

**REQUEST FOR BIDS #CU2301  
CUSTODIAL SERVICES**

Table of Contents

Section 1	General Information and Instructions to Bidders.....	Page 2
Section 2	Background Information.....	Page 3-4
Section 3	Scope of Services.....	Page 4-5
Section 4	Vendor Information and Qualifications.....	Page 5-6
Section 5	Bidder Responses and Evaluation Criteria.....	Page 6

Exhibits:

Exhibit A	Instructions to Bidders
Exhibit B	General Terms and Conditions
Exhibit C	Signature/Certification
Exhibit D	Addendum Acknowledgement
Exhibit E	Emailing Requirements
Exhibit F	Campus Buildings & Square Footage
Exhibit G	Cleaning Specifications

Questions will be received until September 9, 2022 at 4 PM EST

Bids will be received until September 26, 2022 at 2 PM EST

## REQUEST FOR BIDS

### RFB # CU2301 CUSTODIAL SERVICES

#### SECTION 1: GENERAL INFORMATION

1.1 Introduction: The purpose of this Request for Bids (RFB) is to solicit sealed bids from experienced firms in order to establish a contract through competitive negotiation for providing custodial services for Concord University's main campus in Athens, WV.

1.2 **Instructions to bidders: See Exhibit A for bidder instructions.**

1.3 **General terms and conditions: See Exhibit B.**

1.3 Schedule of Events:

Release of RFB: 08/24/22

Question Deadline: 09/09/22

Addendum/Response to Questions: 09/16/22

Bid Due Date: 09/26/22

Target Award Date: 10/10/22

1.4 Posting of Information: This RFB and any addenda, including answers to questions, will be posted on the Concord University RFB webpage: <https://www.concord.edu/About/Important-Offices-Centers/Business-Office/Accounts-Payable-Procurement/RFBs.aspx>

1.5 Proposals shall remain in effect ninety (90) days from the submission date.

1.6 Expenses: The state will not be held liable for any expenses incurred by any bidder responding to this RFB including expenses to prepare or deliver the proposal or attend any oral presentation.

1.7 Interviews: Discussions and/or interviews may be held with the bidders under final consideration prior to making a selection for award; however, the RFB may be awarded without such discussions or interviews.

1.8 Award: It is anticipated that a single contract will be awarded for all services. However, the state reserves the right to configure the contract in whatever manner is in its' best interests.

## **SECTION 2: BACKGROUND INFORMATION**

2.1 Founded in 1872, Concord University is a four-year public liberal arts university and part of the West Virginia Higher Education System.

2.2 There are currently approximately 1,800 students enrolled and approximately 250 faculty and staff.

2.3 Numerous academic, administrative, and auxiliary buildings are located on Concord's main campus in Athens, WV. These include:

2.3.1 Marsh Administration Building – Classrooms, offices

2.3.2 Frank Marsh Library – Classrooms, offices, study areas

2.3.3 Science Hall – Classrooms, offices, labs

2.3.4 Jerry & Jean Beasley Student Center – Classrooms, offices, dining services, campus bookstore, ballroom, student activities, post office, study areas

2.3.5 Alexander Fine Arts Center – Classrooms, offices, performance spaces, art gallery

2.3.6 Nick Rahall Technology Center – Classrooms, offices, computer labs, campus security

2.3.7 Carter Center – Athletic facilities, offices

2.3.8 Maintenance building – Offices, maintenance equipment storage, receiving

2.3.9 Towers Residence Hall – Dorm rooms, student lounges, fitness center, child development center

2.3.10 Wilson Residence Hall – Dorm rooms, student lounges

2.3.11 Woodell Hall – Student Health Center, classrooms, storage

2.3.12 Mill Street Residence Hall – Student apartments

2.3.13 Bonner House & Counseling Center – Offices

2.3.14 Grant House – Offices

2.3.15 Upward Bound House – Offices

2.3.16 University Point – Reception hall, chapel, alumni lounge, offices

2.3.17 Faculty/staff housing (see Exhibit F)

### **SECTION 3: SCOPE OF SERVICES**

3.1 This RFB may contain mandatory provisions identified by the use of the words “must, will and shall”. Failure to comply with a mandatory term in the RFB will result in bid disqualification.

3.2 Concord University is in search of a vendor that shall manage and operate custodial services at its main campus in Athens, WV.

3.3 A complete list of campus buildings and square footage can be found in Exhibit F attached. Vendor shall manage and operate Custodial services for the University as detailed in Exhibit G attached.

3.4 Vendor will be required to clean the surrounding areas (within 50 feet) of each building listed in Exhibit G. This includes keeping the areas clean of litter and emptying outside trash cans.

