with a clean lint-free cloth.	
	Dust chairs, doors, and clean top of air conditioning units.	
	Wipe down all ledges, counters and tables.	
	Clean all handrails on stairs and polish hardware.	
	Spot-clean walls to leave wall areas free of marks, stains, and streaks.	
<b>WEEKLY TASKS – RESTROOMS</b>	Clean all interior glass entranceways and doors	
	Sweep, dust, mop, scrub, and disinfect floors with germicidal cleaner.	
	Empty all waste receptacles, changing liners weekly.	
	Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats, and counter tops.	
	Clean and disinfect all accessories, including dispensers, disposal, shelves, mirrors, partitions, etc., with a germicidal cleaner, leaving accessories clean and free from streaks, stains, mildew, odor, and film.	
	Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles. Wipe clean and disinfect outside surfaces of receptacle.	

<b>WATER TREATMENT PLANT (continued)</b>	
<b><u>WEEKLY TASKS – RESTROOMS (continued)</u></b>	Polish all mirrors, shelves, faucets, counter tops, and all metal work with appropriate cleaning materials to leave free of marks, stains, and streaks.
	Scrub and disinfect all shower walls, bathroom partitions and floors. These areas shall be cleaned with separate materials and supplies dedicated for that purpose <u>only</u> .
	Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial product approved by the City.
	Spot clean walls and partitions leaving walls free of marks, stains and streaks.
<b><u>MONTHLY TASKS – FIRST FRIDAY OF EACH MONTH</u></b>	Dust all light fixtures, air vents and exit signs.
	Remove dust and cobwebs from walls and ceiling areas.
	Wipe down outside of air conditioning unit, refrigerator, hot water tank, lockers, podiums and clean chalkboards.
<b><u>OTHER SCHEDULED TASKS</u></b>	Strip restroom floor and refinish with two (2) coats of wax at the same time in January and July of each year.
	Wipe down and clean all lighting fixtures at the same time in January and July of each year.
	Clean all carpeting on stairs, offices and in training room using a commercial grade carpet cleaner. Service shall be performed at the same time in January and July of each year.
	Wash all exterior windows on filter sidewall of operations area at the same time in January and July of each year.
	Wash all interior and exterior windows at the same time in March and September of each year.



<b>LINCOLN PARK COMMUNITY CENTER</b>		
<b><u>ADDRESS</u></b>	357 Frederick Road, Rockville, Maryland 20850	
<b><u>SIZE</u></b>	12,527 square feet	
<b><u>FLOORING</u></b>	<b><u>TYPE</u></b>	<b><u>SQUARE FEET</u></b>
	Carpet	1,302
	Vinyl Tile	3,863
	Ceramic Tile	396
	Rubber Flooring	3,200
	Concrete Flooring	201
	Gym Floor	3,565
<b><u>Frequency, Work Days and Hours</u></b>	Daily cleaning seven (7) days a week with a two (2) person crew working each four (4) hours per day is recommended for this location. Contractor's crew will work Monday through Sunday nights with the exception of Christmas, New Year's Day and Thanksgiving Day.	
	CLOSED Christmas Day, New Year's Day and Thanksgiving Day - When a holiday falls on Saturday, all offices are closed on Friday. When a holiday falls on Sunday, all offices are closed on Monday.	
	Cleaning shall take place between the hours of 10PM and 8AM.	
	Large jobs, such as washing windows, stripping floors, shampooing carpets, etc. shall be performed on weekends only, schedule to be provided and approved by Contract Administrator.	
<b><u>DAILY TASKS - GENERAL</u></b>	Pick up trash and empty all trash containers, bag and place in trash room (behind building), leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around trash receptacles inside and around trash room. Close, secure, and lock doors.	
	Empty and clean all exterior trash receptacles.	
	Vacuum all carpeted hallways, stairwells, lobby, library, computer room, office and common areas.	
	Dust mop and damp mop all vinyl tile areas.	
	Dust mop and damp mop all ceramic floor areas.	
	Clean and disinfect drinking fountains and polish all metal with a clean lint-free cloth.	
	Remove chewing gum and all other substances from floors, carpeting and walls.	
	Clean all tables, chairs, counter tops, vending machines, and appliances in employees' lounge.	
	Clean glass around all door partitions and windows both interior and exterior surfaces.	
	Clean all tables, chairs, and counter tops in lobby, office, library and computer room.	
	Vacuum all carpeting.	
Spot-clean walls leaving walls free of marks, stains and streaks.		
Clean walk-off mats by vacuuming or sweeping to leave mat clean of all loose dirt and soil.		
<b><u>DAILY TASKS - RESTROOMS</u></b>	Sweep, dust mop, scrub and disinfect floors.	
	Empty all waste receptacles, changing liners weekly.	
	Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats and counter tops.	
	Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose <u>only</u> .	
	Clean and disinfect all accessories, including dispensers, disposal, shelves, mirrors, partitions, etc., leaving accessories clean and free from streaks, stains, mildew, odor, and film.	
	Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles. Wipe clean and disinfect outside surfaces of receptacle.	

<b>LINCOLN PARK COMMUNITY CENTER (continued)</b>	
<b><u>DAILY TASKS – RESTROOMS (continued)</u></b>	Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial product approved by the City.
	Polish all mirrors, shelves, faucets, counter tops and metal hardware with appropriate cleaning materials to leave free of marks, stains and streaks.
	Spot clean walls and partitions leaving walls free of marks, stains and streaks.
<b><u>DAILY TASKS – LOCKER ROOMS</u></b>	Sweep, dust mop, scrub and disinfect all floors.
	Empty all waste receptacles, changing liners weekly.
	Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats and counter tops.
	Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose <u>only</u> .
	Clean and disinfect all accessories, including dispensers, disposal, shelves, mirrors, partitions, etc., leaving accessories clean and free from streaks, stains, mildew, odor, and film.
	Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles. Wipe clean and disinfect outside surfaces of receptacle.
	Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial product approved by the City.
	Polish all mirrors, shelves, faucets, counter tops and metal hardware with appropriate cleaning materials to leave free of marks, stains and streaks.
	Spot clean walls and partitions leaving walls free of marks, stains and streaks.
	Wash down and disinfect shower walls and floor.
Dust tops of counters and partitions as needed.	
<b><u>DAILY TASKS – EXERCISE ROOM</u></b>	Sweep, dust mop and wet mop rubber flooring and stairs.
	Empty all waste receptacles, changing liners weekly.
	Dust as needed.
	Spot clean walls leaving walls free of marks, stains and streaks.
	Wipe down fitness equipment with disinfectant.
	Refill antibacterial wipe dispensers. City will provide wipes to the Contractor.
Clean all glass mirrors and partitions	
<b><u>DAILY TASKS – GYMNASIUM</u></b>	Sweep, dust mop and damp mop gym floor. City will provide special cleaner for the gym floor to the Contractor.
	Remove all trash and dispose of properly. Replace liners as needed.
	Spot clean walls leaving walls free of marks, stains and streaks.
	Clean all glass areas.
	Wipe down gym entrance doors.
<b><u>OTHER SCHEDULED TASKS</u></b>	Spray buff weekly all tile floors.
	Wash all interior and exterior windows at the same time in October, April and July each year.
	Shampoo all common areas and conference room carpeting three (3) times a year in March, July and November.
	All vinyl tiles to be stripped and refinished with three coats of wax applied four times a year – February, May, August and November.
	Clean all light fixtures at the same time in January and June of each year
	Wash all interior and exterior windows at the same time in October, April and July of each year.
	Light scrub gymnasium floor twice a year in January and June.