#### 3.4 Management Employees

3.4.1 Vendor shall provide a Custodial supervisor and a stockroom clerk, the University shall have sole authority to select a facility manager among the candidates, provided by Vendor. Vendor personnel shall be supported by supervisory personnel and support service departments. Vendor shall process and pay the payroll for such Vendor employees directly.

3.4.2 The University shall be permitted to participate in the interview process, and shall have approval authority on the rate of pay for any new Vendor employees.

3.4.3 Vendor shall assign to duty only employees that are reasonably acceptable to the University, subject to all applicable Federal, State laws and regulations. Vendor shall perform a criminal background check on all persons hired by Vendor.

3.4.4 The University may not hire Vendor employees without the express written consent of Vendor

3.5 Personnel Obligations. Each party hereto shall be solely responsible for all personnel actions regarding employees on its respective payroll. Each party shall withhold all applicable federal, State, and local employment taxes, insurance premiums, contributions to benefit and deferred compensation plans, licensing fees, and worker's compensation costs and shall file all required documents.

3.6 Training Programs. Vendor shall provide and maintain training processes and procedures for training Vendor's new employees.

3.7 Material Safety. Vendor shall respond to all regulatory agencies and shall provide its employees with Material Safety Data Sheets on all products in use in the Custodial Services.

3.8 Joint Review Committee. A Joint Review Committee shall be formed Consisting of at least two (2) persons from the University and two (2) persons from Vendor. The committee shall hold regular quarterly consultations regarding the performance of the

#### **SECTION 4: VENDOR INFORMATION AND QUALIFICATIONS**

Provide a statement/response to each of the following:

4.1 Identify and provide a statement of qualifications of individuals to be assigned direct responsibility for the services.

4.2 Describe the experience that key personnel have, their length of service with the firm, as well as other relevant skills.

4.3 Describe the Firm's size, illustrating its ability to fulfill the terms of the RFB.

4.4 Describe any related experience.

4.5 Provide a complete description of how the work will be conducted including all quality assurances that are provided in the firm's process for this type of work and detail the amount of time and effort that will be required of the entities' personnel. Include in this description an explanation of the tools/technology used to collect/coordinates requested items.

4.6 Provide a proposed schedule that ensures completion of the services.

4.7 Provide the names, telephone numbers and mailing addresses of at least three higher education clients and the contact person from whom references may be obtained for both the firm

and the key personnel assigned to the engagement. References should be from clients comparable to the type and scope of services solicited in this RFB.

## **SECTION 5: BIDDER RESPONSE AND EVALUATION CRITERIA**

5.1 Economy of Preparation: Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to satisfy the requirements of the RFB. Emphasis should be placed on completeness and clarity of content.

5.2 Proposals should be limited to 50 pages. Additional material may be presented as exhibits to the main proposal.

5.3 The proposal will be evaluated on a one hundred (100) point scale with points assigned as outlined below.

5.3.1 Price – 75 points – The low bid will receive the full 75 points. Each higher bid will receive a percentage of the 75 points on a ratio basis compared to the low bid cost.

5.3.1.1 In addition to the Monday-Friday services listed in Exhibit G, please include pricing options for (1) two cleaners on Saturday and (2) two cleaners on both Saturday and Sunday. Weekend responsibilities will vary based on events on campus.

5.3.2 Other considerations – 25 points – Vendor may choose to include contributions to the Concord University Foundation in their bids, including but not limited to scholarships, donations, and matching contributions.

5.4 Award will be made to the bidder receiving the highest point total.

5.5 In the event that mutually acceptable terms cannot be reached within a reasonable period of time, with the highest ranked bidder, the state reserves the right to undertake negotiations with the next highest ranked bidder and so on until mutually acceptable terms can be reached.

## INSTRUCTIONS TO BIDDERS

**1. REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain an RFP/RFB for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Request for Proposals (RFP) or Request for Bids (RFB). Failure to do so may result in disqualification of vendor's bid.

**2. MANDATORY TERMS:** The RFP/RFB may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the RFP/RFB will result in bid disqualification.

**3. PREBID MEETING:** The item identified below shall apply to this RFP/RFB.

A pre-bid meeting will not be held prior to bid opening

A **MANDATORY PRE-BID** meeting will be held at the following place and time: ***Marsh Hall, Dorothy Bolton Room – 2<sup>nd</sup> Floor, 1000 Vermillion Street, Athens, WV 24712 Tuesday, September 6<sup>th</sup> at 1 PM***

All vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a vendor must list on the attendance sheet his or her name and the name of the vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the vendor's e-mail address, phone number, and fax number on the attendance sheet. It is the vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of vendor's bid.

All vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the RFP/RFB prior to bid opening.

**4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this RFP/RFB. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the e-mail address listed below to be considered. Submitted e-mails should have RFP/RFB number in the subject line.

A written response will be published in an RFP/RFB addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this RFP/RFB are preliminary in nature and are nonbinding.