<b><u>MONTROSE COMMUNITY CENTER</u></b>		
<b><u>ADDRESS</u></b>	451 Congressional Lane	
<b><u>SIZE</u></b>	3,258 square feet	
<b><u>FLOORING</u></b>	<b><u>TYPE</u></b>	<b><u>SQUARE FEET</u></b>
	Ceramic Tile	441
	Carpet	1,797
	Vinyl Tile	348
	Rubber Tile	672
<b><u>Frequency, Work Days and Hours</u></b>	Daily cleaning five (5) days a week with a one (1) person crew working each two (2) hours per day is recommended for this location. Contractor's crew will work Monday through Friday evenings with the exception of Christmas, New Year's Day and Thanksgiving Day.	
	Cleaning shall take place between the hours of 6PM and 7AM.	
	CLOSED Christmas Day, New Year's Day and Thanksgiving Day - When a holiday falls on Saturday, all offices are closed on Friday. When a holiday falls on Sunday, all offices are closed on Monday.	
	Large jobs, such as washing windows, stripping floors, shampooing carpets, etc. shall be performed on weekends only, schedule to be provided and approved by Contract Administrator.	
<b><u>DAILY TASKS - GENERAL</u></b>	Pick up trash and empty all trash containers, bag and place in dumpster at City Hall, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster.	
	Empty and clean all exterior trash receptacles	
	Vacuum all carpeted hallways, stairwells, lobby, offices, classrooms and common areas.	
	Dust mop and damp mop all vinyl tile areas.	
	Dust mop and damp mop all ceramic and rubber floor areas.	
	Clean and disinfect drinking fountains and polish all metal with a clean lint-free cloth.	
	Remove chewing gum and all other substances from floors, carpeting and walls.	
	Clean all tables, chairs and counter tops.	
	Clean glass around all door partitions and windows both interior and exterior surfaces.	
	Clean all tables, chairs, and counter tops in lobby, office, and classrooms.	
	Clean and wipe down all kitchen counter tops, sinks, and appliances.	
	Spot-clean walls leaving walls free of marks, stains and streaks.	
Clean walk-off mats by vacuuming or sweeping to leave mat clean of all loose dirt and soil.		
<b><u>DAILY TASKS - RESTROOMS</u></b>	Sweep, dust mop, scrub, and disinfect floors with germicidal cleaner.	
	Empty all waste receptacles, changing liners weekly.	
	Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats, and counter tops.	
	Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose <u>only</u> .	
	Clean and disinfect all accessories, including dispensers, disposal, shelves, and mirrors.	
	Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles.	
	Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial variety approved by the City.	
	Scrub and disinfect all restroom walls and partitions.	
Remove all stains on urinals and clean urinal screens.		

<b><u>MONTROSE COMMUNITY CENTER (continued)</u></b>	
<b><u>WEEKLY TASKS</u></b>	Dust all areas, window blinds, window sills, counter tops and air vents.
	Spray buff all tile floors.
<b><u>OTHER SCHEDULED TASKS</u></b>	Wash all interiors and exteriors of windows three (3) times per year at the same time in October, April and July of each year.
	All vinyl tile flooring (VCT) to be stripped and refinished with three coats of wax applied one (1) time a year at the same time in August of each year.
	During winter snow periods, chemicals applied to exterior walkways shall necessitate the cleaning of all vinyl tile flooring, ceramic tile, carpeting and walk-off mats to remove all residues of these chemicals.
	Clean every three (3) months all vertical grilles, ceiling grilles and louvers by dusting by vacuuming to remove all dust, loose dirt, lint, and webs. If necessary, clean with a clean lint-free cloth or sponge dampened with a neutral cleaner, wipe dry and polish metal surfaces.

<b>ROCKVILLE POLICE STATION</b>		
<b>***24 HOUR A DAY 7 DAY A WEEK LOCATION***</b>		
<b><u>ADDRESS</u></b>	2 W Montgomery Avenue	
<b><u>SIZE</u></b>	10,150 square feet	
<b><u>FLOORING</u></b>	<b><u>TYPE</u></b>	<b><u>SQUARE FEET</u></b>
	Carpet Tile	2,600
	Vinyl Flooring	2,400
	Ceramic Tile	400
	Concrete Flooring	3,900
	Rubber Flooring	400
	Rubber Stair Tread	450
<b><u>Frequency, Work Days and Hours</u></b>	<i><b>First and Second Floors:</b></i> Daily cleaning five (5) days a week with a two (2) person crew working two (2) hours per day is recommended for this location. Contractor's crew will work Monday through Friday evenings.	
	<i><b>Basement Level:</b></i> Daily cleaning six (6) days a week with a two (2) person crew working four (2) hours per day is recommended for this location. Contractor's crew will work Sunday through Friday evenings.	
	Cleaning shall take place between the hours of 10PM and 6AM.	
	Large jobs, such as washing windows, stripping floors, shampooing carpets, etc. shall be performed on weekends only, schedule to be provided and approved by Contract Administrator.	
<b><u>DAILY TASKS - GENERAL</u></b>	Pick up trash and empty all trash containers, bag and place in dumpster at City Hall, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster. Close and secure covers, lids and dumpster gates.	
	Empty and clean all exterior trash receptacles	
	Vacuum all carpeted areas to include but not limited to offices, conference rooms and common areas.	
	Dust mop and damp mop all flooring of lobbies, foyers, common areas, hallways, meeting rooms and elevator on all three floors of the building.	
	Clean and disinfect drinking fountains and polish all metal with a clean lint-free cloth.	
	Remove chewing gum and all other substances from floors, carpeting and walls.	
	Clean all tables, chairs, counter tops, vending machines, and appliances in employees' lounge leaving the area free of marks, stains, and streaks.	
	Clean glass around all door partitions both interior and exterior surfaces.	
	Clean all tables, chairs, and counter tops in the conference rooms leaving the surfaces free of marks, stains, and streaks.	
Spot-clean walls leave walls leaving the surfaces free of marks, stains, and streaks.		
<b><u>DAILY TASKS - RESTROOMS</u></b>	Sweep, dust mop, scrub, and disinfect floors with germicidal cleaner.	
	Empty all waste receptacles, changing liners weekly.	
	Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats, and counter tops.	
	Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose <u>only</u> .	
	Clean and disinfect all accessories, including dispensers, disposal, shelves, and mirrors, leaving surfaces free from streaks, stains, mildew, odor, and film.	
	Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles. Wipe clean outside surfaces of receptacle.	

<b>ROCKVILLE POLICE STATION (continued)</b>	
<b><u>DAILY TASKS – RESTROOMS (continued)</u></b>	Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers, and sanitary napkin dispensers. Soaps shall be lotion/antibacterial variety approved by the City.
	Spot clean walls and partitions leaving the surfaces free of marks, stains, and streaks.
<b><u>WEEKLY TASKS</u></b>	Remove all stains on urinals and clean urinal screens.
	Vacuum all offices thoroughly including around edges and under furniture.
	Sweep and damp mop all stairwells and fire exits.
	Clean all glass partitions throughout building.
	Clean all ceramic tile with tile cleaner.
	Clean and disinfect all restroom and employees' lounge waste receptacles.
	Clean and disinfect all restroom walls and partitions.
	Dust desks, chairs, file cabinets, tables, and bookcases. Files, papers and other items on furniture should <b>not</b> be disturbed.
	Clean glass tops of all desks, tables, and counter tops leaving surfaces free of stains and spills.
	Wash walls and polish metal in elevator and clean door tracks and doors on elevator.
	Remove all fingerprints, hand prints, smudges and spots on all doorways, walls, and countertops in all hallways, conference rooms, and meeting rooms.
	Replace all trash receptacle plastic liners.
	Clean all handrails and accessories and polish metal surfaces.
Spot clean carpeting on a daily basis to prevent stains from becoming permanent in carpeting.	
<b><u>MONTHLY TASKS</u></b>	Wipe dust from picture frames, ornamental work, window sills, counter trim, partitions, heat pump units, light fixtures, high ledges in offices, conference rooms and lobby areas.
	Strip and clean all ceramic tile areas.
	Replace urinal screens with incorporated deodorant blocks in all urinals.
	Clean all cove base, carpet and tile trim.
<b><u>OTHER SCHEDULED TASKS</u></b>	Each Tuesday, all locked/secured offices shall be cleaned using the same methods as described in weekly tasks. Access shall be coordinated with the Police Department.
	All interior/exterior windows shall be cleaned at the same time in October, April and July of each year.
	Shampoo carpeting in all hallways, conference rooms and meeting rooms three (3) times per year at the same time in March, July and November of each year.
	Vinyl tiles to be stripped and refinished with three coats of wax applied in February, May, August and November of each year.
	During winter snow periods, chemicals applied to exterior walkways shall necessitate the cleaning of all vinyl tile flooring, ceramic tile, carpeting and walk-off mats to remove all residues of these chemicals.
	Clean all vertical grilles, ceiling grilles and louvers by dusting by vacuuming to remove all dust, loose dirt, lint, and webs. If necessary, clean with a clean lint-free cloth or sponge dampened with a neutral cleaner, wipe dry and polish metal surfaces in July, October, January and April of each year.
Wash and disinfectant all restroom walls, cove base, floors, and partitions in July, October, January and April of each year.	

<b>ROCKVILLE POLICE ANNEX</b>		
<b>***24 HOUR A DAY 7 DAY A WEEK LOCATION***</b>		
<b><u>ADDRESS</u></b>	2 W Montgomery Avenue	
<b><u>SIZE</u></b>	13,070 square feet	
<b><u>FLOORING</u></b>	<b><u>TYPE</u></b>	<b><u>SQUARE FEET</u></b>
	Carpet Tile	4,300
	Vinyl Flooring	2,800
	Ceramic Tile	400
	Concrete Flooring	2,160
	Resinous Flooring	2,150
	Rubber Stair Tread	1,260
<b><u>Frequency, Work Days and Hours</u></b>	<p>Daily cleaning six (6) days a week with a two (2) person crew working each two (2) hours per day is recommended for this location. Contractor's crew will work Sunday through Friday evenings. Cleaning shall take place between the hours of 10PM and 6AM.</p> <p>Large jobs, such as washing windows, stripping floors, shampooing carpets, etc. shall be performed on weekends only, schedule to be provided and approved by Contract Administrator.</p>	
<b><u>DAILY TASKS - GENERAL</u></b>	<p>Pick up trash and empty all trash containers, bag and place in dumpster at City Hall, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster. Close and secure covers, lids and dumpster gates.</p> <p>Empty and clean all exterior trash receptacles</p> <p>Vacuum all carpeted hallways, stairwells, conference rooms, and common areas.</p> <p>Daily inspect offices and if carpeting is littered, vacuum as needed.</p> <p>Dust mop and damp mop all vinyl tile areas.</p> <p>Dust mop and damp mop all flooring of lobbies, foyers, and elevator floor ceramic tile on three floors in building.</p> <p>Clean and disinfect drinking fountains and polish all metal with a clean lint-free cloth.</p> <p>Remove chewing gum and all other substances from floors, carpeting and walls.</p> <p>Clean all tables, chairs, counter tops, vending machines, and appliances in employees' lounge leaving the area free of marks, stains, and streaks.</p> <p>Clean glass around all door partitions both interior and exterior surfaces.</p> <p>Clean all tables, chairs, and counter tops in the conference rooms leaving the surfaces free of marks, stains, and streaks.</p> <p>Spot-clean walls leave walls leaving the surfaces free of marks, stains, and streaks.</p>	
<b><u>DAILY TASKS - RESTROOMS</u></b>	<p>Sweep, dust mop, scrub, and disinfect floors with germicidal cleaner.</p> <p>Empty all waste receptacles, changing liners weekly.</p> <p>Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats, and counter tops.</p> <p>Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose <u>only</u>.</p> <p>Clean and disinfect all accessories, including dispensers, disposal, shelves, and mirrors, leaving surfaces free from streaks, stains, mildew, odor, and film.</p> <p>Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles. Wipe clean outside surfaces of receptacle.</p> <p>Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers, and sanitary napkin dispensers. Soaps shall be lotion/antibacterial variety approved by the City.</p> <p>Clean walls and partitions leaving the surfaces free of marks, stains, and streaks.</p> <p>Clean and disinfect all shower stalls.</p>	