Submit Questions to: Andrea Webb, Director of Procurement – [procurement@concord.edu](mailto:procurement@concord.edu)  
Question Submission Deadline:

**5. VERBAL COMMUNICATION:** Any verbal communication between the vendor and any Institution personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the RFP/RFB by an official written addendum is binding.

**6. BID SUBMISSION:** All bids must be submitted electronically to the e-mail address identified in the bid document OR mailed/hand delivered to the address below:

Bid delivery address:

Concord University  
PO Box 1000  
Athens, WV 24712  
Attention: Andrea Webb, Director of Procurement

Hand delivered or mailed bids should clearly identify the Bid/RFP Number on the envelope.

**For Request for Proposal (“RFP”) Responses Only:** Mailed/delivered vendor responses should include one (1) original and a flash/thumb drive with an electronic copy of the bid by the date and time shown in Section 7 (below) Additionally, the vendor should clearly identify and segregate the cost proposal from the technical proposal in a separately sealed envelope.

**7. BID OPENING:** Bids submitted in response to this RFP/RFB will be opened at the location identified below on the date and time listed below. Delivery of a bid, whether by e-mail or delivery, after the bid opening date and time will result in bid disqualification.

Bid Opening Date and Time: Monday, September 26<sup>th</sup> at 2 PM

Bid Opening Location: Dorothy Bolton Room, 2<sup>nd</sup> Floor Marsh Hall, 1000 Vermillion Street,  
Athens, WV 24712

**8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this RFP/RFB will be made by an official written addendum. Vendor should acknowledge receipt of all addenda



issued with this RFP/RFB by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

- 9. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.
- 10. ALTERNATE MODEL OR BRAND:** Any model, brand, or specification listed in this RFP/RFB establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the Institution's sole discretion. Any vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a vendor's bid.
- 11. EXCEPTIONS AND CLARIFICATIONS:** The RFP/RFB contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the RFP/RFB may result in bid disqualification.
- 12. COMMUNICATION LIMITATIONS:** Communication with the Institution or any of its employees regarding this RFP/RFB during the RFP/RFB, bid, evaluation, or award periods, except through the Director of Procurement, is strictly prohibited without prior approval.
- 13. REGISTRATION:** Prior to award of any contract award in the amount of \$25,000 or greater, the apparent successful vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.
- 14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the vendor's bid.
- 15. WAIVER OF MINOR IRREGULARITIES:** The Institution reserves the right to waive minor irregularities in bids or specifications .
- 16. NON-RESPONSIBLE:** The Institution reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1- 5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

**17. ACCEPTANCE/REJECTION:** The Institution may accept or reject any bid in whole, or in part if it is found to be in the best interest of the Institution.

**18. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the RFP/RFB and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Institution constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Institution will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**19. INTERESTED PARTY DISCLOSURE:** West Virginia Code § 6D-1-2 requires that the vendor submit a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award.

A copy of that form is included with this RFP/RFB or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**20. WITH THE BID REQUIREMENTS:** In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Institution reserves the right to request those items after bid opening and prior to contract award

**21. EMAIL NOTIFICATION OF AWARD:** The Institution will attempt to provide bidders with e-mail notification of contract award when an RFP/RFB that the bidder participated in has been awarded. For notification purposes, bidders must provide the Institution with a valid email address in the bid response. Bidders may also monitor Institution's websites to determine when a contract has been awarded.

## EXHIBIT B - STANDARD TERMS AND CONDITIONS

**1. CONTRACTUAL AGREEMENT:** Issuance of a Purchase Order signed by the Institution's Chief Procurement Officer or Director of Procurement, or their designee, and approved as to form by the Attorney General's Office constitutes acceptance by the Institution of this Contract made by and between the Institution and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid RFP/RFB, signifies vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this RFP/RFB/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this RFP/RFB/Contract.

**2.1. "Agency" or "Agencies"** means the agency, institution, board, commission, or other entity of the State of West Virginia that is identified on the first page of the RFP/RFB or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this RFP/RFB.

**2.3. "Chief Procurement Officer" or "Director of Procurement"** means the individual authorized to sign Purchase Order/Contracts.

**2.4. "Institution"** means the entity identified on the first page of the RFP/RFB who is issuing the solicitation.

**2.5. "Contract" or "Purchase Order"** means the binding agreement that is entered into between the Commission /Institution and the vendor to provide the goods or services requested in the RFP/RFB.

**2.6. "Award Document"** means the document signed by the Institution and approved as to form by the Attorney General, that identifies the vendor as the contract holder.

**2.7. "RFP/RFB"** means the official notice of an opportunity to supply the Institution with goods or services.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, institutions, commissions, boards, institutions etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the RFP/RFB, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** The Initial Contract Term will be for a period of five (5) years. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Institution, and the Vendor, with approval of the Attorney General's Office (Attorney General approval is as to form only) for five (5) successive one (1) year periods. Any request for renewal should be delivered to the Institution thirty (30) days prior to the expiration date of the contract.

Automatic renewal of this Contract is prohibited.

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**One-Time Purchase:** The term of this Contract shall run from the issuance of the Purchase Order until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Other:** Contract Term specified in \_\_\_\_\_

**4. AUTHORITY TO PROCEED:** Vendor is authorized to begin performance of this contract upon receipt of a signed Purchase Order.

**5. QUANTITIES:** The quantities required under this Contract shall be identified in the RFP/RFB/Purchase Order.

**6. REQUIRED DOCUMENTS:** All of the items checked in this section must be provided to the Institution by the vendor as specified:

**BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Institution prior to Contract award.

**LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Institution prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

**MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Institution prior to Contract award.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the licenses, certifications, and/or permits requested in the RFP/RFB.

**7. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the Institution as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, vendor shall provide the Institution with proof that the insurance mandated herein has been continued. Vendor must also provide the Institution with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award.

Vendor must maintain:

**Commercial General Liability Insurance** in at least an amount of \$1,000,000 per occurrence.

**Automobile Liability Insurance** in at least an amount of \$1,000,000 per occurrence.

**Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

**8. WORKERS' COMPENSATION INSURANCE:** Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**9. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the Institution's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

[ ] \_\_\_\_\_ for

[ ] Liquidated Damages Contained in the Specifications. [

] Liquidated Damages Are Not Included in this Contract.

**10. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the Institution that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the RFP/RFB for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the RFP/RFB unless otherwise indicated.

**11. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this RFP/RFB/Contract by the Institution. A vendor may request the inclusion of price adjustment provisions in its bid, but final approval of any price adjustments will be made by the Institution. Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

**12. PAYMENT IN ARREARS:** Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

**13. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and/or P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

**14. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**15. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not expressly provided for in the RFP/RFB.

**16. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the Institution may notify the vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

- 17. CANCELLATION:** The Institution reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract.
- 18. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution or West Virginia Code, is void and of no effect.
- 19. COMPLIANCE WITH LAWS:** Vendor or approved Subcontractor shall comply with all applicable federal, state, and local laws, regulations, and ordinances. By submitting a bid, vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.
- 20. ARBITRATION:** Any references made to arbitration contained in this Contract, vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.
- 21. MODIFICATIONS:** Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Commission /Institution and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.
- 22. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
- 23. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by vendor to the Institution such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
- 24. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the vendor without the express written consent of the Institution and the Attorney General's Office (as to form only).
- 25. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Institution; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

- 26. STATE EMPLOYEES:** State employees (including Institution employees) are not permitted to utilize this Contract for personal use and the vendor is prohibited from permitting or facilitating the same.
- 27. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Institution, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Institution's policies, procedures, and rules.
- 28. LICENSING:** Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the vendor must provide all necessary releases to obtain information to enable the Institution to verify that the vendor is licensed and in good standing with the above entities.
- SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up to date on all state and local obligations as described in this section. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.
- 29. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Purchase Order with the Commission or any Institution of the State of West Virginia, the vendor agrees to convey, sell, assign, or transfer to the institution all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the Institution. Such assignment shall be made and become effective at the time the Institution tenders the initial payment to vendor.
- 30. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this RFP/RFB in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to



the Institution. The individual signing this bid or offer on behalf of the vendor certifies that he or she is authorized by the vendor to execute this bid or offer, or any documents related thereto on vendor's behalf; and that he or she is authorized to bind the vendor in a contractual relationship.

**31. VENDOR RELATIONSHIP:** The relationship of the vendor to the Institution shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this RFP/RFB and resulting contract. Neither the vendor, nor any employees or subcontractors of the vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the Institution and shall provide the State and Institution with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**32. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Institution, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**33. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code §5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Institution affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

**34. CONFLICT OF INTEREST:** Vendor, its officers, members, or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members, and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Institution.

**35. BACKGROUND CHECK:** In accordance with W. Va. Code §15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Institution based upon results addressed from a criminal background check.

**36. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Institution a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre- award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this RFP/RFB or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**37. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the RFP/RFB published by the Institution, vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

**38. VOID CONTRACT CLAUSES** – The Institution is requiring the vendor to follow the provisions of West Virginia Code §5A-3-62, which automatically voids certain contract clauses that violate State law.