<b>ROCKVILLE POLICE ANNEX (continued)</b>	
<b><u>DAILY TASKS – EXERCISE ROOM</u></b>	Sweep, dust mop and wet mop rubber flooring and stairs.
	Empty all waste receptacles, changing liners weekly. Dispose of trash accordingly.
	Dust as needed.
	Spot clean walls leaving walls free of marks, stains and streaks.
	Wipe down fitness equipment with disinfectant.
	Refill antibacterial wipe dispensers. City will provide wipes to the Contractor.
	Clean all glass mirrors and partitions.
<b><u>DAILY TASKS – LOCKER ROOMS</u></b>	Pick up trash and empty all trash containers, bag and place in dumpsters, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster. Close and secure covers, lids and dumpster gates.
	Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats and counter tops.
	Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose only.
	Clean and disinfect all accessories, including dispensers, receptacles, shelves, mirrors, etc. Wipe clean and free from streaks, stains mildew, odor and film.
	Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles. Wipe clean outside surfaces of receptacle.
	Scrub and disinfect all shower walls, bathroom partitions and floors. These areas shall be cleaned with separate materials and supplies dedicated for that purpose only.
	Wipe clean locker fronts, tops, and bases. Close all locker doors after cleaning.
	Clean locker room floors with spray hose and water and squeegee the excess water.
	Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial product approved by the City.
	Wash down and clean the locker room entrance/exit doors.
<b><u>DAILY TASKS – HOLDING CELLS</u></b>	Sweep, dust mop, scrub, and disinfect floors.
	Clean and disinfect all fixtures, including combination toilet with lavatory, seats and under seats (benches).
	Spot clean walls leaving surfaces free from streaks, stains, mildew, odor, and film.
	Clean all glass areas.
	Wipe down entrance doors.
<b><u>WEEKLY TASKS</u></b>	Remove all stains on urinals and clean urinal screens.
	Vacuum all offices thoroughly including around edges and under furniture.
	Sweep and damp mop all stairwells and fire exits.
	Clean all glass partitions throughout building.
	Clean all ceramic tile with tile cleaner.
	Clean and disinfect all restroom and employees' lounge waste receptacles.
	Clean and disinfect all restroom walls and partitions.
	Dust desks, chairs, file cabinets, tables, and bookcases. Files, papers and other items on furniture should <b>not</b> be disturbed.
	Clean glass tops of all desks, tables, and counter tops leaving surfaces free of stains and spills.
	Wash walls and polish metal in elevator and clean door tracks and doors on elevator.
	Remove all fingerprints, hand prints, smudges and spots on all doorways, walls, and countertops in all hallways, conference rooms, and meeting rooms.
	Replace all trash receptacle plastic liners.
	Clean all handrails and accessories and polish metal surfaces.
Spot clean carpeting on a daily basis to prevent stains from becoming permanent in carpeting.	
Sweep and mop sallyport area.	



<b>ROCKVILLE POLICE ANNEX (continued)</b>	
<b><u>MONTHLY TASKS</u></b>	Wipe dust from picture frames, ornamental work, window sills, counter trim, partitions, heat pump units, light fixtures, high ledges in offices, conference rooms and lobby areas.
	Strip and clean all ceramic tile areas.
	Replace urinal screens with incorporated deodorant blocks in all urinals.
	Clean all cove base, carpet and tile trim.
<b><u>OTHER SCHEDULED TASKS</u></b>	Each Tuesday, all locked/secured offices shall be cleaned using the same methods as described in weekly tasks. Access shall be coordinated with the Police Department.
	All interior/exterior windows shall be cleaned at the same time in October, April and July of each year.
	Shampoo carpeting in all hallways, conference rooms and meeting rooms three (3) times per year at the same time in March, July and November of each year.
	Vinyl tiles to be stripped and refinished with three coats of wax applied in February, May, August and November of each year.
	Scrub all vinyl flooring to include the Roll Call Room, hallways, and common areas to be done in January and July of each year.
	During winter snow periods, chemicals applied to exterior walkways shall necessitate the cleaning of all vinyl tile flooring, ceramic tile, carpeting and walk-off mats to remove all residues of these chemicals.
<b><u>OTHER SCHEDULED TASKS</u></b>	Clean all vertical grilles, ceiling grilles and louvers by dusting by vacuuming to remove all dust, loose dirt, lint, and webs. If necessary, clean with a clean lint-free cloth or sponge dampened with a neutral cleaner, wipe dry and polish metal surfaces in July, October, January and April of each year.
	Wash and disinfectant all restroom walls, cove base, floors, and partitions in July, October, January and April of each year.

<b>UNITY BRIDGE</b>	
<b><u>ADDRESS</u></b>	Dead end of Frederick Ave, Over Metro tracks to 355 Rockville
<b><u>SIZE</u></b>	600 linear feet
<b><u>AREA TO BE SERVICED</u></b>	Concrete Bridge Deck, Pads and Ramps
	One (1) Trash Receptacle
	10' x 12' Fenced Area
<b><u>Frequency, Work Days and Hours</u></b>	Daily cleaning seven (7) days a week with a one (1) person crew working one (1) hour per day is recommended for this location. Contractor's crew will work Monday through Friday evenings with the exception of Christmas, New Year's Day and Thanksgiving Day.
	Cleaning shall take place between the hours of 7AM and 9AM.
<b><u>DAILY TASKS</u></b>	Pick up trash and empty all trash containers, bag and place in trash room at Lincoln Park Community Center (behind building), leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around trash receptacles inside and around trash room. Close, secure, and lock doors.
	Clean and disinfect any areas that may have fecal matter or urine.
	Scrape and remove gum from concrete deck, pads or ramps.
	Remove trash and debris from 10' x 12' fenced area on west side of Frederick Avenue.
	Observe bridge conditions and immediately report to the Contract Administrator (either by telephone or email) any safety issues, vandalism or graffiti.
<b><u>OTHER SCHEDULED TASKS</u></b>	Pressure wash the concrete area 1 time per year with instruction from the Contract Administrator.