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

---

(Name, Title)

---

(Printed Name and Title)

---

(Address)

---

(Phone Number) / (Fax Number)

---

(email address)

**EXHIBIT C – SIGNATURE/CERTIFICATION**

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through e-mail, I certify that: I have reviewed this RFP/RFB in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the Institution that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the RFP/RFB for that product or service, unless otherwise stated herein; that the vendor accepts the terms and conditions contained in the RFP/RFB, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

*By signing below, I further certify that I understand the Institution is requiring the vendor to follow the provisions of WV State Code 5A-3-62 which automatically voids certain contract clauses that violate State law.*

---

(Company)

---

(Authorized Signature) (Representative Name, Title)

---

(Printed Name and Title of Authorized Representative)

---

(Date)

---

(Phone Number) (Fax Number)

**EXHIBIT D - ADDENDUM ACKNOWLEDGEMENT FORM  
REQUEST FOR BIDS NO. CU2301**

Instructions: Please acknowledge receipt of all addenda issued with this RFP/RFB by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

*(Check the box next to each addendum received)*

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between vendor's representatives and any Institution personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

---

Company

---

Authorized Signature

---

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

# EXHIBIT E - VENDOR GUIDELINES FOR BID SUBMISSIONS VIA EMAIL

## 1. Purpose of These Guidelines

Concord University, or “The Institution,” may post opportunities that allow vendors to submit their bids / proposals / responses (known as submissions) electronically via email. This document is intended to assist vendors in understanding:

- the risks associated with submitting an emailed submission; and
- the pitfalls that should be avoided if emailing a submission.

**NOTE:** Vendors who deliver submissions via email do so at their own risk; The Institution does not take any responsibility for any emailed submission that:

- does not arrive on time;
- is rejected; or
- contains corrupted electronic files.

## 2. Risks

Although emails are sent every day without incident, there are a number of risks that could occur and delay the receipt of an email. An email submission is deemed to have been received once it arrives in The Institution’s Electronic Mail System. Emailed submissions that arrive late will not be considered, regardless of the reason, and vendors will not have the option to resubmit after the closing date and time.

Following are some of the reasons that may delay an email, or cause an email to be rejected by The Institution’s email system:

1. Delays can occur as an email moves from server to server between the sender and the recipient, meaning that the time when an email is received can be later – and sometimes considerably later – than the time when it was sent. The Institution will consider the time that an email was received by The Institution’s email system as the official time for any emailed submission.
2. The Institution’s email system has technical and security limitations on the size and type of files that will be accepted. Emails containing attachments that exceed 30 MB cannot be accepted.
3. The Institution’s email system has protocols whereby an email may be investigated as potential spam or containing a virus / malware. Such protocols may result in an email being sent to the recipient’s inbox late.

4. The Institution's email system has protocols whereby an email may be investigated as having Personally Identifiable Information (PII). An email determined by the system to contain PII or data of a similar appearance of PII will not be delivered.

5. The Institution's email system is designed to reject any email that is considered spam or that contains a virus or malware. On occasion, an email may be falsely flagged and rejected. Copies of rejected emails are not kept in the email system, and therefore no possibility exists to retrieve an emailed submission that has been rejected.

6. In addition, it is possible that one or more attachments to an email to become corrupted and therefore inaccessible to The Institution's email system. Vendor will not have the option to resubmit after closing if the attachments cannot be opened. Further, The Institution cannot open any submission prior to closing to confirm whether or not the files have been corrupted.

### **3. Vendor Guidance for Emailed Submissions**

1. Never assume that a solicitation allows for emailed submissions. Emails should only be used as a delivery mechanism when the opportunity expressly allows for it.

2. Never assume which email address is being used for submissions, when emailed submissions are permitted. Carefully read the instructions and ask questions well in advance of closing if the email address for submissions is not clear. Submissions that are emailed to any address other than the one expressly stated for the purpose may be rejected as missing a mandatory requirement of the solicitation.

3. Avoid using generic subject lines in the emailed submissions that do not clearly identify the solicitation name and / or number as well as the vendor organization name. The subject line of the email should be: BID FOR RFP #XXXX DUE XX/XX/XXXX AT 4:00PM.

4. Avoid multiple emails from the same vendor for the same opportunity wherever possible. If multiple emails cannot be avoided (e.g., the collective size of the emails exceeds the maximum size allowed), identify how many emails constitute the full submission and provide clear instructions on how to assemble the submission. Multiple submissions from the same vendor for the same opportunity may result in rejection if these instructions are unclear.

5. Vendors may update, change, or withdraw their submission at any time prior to the closing date and time. If emailing updates or changes, do not submit only the changes that then require collation with the previous submission. Instead, a complete revised package with clear instructions that it replaces the earlier submission should be sent. This will help to avoid any confusion as to what constitutes the complete submission.

6. Avoid emailing submissions in the last 60 minutes that the solicitation is open. Sufficient time should be left prior to closing to ensure that the email was received, and to resubmit before closing if a problem occurs.