<b>COURTHOUSE SQUARE PARK</b>	
<b><u>ADDRESS</u></b>	Maryland Avenue at West Montgomery Avenue
<b><u>SIZE</u></b>	1.5-acre park
<b><u>AREA TO BE SERVICED</u></b>	820 linear feet of concrete sidewalk Twelve (12) Trash receptacles
<b><u>Frequency, Work Days and Hours</u></b>	Weekly cleaning two (2) days a week with a one (1) person crew working three (3) hours per day is recommended for this location. Contractor's crew will work Saturday and Sunday mornings with the exception of Christmas, New Year's Day and Thanksgiving Day. Cleaning shall take place between the hours of 7AM and 10AM.
<b><u>DAILY TASKS</u></b>	Empty all trash receptacles on Maryland Avenue between E. Jefferson Street and Middle Lane. Empty all trash receptacles on Courthouse Square between Maryland Avenue and N. Washington Street. Empty all trash receptacles and cigarette cans in Courthouse Square Park. Clean out trash receptacles and replace with new plastic trash liner. Pick up litter from curbs, sidewalks and landscaped areas Pick up trash and empty all trash containers, bag and place in dumpster at City Hall, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster. Close and secure covers, lids and dumpster gates.

<b>6 TAFT COURT</b>		
<b>ADDRESS</b>	6 Taft Court	
<b>SIZE</b>	27,000 square feet	
<b>FLOORING</b>	<b>TYPE</b>	<b>SQUARE FEET</b>
	Ceramic Tile	5,000
	Carpet	7,000
	Vinyl or Vinyl Tile	4,150
	Rubber	1,000
	Epoxy	750
<b>Frequency, Work Days and Hours</b>	Daily cleaning five (5) days a week with a four (4) person crew working four (4) hours per day is recommended for this location. Contractor's crew will work Monday through Friday evenings.	
	CLOSED Christmas Day, New Year's Day and Thanksgiving Day - When a holiday falls on Saturday, all offices are closed on Friday. When a holiday falls on Sunday, all offices are closed on Monday.	
	Cleaning shall take place between the hours of 10PM and 6AM.	
	Large jobs, such as washing windows, stripping floors, shampooing carpets, etc. shall be performed on weekends only, schedule to be provided and approved by Contract Administrator.	
<b>DAILY TASKS - GENERAL</b>	Pick up trash and empty all trash containers, bag and place in dumpsters, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster. Close and secure covers, lids and dumpster gates.	
	Empty and clean all exterior trash receptacles	
	Vacuum all carpeted hallways, stairwells, conference rooms and common areas.	
	Dust mop and damp mop all vinyl tile areas.	
	Dust mop and damp mop all areas of lobbies, foyers, and elevator.	
	Clean and disinfect drinking fountains and polish all metal with a clean lint-free cloth.	
	Remove chewing gum and all other substances from floors, carpeting and walls.	
	Clean all tables, chairs, counter tops, vending machines, and appliances in employees' lounge.	
	Clean glass around all door partitions both interior and exterior surfaces	
	Clean all tables, chairs, and counter tops in all conference rooms and vacuum all carpeting.	
	Vacuum all carpeting in offices.	
Spot-clean walls using a clean lint-free cloth or sponge and neutral detergent solution to leave walls free of marks, stains and streaks.		
Clean walk-off mats by vacuuming or sweeping to leave mat clean of all loose dirt and soil.		
<b>DAILY TASKS - RESTROOMS</b>	Sweep, dust mop, scrub, and disinfect floors with germicidal cleaner.	
	Empty all waste receptacles, changing liners weekly.	
	Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats, and counter tops.	
	Clean and disinfect all accessories, including dispensers, disposal, shelves, and mirrors.	
	Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose <u>only</u> .	
	Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles.	
	Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial variety approved by the City.	
Spot clean walls and partitions.		

**6 TAFT COURT (continued)**

<b><u>DAILY TASKS – EXERCISE ROOM</u></b>	Sweep, dust mop and wet mop rubber flooring and stairs.
	Empty all waste receptacles, changing liners weekly. Dispose of trash accordingly.
	Dust as needed.
	Spot clean walls leaving walls free of marks, stains and streaks..
	Wipe down fitness equipment with disinfectant.
	Refill antibacterial wipe dispensers. City will provide wipes to the Contractor.
	Clean all glass mirrors and partitions.
<b><u>DAILY TASKS – LOCKER ROOM</u></b>	Pick up trash and empty all trash containers, bag and place in dumpsters, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster. Close and secure covers, lids and dumpster gates.
	Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats and counter tops.
	Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose only.
	Clean and disinfect all accessories, including dispensers, receptacles, shelves, mirrors, etc. Wipe clean and free from streaks, stains mildew, odor and film.
	Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles. Wipe clean outside surfaces of receptacle.
	Scrub and disinfect all shower walls, bathroom partitions and floors. These areas shall be cleaned with separate materials and supplies dedicated for that purpose <u>only</u> .
	Wipe clean locker fronts, tops, and bases. Close all locker doors after cleaning.
	Clean locker room floors with spray hose and water and squeegee the excess water.
	Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial product approved by the City.
Wash down and clean the locker room entrance/exit doors.	
<b><u>WEEKLY TASKS</u></b>	Sweep and damp mop all stairwells and fire exits.
	Clean all glass partitions throughout building.
	Spray buff all vinyl tile areas.
	Replace all trash receptacle plastic liners.
	Dust desks, chairs, files, tables, and bookcases in all offices, conference rooms and lobby areas. Computers, office equipment, papers, file folders and other items on the furniture shall <b>not</b> be disturbed.
	Clean glass tops of all desks, tables and counter tops.
	Wash all walls and polish all metal in elevator and clean door tracks and doors on elevator.
	Wash and wipe clean all fingerprints and hand prints on all doorways, walls and countertops in all hallways and conference rooms.
	Scrub and disinfect all restroom walls and partitions.
	Clean all handrails, hardware and accessories.
	Clean all ceramic tile with tile cleaner.
Remove all stains on urinals and clean urinal screens.	
Wash and disinfect all restroom and employees' lounge waste receptacles.	
<b><u>MONTHLY TASKS</u></b>	Wipe dust from picture frames, blinds, ornamental work, window sills, counter trim, partitions, heat pump units, light fixtures, high ledges in offices, conference rooms and lobby areas.
	Strip and clean all ceramic tile areas.

**6 TAFT COURT (continued)**

<b><u>MONTHLY TASKS</u></b>	Replace urinal screens with incorporated deodorant blocks in all urinals.
	Clean all cove base, carpet and tile trim.
<b><u>OTHER SCHEDULED TASKS</u></b>	All carpeting to be spot-cleaned, using a dry cleaner or spot remover, on a daily basis to prevent stains from becoming permanent in carpeting.
	Wash all interiors and exteriors of windows three (3) times per year at the same time in October, April and July of each year.
	Shampoo carpeting in all hallways and conference rooms three (3) times per year at the same time in March, July and November of each year.
	All vinyl tile flooring (VCT) to be stripped and refinished with three coats of wax applied four (4) times a year at the same time in February, May, August and November of each year.
	During winter snow periods, chemicals applied to exterior walkways shall necessitate the cleaning of all vinyl tile flooring, ceramic tile, carpeting and walk-off mats to remove all residues of these chemicals.
	Clean every three (3) months all vertical grilles, ceiling grilles and louvers by dusting by vacuuming to remove all dust, loose dirt, lint, and webs. If necessary, clean with a clean lint-free cloth or sponge dampened with a neutral cleaner, wipe dry and polish metal surfaces.
	Wash down and disinfectant all restroom walls, cove base, floors and partitions four (4) times a year at the same time in July, October, January and April of each year.

<b>THOMAS FARM COMMUNITY CENTER</b>	
<b><u>ADDRESS</u></b>	700 Falls Grove Drive, Rockville, Maryland 20850
<b><u>SIZE</u></b>	18,086 square feet
<b><u>FLOORING</u></b>	<b><u>TYPE</u></b>
	Carpet
	Vinyl Tile
	Ceramic Tile
	Rubber Tile
<b><u>Frequency, Work Days and Hours</u></b>	Daily cleaning five (2) days a week with a one (1) person crew working each two (4) hours per day is recommended for this location. Contractor's crew will work Monday through Friday evenings with the exception of Christmas, New Year's Day and Thanksgiving Day.
	Cleaning shall take place between the hours of 5AM – 9AM Saturday and Sunday
	CLOSED Christmas Day, New Year's Day and Thanksgiving Day - When a holiday falls on Saturday, all offices are closed on Friday. When a holiday falls on Sunday, all offices are closed on Monday.
<b><u>DAILY TASKS - GENERAL</u></b>	Pick up trash and empty all trash containers, bag and place in dumpster, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster..
	Empty and clean all exterior trash receptacles.
	Vacuum all carpeted hallways, lobby, offices, classrooms and common areas.
	Dust mop and damp mop all vinyl tile areas.
	Dust mop and damp mop all ceramic and rubber floor areas.
	Clean and disinfect drinking fountains and polish all metal with a clean lint-free cloth.
	Remove chewing gum and all other substances from floors, carpeting and walls.
	Clean all tables, chairs, counter tops, vending machines, and appliances in employees' lounge.
	Clean glass around all door partitions and windows both interior and exterior surfaces.
	Clean all tables, chairs, and counter tops in lobby, office, and classrooms.
	Clean and wipe down all kitchen counter tops, sinks, and appliances.
Spot-clean walls leaving walls free of marks, stains and streaks.	
Clean walk-off mats by vacuuming or sweeping to leave mat clean of all loose dirt and soil.	
<b><u>DAILY TASKS - RESTROOMS</u></b>	Sweep, dust mop, scrub and disinfect floors with germicidal cleaner.
	Empty all waste receptacles, changing liners weekly.
	Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats and counter tops.
	Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose <u>only</u> .
	Clean and disinfect all accessories, including dispensers, disposal, shelves, mirrors, partitions, etc., leaving accessories clean and free from streaks, stains, mildew, odor, and film.
	Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles. Wipe clean and disinfect outside surfaces of receptacle.
	Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial variety approved by the City.
	Scrub and disinfect all restroom walls and partitions
Remove all stains on urinals and clean urinal screens	
<b><u>DAILY TASKS - EXERCISE ROOM</u></b>	Sweep, dust mop and wet mop rubber flooring and stairs.
	Empty all waste receptacles, changing liners weekly
	Dust as needed.
	Spot clean walls leaving walls free of marks, stains and streaks.
	Wipe down fitness equipment with disinfectant.

<b>THOMAS FARM COMMUNITY CENTER (continued)</b>	
<b><u>DAILY TASKS – EXERCISE ROOM</u></b>	Refill antibacterial wipe dispensers. City will provide wipes to the Contractor.
	Clean all glass mirrors and partitions.
<b><u>DAILY TASKS – GYMNASIUM</u></b>	Sweep, dust mop and damp mop gym floor. City will provide special cleaner for the gym floor to the Contractor.
	Remove all trash and dispose of properly. Replace liners as needed.
	Spot clean walls leaving walls free of marks, stains and streaks.
	Clean all glass areas.
	Wipe down gym entrance doors.

**INVITATION FOR BIDS #17-23  
 JANITORIAL SERVICES  
 SECTION V: BID PRICING FORM**

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE BID SUBMITTAL. FAILURE TO SUBMIT THIS FORM SHALL DEEM THE BIDDER NON-RESPONSIVE.**

IN ACCORDANCE WITH ALL TERMS, SPECIFICATIONS AND REQUIREMENTS, WE PROPOSE TO FURNISH ALL LABOR, EQUIPMENT, MATERIALS AND SERVICES AND THE PERFORMANCE OF ALL WORK NECESSARY FOR JANITORIAL SERVICES. PROVIDE PRICING BELOW TO INCLUDE OVERHEAD, PROFIT, TAXES, INSURANCE AND OTHER APPLICABLE FEES AND COSTS. ALTERATIONS TO THIS FORM OR BID ALTERNATES (UNLESS OTHERWISE SPECIFIED) ARE NOT ACCEPTABLE. LINE ITEMS LEFT BLANK OR MARKED "\$0" SHALL DEEM THIS BID NON-RESPONSIVE.

	<b>LOCATION</b>	<b>MONTHLY PRICE</b>		<b>TOTAL</b>
1	City Hall	\$	X 12 Months =	\$
2	Rockville Swim and Fitness Center	\$	X 12 Months =	\$
3	Monroe Street Elevator and Promenade	\$	X 12 Months =	\$
4	Water Treatment Plant	\$	X 12 Months =	\$
5	Lincoln Park Community Center and Gym	\$	X 12 Months =	\$
6	Montrose Community Center	\$	X 12 Months =	\$
7	City Police Station	\$	X 12 Months =	\$
8	City Police Station Annex	\$	X 12 Months =	\$
9	Unity Bridge	\$	X 12 Months =	\$
10	Courthouse Square Park	\$	X 12 Months =	\$
11	6 Taft Court	\$	X 12 Months =	\$
12	Thomas Farm Community Center	\$	X 12 Months =	\$
<b>GRAND TOTAL (1 – 12 ABOVE)</b>				<b>\$</b>

**GRAND TOTAL IN WORDS:**

\_\_\_\_\_ (\$ \_\_\_\_\_)

**RETURN THIS PAGE WITH BID**

**BIDDER NAME** \_\_\_\_\_



**ADDITIONAL JANITORIAL SERVICE RATES**

Prices quoted directly below are for additional janitorial services and shall include all labor, materials and equipment required to perform the service on an as need basis when requested during the contract period.