7. Do not assume that the email has been received. If a confirmation email is not received shortly after sending the email, contact the named Contact on the solicitation to confirm whether or not their submission was received. In addition, send the emailed submission with a delivery receipt request. If unsure how to send an email with a delivery receipt request, contact the vendor's own system support personnel or search online for instructions specific to the vendor's email system (e.g., Outlook, Gmail, etc.)
8. If the confirmation email is not received, do not resubmit without first contacting the named Contact. Resending a submission should only occur once confirmation is received that the original email was not received, and enough time is left for receipt of the submission prior to the closing date and time.
9. Do not ignore any message from The Institution regarding rejection of an emailed submission. If such a message is received prior to closing, contact the named Contact on the opportunity immediately.
10. If time permits prior to closing, possible remedies for a rejected or missing emailed submission include:
  - i. If the collective size of the emailed attachments exceeds 30 MB, resubmit it over multiple emails, clearly identify how many emails constitute the full submission and how to collate the files.
  - ii. If the emailed submission included zipped or executable files, unzip or remove the executable the files and resubmit over one or more emails (see previous bullet if the files collectively exceed 30 MB).
  - iii. Resend the submission from a different email account.
  - iv. If permitted in the opportunity, use an alternative method to deliver the submission (e.g., mailed or hand delivered).

Note: None of these remedies are applicable after the closing date and time.



Concord University  
Buildings and Square Footage

Building	Sq. Ft.
Administration Building	70,972
Alexander Fine Arts	81,193
Beasley Student Center	89,004
Carter Center PE Building	94,841
Library	43,016
Maintenance	11,428
Mill Street Apartments	7,200
Rahall Technology	45,975
Sarvay Dorm	23,762
Science Hall	51,028
Twin Towers Dorms	118,362
University Point	16,600
Wilson Dorm	45,123
Woodell Dorm	40,459
Alef I (Woodrum House)	1,482
Alef II (Johnson House)	1,800
Bonner House	4,246
College Courts A	1,417
College Courts B	1,417
Grants House 100 First Ave	3,156
Marsh House 106 First Ave	2,000
Marsh Cottage 104 First Ave	860
	755,341

Cleaned as residents move out

Faculty House 102 First Ave	2,925
Faculty House 200 Plymouth	700
Faculty House 300 Plymouth	2,853
Faculty House 302 Plymouth	2,599
Faculty House 305 Plymouth	1,806
Witherspoon Park #1	3,002
Witherspoon Park #2	3,287
Witherspoon Townhouse A-D	6,712
Witherspoon Townhouse E-F	3,356
Witherspoon Townhouse G-H	3,356
	30,596

### Appendix G – Cleaning Specifications

Duty	Description	Frequency Days Per Week
<b>Cleaning Specification A (Buildings)</b>		
Sweep	Sweep all hard surfaced floors with dust control tool.	5
Vacuum	Vacuum carpeted areas.	5
Damp Mop	Damp Mop all areas, entrances, lobbies and corridors.	5
Baseboards	Keep baseboards and splash boards free of dust.	5
Strip & Finish	Strip old finish for hard surfaced floors, and apply non-slip finish.	As Required
Apply Finish	Wax or lightly scrub hard surfaced floors, and apply non-slip finish.	As Required
Carpet	Check and remove spots and spotting stains from carpets.	As Required
Shampoo	Top shampoo and heavy deep carpet extraction shampooing of carpets.	As Required
High Dust	Dust all high level edges and fittings not listed for daily dusting.	Monthly
Dust	Dust all lighting fixtures and all other areas not normally done daily.	Monthly
Dust	Dust all wood furniture including desk, podiums, bookcases, shelves, etc.	5
Ashtrays	Empty and damp wipe, screen, ash urns, and replenish sand as necessary.	5
Doors	Wash inserts in doors.	3
Light Fixtures	Wash interior reflecting surfaces of lamps, shades, louvers, lenses, etc.	Annually
Water Fountain	Clean and polish.	5
Polish	Apply suitable furniture polish to wooden furniture.	1
Painted Surfaces	Check and remove finger marks from walls, doors, jams, and trim.	As Required
Bathroom	Thoroughly clean and disinfect hand cleaning basins, commodes, seat and seat covers (both sides), towel and paper fittings, damp mop floors. Dust low level ledges. Clean and polish bright metal and mirrors. Remove marks from doors and partitions. Replenish soap, towels, toilet paper, etc. Spot wash walls, partitions and doors. Once Daily	5