<b><u>Description</u></b>	<b><u>Unit Price</u></b>
Hourly rate for day porter services	\$ _____ per hour
Hourly rate for routine janitorial services	\$ _____ per hour
Hourly rate for overtime janitorial services	\$ _____ per hour
Hourly rate for bodily fluid clean-up	\$ _____ per hour
Window washing services	\$ _____ per hour
Cost for additional janitorial services	\$ _____ square foot
Carpet steam cleaning	\$ _____ square foot
Pressure washing services	\$ _____ square foot

**EMERGENCY AND NON-EMERGENCY CONTACT INFORMATION**

**Normal Business Hours (between 7 a.m. – 6 p.m., Monday – Friday):**

CONTACT NAME(S): \_\_\_\_\_

TELEPHONE NUMBER(S): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Emergency Contact: (after 6 p.m., Monday – Friday and all day Saturday and Sunday):**

CONTACT NAME(S): \_\_\_\_\_

TELEPHONE NUMBER(S): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

What is the ratio of employees to each supervisor? \_\_\_\_\_

Number of full time employees at your firm: \_\_\_\_\_

**RETURN THIS PAGE WITH BID**

**BIDDER NAME** \_\_\_\_\_

**PERSONNEL/HOURS DISTRIBUTION PER FACILITY**

Though the bid is a fixed price for the services provided at each location, bidders are required to provide estimated daily staff hours for each location.

<b>Facility Name</b>	<b>Address</b>	<b>Size and number of Levels</b>	<b>Estimated # of Staff per day</b>	<b>Estimated Hours per day</b>
Rockville City Hall	111 Maryland Avenue	44,445 square feet: 3 levels		
Rockville Swim and Fitness Center	355 Martins Lane	6,145 square feet: 2 levels		
Monroe Street Elevator	50 Monroe Street	3,419 square feet: 2 levels		
Water Treatment Plant	10930 Sandy Landing Road Potomac, MD	3,960 square feet: 2 levels		
Lincoln Park Community Center	357 Fredrick Road	12,527 square feet: 2 levels		
Montrose Community Center	451 Congressional Lane	3,258 square feet: 1 level		
City Police Department	2 West Montgomery Avenue	10,150 square feet: 4 levels		
City Police Department Annex	2 West Montgomery Avenue	13,070 square feet: 3 levels		
Unity Bridge	End of Frederick Avenue Over Metro tracks to Route 355	600 linear feet		
Courthouse Square Park	Maryland Ave at West Montgomery Avenue	1.5-acre park area		
6 Taft Court	6 Taft Court	27,000 square feet: 3 levels		
Thomas Farm Community Center	700 Fallsgrave Drive	18,086 square feet: 1 level		

**LIST OF JANITORIAL PRODUCT SUPPLIERS**

Identify the names of all suppliers who will be providing products under this contract.

(A) \_\_\_\_\_

(B) \_\_\_\_\_

(C) \_\_\_\_\_

**CLEANING SUPPLIES AND PRODUCTS/EQUIPMENT**

Contractor will be required to submit a list of cleaning products and supplies with applicable MSDS sheets in accordance with the requirements stated in Attachment 1(Supply List) and is also required to submit a list of equipment to include currently owned equipment and specific quantities prior to award in accordance with the requirements stated in Attachment 2 (Equipment List).

Confirm that you have read the requirements and that your firm will be able to provide a list of products and equipment that meet the standards required by the City.

\_\_\_\_\_ YES

**RETURN THIS PAGE WITH BID**

**BIDDER NAME** \_\_\_\_\_

**ATTACHMENT #1**

**SUPPLY LIST**

Contractor is required to complete the supply list below. Contractor is advised that the list is by no means exhaustive and the responsibility of providing the supplies necessary and essential for performing the work specified in the contract rests with the Contractor.

ITEM	BRAND	MEETS ENVIRONMENTAL STANDARD (Y OR N)	NUMBER OF ITEMS CURRENTLY POSESSED
Plastic Trash Can Liners			
Paper Towels, Recycled, C-Fold			
Paper Towels, Recycled, Roll			
Two-Ply Toilet Paper, Recycled			
Hand Soap, Anti-Bacterial			
Toilet Seat Covers			
Glass/Window Cleaner			
Bathroom Cleaner			
Toilet Bowl Cleaner			
Multi-Purpose Cleaner			
Floor Care Cleaner			
Floor Stripper			
Floor Finisher			
Floor Sealer			
Floor Polish			
Metal Polish			
Wood Furniture Polish			
Carpet Spot/Stain Remover			
Carpet Cleaner			
Vinyl Floor Cleaner			
Gum Remover			

**RETURN THIS PAGE WITH BID**

**BIDDER NAME** \_\_\_\_\_

**ATTACHMENT #2**

**EQUIPMENT LIST**

Contractor is required to complete the equipment list below and submit with bid. Contractor is advised that the list is by no means exhaustive; and the responsibility of providing the equipment necessary and essential for performing the work specified in the contract rests with the Contractor.

ITEM	MANUFACTURER/MODEL (where applicable)	MINIMUM REQUIRED QUANTITY	NUMBER OF ITEMS CURRENTLY POSSESSED (PRE- AWARD)
Vacuum		2	
Wet/Dry Vacuum		4	
High/Low Speed Floor Buffer		4	
Backpack Vacuum		8	
Floor Scrubber		4	
Floor Polisher		6	
Carpet Cleaner		4	
Power Sweepers		2	
Pressure Washer (minimum 2000-3000 psi, 4 gallon/minute flow rate)		1	
Portable Water Tank (for pressure washing)		1	
Brooms – Indoor/Outdoor			
Dustpans			
Mops – Dust			
Mops – Wet			
Bucket with Wringer			
Wet Floor Caution Signs			
Mobile Trash Cans w/Caddy			
Other Cleaning Items Required a. Lint Free Clothes b. Window Cleaning Equipment c. Toilet Brushes/Scrubbers d. Sponges			

**RETURN THIS PAGE WITH BID**

**BIDDER NAME** \_\_\_\_\_





# ATTACHMENT A AFFIDAVIT

I hereby affirm that: I am the \_\_\_\_\_ and the duly authorized representative of the firm of \_\_\_\_\_ whose address is \_\_\_\_\_

and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.