<b>Duty</b>	<b>Description</b>	<b>Frequency Days Per Week</b>
Stairs	Sweep all stairs and landings. Dust rails and ledges. Damp mop stairs and landings. Check painted walls for marks and remove.	5
Elevator Cleaning	Wash and polish walls and doors. Sweep and damp mop floors.	5
Tile and Resilient Flooring	Maintained at all times with high gloss acceptable to the institution.	5
Wash Walls	Wash completely interior wall surfaces. Spot wash where necessary.	Annually/Monthly
Windows	Spot Clean insides of those exterior windows, that are reachable from the floor.	As Required
Venetian Blinds	Damp clean blinds.	Semi-Annually
Chalkboards and Dry Erase Boards	Wash completely as not to leave residue in chalk rails or floors.	5
Glass Tops	Wash glass furniture tops.	5
Classroom Furniture/Chairs	Check and arrange in order classroom furniture and chairs.	5
Wastebaskets	Empty and replace liner in all waste containers. Remove all trash from all areas/buildings.	1
Window Washing	The interior of all exterior windows shall be washed.	Semi-Annually
Ceiling Vents	Dust and damp wipe exterior of vents/diffusers.	Quarterly
<i>Public Rest Rooms</i>		
Rest Room Floors	Sweep all hard surfaced floors with dust control tool. Sweeping to include comers, baseboards and hard to reach areas.	5
Damp Mop	Damp mop all hard surfaced floors with germicidal solution.	5
Damp Dust	Damp dust with germicidal solution all rails, ledges, miscellaneous fittings, external surfaces of doors, pipes, and dispensers, etc.	5
Chrome Work	Polish chrome.	5
Mirrors	Clean.	5
Dispensers	Refill toilet tissue, paper towels, and soap dispensers.	5
Damp Wipe	All doors, toilet stalls and partitions.	5

<b>Duty</b>	<b>Description</b>	<b>Frequency Days Per Week</b>
Washbasin	Clean and disinfect.	5
Toilets	Clean and disinfect.	5
Urinals	Clean and disinfect.	5
Walls	Remove graffiti, splashes, etc./Wash.	5/Monthly
Wash	Stalls, partitions, plumbing including louvers, grills, heating units, etc.	Weekly
Polish	All door hardware.	As Required
Wastebaskets	Empty.	5
Scrub Floors	Machine wash.	Monthly
Floors	Wax and maintain to a high gloss acceptable to the institution.	As Required
<i>Public Area (Lobbies, Lounges, Stairs, Elevators, Hallways)</i>		
Vacuum	All runners, mats, etc. (University to provide these)	5
Clean	All directories	As Required
Dust	All pictures, sculptures, logos and decorative fixtures.	5
Damp Wipe	Handrails and banisters.	5
Elevator Floors	Sweep and mop clean tracks.	5
Elevator Walls	Soot clean elevator walls.	5
Set Ups	College events Monday-Friday and on Saturdays when needed	As Required
Set Ups	College regular athletic events.	As Required
<b>Cleaning Specification B(Showers, Locker Rooms, Weight Rooms, etc)</b>		
Ceramic Tile Areas	Clean showers, locker rooms, floors, walls of bathrooms with an approved disinfectant.	5
Floors	Sweep, mop or vacuum locker room floors.	5
Floors	Dust mop gym and weight room floors.	5

<b>Duty</b>	<b>Description</b>	<b>Frequency Days Per Week</b>
<i>Athletic Facilities</i>		
Racquetball Courts	Clean floors and spot clean walls. Remove black marks. At most weekly.	As needed
<b>Cleaning Specification C(Dormitories, Mill Street Apartments, The Woodrum House, The Johnston House, Grant Houses, Marsh Residence Offices, University Point Fellowship Hall, University Point Chapel, University Point Offices, University Point Restrooms, Bonner House and Common Area)</b>		
Sweep	Sweep all hard surfaced floors with dust control tool.	5
Vacuum	Vacuum carpeted areas.	5
Damp Mop	Damp mop all areas, entrances, lobbies, and corridors.	5
Baseboards	Keep baseboards and splash boards free of dust.	5
Strip & Refinish	Strip old finish from hard surfaced floors, and apply non-slip finish.	As Required
Apply Finish	Wash or light scrub hard surfaced floors, and apply non-slip finish.	As Required
Carpet Spotting	Check and remove spots and stains from carpets.	As Required
Shampoo Carpets	Top shampoo and heavy deep extraction shampooing of carpets.	As Required
High Dust	Dust all high level edges and fittings not listed for daily dusting.	Monthly
Dust	Dust all lighting fixtures and all other areas not normally done daily.	Monthly
Dust	Dust all wood furniture including desk, podiums, bookcases, shelves, etc.	5
Ashtrays	Empty and damp wipe, screen, ash urns and replenish sand as necessary.	5
Door Window Inserts	Wash inserts in doors.	3
Light Fixtures	Wash interior reflecting surfaces of lamps, shades, louvers, and lenses, etc.	Annually
Bathroom Cleaning	Thoroughly clean and disinfect hand cleaning basins, commodes, seat and seat covers (both sides), towel and paper fittings, damp mop floors. Dust low level ledges. Clean and polish	5

<b>Duty</b>	<b>Description</b>	<b>Frequency Days Per Week</b>
Bathroom Cleaning (cont.)	bright metal and mirrors. Remove marks from doors and partitions. Replenish soap, towels, toilet paper, etc. Spot wash walls, partitions and doors. Once Daily	5
Water Fountain	Clean and polish.	5
Polish Furniture	Apply suitable furniture polish to wooden furniture and rub to a high shine.	1
Clean Glass	Wash and polish all glass entrance doors. Check and remove marks from other interior glass partitions and glass door panels.	5
Tile and Resilient Flooring	Maintained at all times with high gloss acceptable to the institution.	5
Stairs	Sweep all stairs and landings. Dust rails and ledges. Damp mop stairs and landings. Check painted walls for marks and remove.	5
Painted Surfaces	Check and remove finger marks from walls, doors, jams and trims. At least monthly.	Monthly
Wash Walls	Wash completely interior wall surfaces. Spot wash where necessary.	Monthly
Ceiling Vents	Dust and damp wipe exterior of vents/diffusers.	Quarterly
Wastebaskets	Empty all waste containers. Remove all trash from all areas/buildings.	5
<i>Student Rooms (Student Rooms shall be thoroughly cycle cleaned once per year.</i>		
Strip and Reseal	Strip old finish from hard surfaced floors, apply non-slip finish, and metal-link finish.	Annually
Shampoo Carpets	Top shampoo and heavy deep extraction shampooing of carpets.	Annually
Wash Walls	Wash completely interior wall surfaces.	Annually
Furniture	Damp clean sills, ledges, all interior and exterior surfaces of furniture, light fixtures and doors.	Annually
High Dust	Dust all ledges and fittings above 6 feet from floor.	Annually
Windows	Clean completely, interior and exterior of windows.	Annually
Refrigerator/Stoves	Clean completely, interior and exterior of all refrigerator and stoves located in student housing.	Annually
Suite Bathrooms	Thoroughly clean and disinfect hand basins, commodes, seat covers (both	Annually

Duty	Description	Frequency Days Per Week
Suite Bathrooms (cont.)	sides), towel and paper fittings, and sinks. Scrub floors and wipe clean shower walls and curtains. Cleaning will include inside and outside of basins, baths and toilets. Dusting of pipes.	Annually
Common (public) Bathrooms	Same as above	5
Cleaning Specification D		
Student Union	Same as Specification A	5
Police Area	Police and clean entrance, public areas and rest rooms.	5
Empty Trash	Empty/Wash.	5
Ashtrays	Empty.	5
Drinking Fountains	Clean and sanitize.	5
<b>Cleaning Specification E (Cafeteria/Dining Areas) Areas behind food lines and kitchen are excluded, also bar and kitchen equipment. Pub tables and chairs to be cleaned by janitorial vendor.)</b>		
Strip & Refinish	Floor stripped and refinish.	2 per year per contract
<b>Cleaning Specification F (Miscellaneous Services)</b>		
Miscellaneous Housekeeping	Contractor shall include in its bid, sufficient labor and associated costs for providing miscellaneous housekeeping services as requested by the institution. Such services shall include, but not limited to, emergency spills, floods, additional police cleaning, etc.	As Required
First Shift Police Cleaning	Contract shall manage staff for first shift police cleaning, Monday through Friday, to check and clean lobbies and rest rooms, in addition to being available to answer emergency cleanup spills, etc.	5
Waste Disposal	Empty waste containers, remove waste and take to designated areas. Keep designated areas clean and free of litter,	5

Duty	Description	Frequency Days Per Week
Cleaning Specification G (Additional specifications not covered previously or requiring specification)		
Night Classes	The institution teaches numerous night classes both semesters, Custodial services must be available on a daily basis for care and cleaning of classrooms used for nights classes after the classroom is vacated to ensure classroom readiness for next day's classes.	5
Academic Buildings and Carter Center	Insure that classroom and hallway lights are turned off after evening classes. Hall lights to be turned back on at 6am.	5
Gymnasium I	The floor will be dusted using chemically treated dust mops on a daily basis, five (5) days per week. The Floor shall be cleaned using the floor cleaner (Squeaky Clean) at least once per week during high use times and at least twice per month during normal use.	
Gymnasium II	The floor will be dusted using chemically treated dust mops on a daily basis, five (5) days per week. It will be cleaned using the floor cleaner (Squeaky Clean) at least once per month.	
Bookstore	Follett shall be responsible for daily cleaning of the store interior, including provision of basic janitorial equipment and supplies, sweeping, dusting, and removal of light trash to school-provided receptacles.	5
Campus-Wide	Move recycling materials to designated dumpsters.	1