I further affirm:

## AFFIDAVIT OF QUALIFICATION TO CONTRACT WITH A PUBLIC BODY

1. Except as described in Paragraph 2 below, neither I nor the above firm no, to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the state, including any bi-county or multi-county entity), has:

- A. been convicted under the laws of the State of Maryland, any other state, or the United States of any of the following:
  - (1) bribery, attempted bribery, or conspiracy to bribe.
  - (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract.
  - (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property.
  - (4) a criminal violation of an anti-trust statute.
  - (5) a violation of the Racketeer Influenced and Corrupt Organization act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract.
  - (6) a violation of Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland.
  - (7) conspiracy to commit any of the foregoing.

B. pled nolo contendere to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph.

C. been found civilly liable under an anti-trust statute of the State of Maryland, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.

D. during the course of an official investigation or other proceeding, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph.

2. [State "none," or as appropriate, list any conviction, plea or admission as described in Paragraph 1 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any]. \_\_\_\_\_

3. I further affirm that neither I nor the above firm shall knowingly enter into a contract with the Mayor and Council of Rockville under which a person or business debarred or suspended from contracting with a public body under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland, will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

I acknowledge that this Affidavit is to be furnished to the Mayor and Council of Rockville and, where appropriate, to the State Board of Public Works and to the Attorney General. I acknowledge that I am executing this Affidavit in compliance with the provisions of Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland which provides that persons who have engaged in certain prohibited activity may be disqualified, either by operation in law or after a hearing, from entering into contracts with the Mayor and Council of Rockville. I further acknowledge that if the representations set forth in this Affidavit are not true and correct, the Mayor and Council of Rockville may terminate any contract awarded and take any other appropriate action.

## NON—COLLUSION AFFIDAVIT

1. Am fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

2. Such bid is genuine and is not a collusive or sham bid

3. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Mayor and Council of Rockville, Maryland (Local Public Agency) or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant. I do solemnly declare and affirm under the penalties of perjury that the contents of these affidavits are true and correct. **Signature and Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**ATTACHMENT B**  
**CONTRACTOR'S INFORMATION REPORT/REFERENCES**

In order to be considered for award the Bidder must complete in its entirety and submit with the bid. The bidder must answer all questions. If a question does not pertain to the bidder's organization in any way, indicate that fact with the symbol N/A. If additional space is required, attach continuation sheets and clearly indicate the question being answered. The City reserves the right to verify any information contained within this report and to request additional information or clarification.

The City may make such investigation, as it deems necessary to determine the ability of the Bidder to furnish the services. The City reserves the right to reject any bid if the evidence submitted by or investigation of such bidder, including past performance with the City of Rockville, fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the contract and deliver the services herein.

Submitted by: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

1. How many years has your organization been business under your present business name (date of incorporation/organization)? \_\_\_\_\_
2. How many years has your present organization been actively engaged in the type of work to be performed under this contract? \_\_\_\_\_
3. If a corporation, answer the following:  
Date of incorporation \_\_\_\_\_  
State of incorporation \_\_\_\_\_  
President's name: \_\_\_\_\_  
Vice-president(s) name: \_\_\_\_\_  
Secretary's name: \_\_\_\_\_  
Treasurer's name: \_\_\_\_\_

If an individual or a partnership, answer the following:

Date of organization: \_\_\_\_\_

4. Name and address of all partners (State whether general or limited partnership)
5. List states and categories in which your organization is legally qualified to do business. Indicate registration or license numbers, if applicable. List states in which partnership or trade name is filed.

**RETURN THIS PAGE WITH BID**

**BIDDER NAME** \_\_\_\_\_



**ATTACHMENT C**

**INVITATION FOR BID #17-23  
JANITORIAL SERVICES**

**CITY OF ROCKVILLE BIDDER REFERENCE FORM**

The City of Rockville reserves the right to reject bids from any company not meeting the minimum qualifications. The Bidder shall be a competent and experienced contractor with an established reputation within the community performing the type of work required for this contract. The bidder shall have performed similar work for a minimum period of five (5) years. Indicate below a listing of three recent projects completed by your firm that can substantiate past work performance and experience in the type of work required for this contract. The City may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City all such information and data for this purpose as the City may request.

1. Company Name \_\_\_\_\_  
Bidder was Primary Contractor? (Y/N) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Person: \_\_\_\_\_ Current phone # \_\_\_\_\_  
Current Email: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_ Name of project supervisor: \_\_\_\_\_  
Contract Term: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
\_\_\_\_\_

2. Company Name \_\_\_\_\_  
Bidder was Primary Contractor? (Y/N) \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Current phone # \_\_\_\_\_  
Current Email: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_ Name of project supervisor: \_\_\_\_\_  
Contract Term: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
\_\_\_\_\_

**ATTACHMENT C - continued**

3. Company Name \_\_\_\_\_  
Bidder was Primary Contractor? (Y/N) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact Person: \_\_\_\_\_  
\_\_\_\_\_  
Current phone # \_\_\_\_\_  
\_\_\_\_\_  
Current Email: \_\_\_\_\_  
\_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
\_\_\_\_\_  
Name of project supervisor: \_\_\_\_\_  
\_\_\_\_\_  
Contract Term: \_\_\_\_\_  
\_\_\_\_\_  
-  
Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RETURN THIS PAGE WITH BID**

**BIDDER NAME** \_\_\_\_\_

**ATTACHMENT C - continued**

**LIST TWO CONTRACTS COMPLETED BY YOUR FIRM**

4. Company Name \_\_\_\_\_  
Bidder was Primary Contractor? (Y/N) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Person: \_\_\_\_\_ Current phone # \_\_\_\_\_  
Current Email: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Name of project supervisor: \_\_\_\_\_  
Contract Term: \_\_\_\_\_  
\_\_\_\_\_  
Project Description: \_\_\_\_\_  
\_\_\_\_\_

5. Company Name \_\_\_\_\_  
Bidder was Primary Contractor? (Y/N) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Person: \_\_\_\_\_ Current phone # \_\_\_\_\_  
Current Email: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_ Name of project supervisor: \_\_\_\_\_  
Contract Term: \_\_\_\_\_  
\_\_\_\_\_  
Project Description: \_\_\_\_\_  
\_\_\_\_\_

**RETURN THIS PAGE WITH BID**

**BIDDER NAME** \_\_\_\_\_