

## **Dane County Vendor Registration Program**

All bidders wishing to receive a bid/proposal award must be a *paid registered vendor* with Dane County. Prior to the bid opening, you can complete a registration form online by visiting our web site at <http://www.co.dane.wi.us/purch/purch.htm>, or you can obtain a Vendor Registration Form by calling 608.266.4131. Your completed Vendor Registration Form and Registration Fee must be received prior to the bid award.



**Request for Bid (RFB)**  
**For**  
**County of Dane, Wisconsin**

**BID # 5201**  
Custodial Services

Bids must be submitted  
no later than  
2:00 PM, December 5, 2001

**SPECIAL INSTRUCTIONS:**

1. Place the signed Signature affidavit as the first page of your bid
2. Label the lower left corner of your sealed submittal envelope as follows:

**BID # 5201**

**ITEM Custodial Services**

**OPENING DATE Wednesday, December 5, 2001, 2:00 P.M.**

3. **Mail or Deliver to:**

DANE COUNTY PURCHASING DIVISION  
ROOM 425 CITY-COUNTY BUILDING  
210 MARTIN LUTHER KING JR BLVD  
MADISON WI 53703-3345

For further information regarding this  
Bid, contact Francisco Silva at (608) 267-3523.

Issued by  
Dane County Purchasing Division  
Department of Administration

November 13, 2001

LATE BIDS WILL BE REJECTED

[www.co.dane.wi.us/purch/purch.htm](http://www.co.dane.wi.us/purch/purch.htm)

**TABLE OF CONTENTS**

**1.0 GENERAL INFORMATION .....1**  
1.1 Introduction and background .....1  
1.2 Scope of the project.....1  
**2.0 SITE PROFILE.....1**  
2.1 Sites A -H.....3  
**3.0 PROCURING AND CONTRACTING DEPARTMENTS .....4**  
**4.0 VENDOR CONFERENCE/PRE-BID MEETING SCHEDULE.....4**  
**5.0 TERM OF CONTRACT/CONTRACT PERIOD .....4**  
  
**6.0 CONTRACT ASSIGNMENT .....4**  
**7.0 TERMINATION OF CONTRACT .....4**  
**8.0 MONTHLY INSPECTIONS .....5**  
**9.0 INVOICING .....5**  
**10.0 LIVING WAGE REQUIREMENTS .....5**  
  
**11.0 WORK SCHEDULE .....5**  
**12.0 INSURANCE .....5**  
**13.0 SECURITY /CLEARANCE .....5**  
**14.0 CONTRACTOR RESPONSIBILITIES .....6**  
**15.0 WORK RULES .....7**  
  
**16.0 EQUIPMENT AND SUPPLIES .....7**  
**17.0 TECHNICAL REQUIREMENTS .....7**  
**18.0 MANDATORY REQUIREMENTS .....7**  
**19.0 SELECTION AND AWARD PROCESS .....8**  
**20.0 PRELIMINARY EVALUATION .....8**  
  
**21.0 BID SCORING .....8**  
**22.0 EVALUATION CRITERIA .....9**  
**23.0 COST .....9**  
**24.0 INFLATIONARY ADJUSTMENT .....9**  
**25.0 PREPARING AND SUBMITTING A BID .....10**  
  
**26.0 CLEANING STANDARDS.....10**  
**27.0 TECHNICAL REQUIREMENTS.....15**

- Attachment A: Signature Affidavit**
- Attachment B: Cost**
- Attachment C: Work History**
- Attachment D: Statement of Qualifications**
- Attachment E: Living Wage**
- Attachment F: Environmentally Friendly Products**
- Attachment G: Quality Assurance Inspection Form**

**Standard Terms & Conditions**

**Site Maps**

**DANE COUNTY  
CUSTODIAL SERVICES  
BID 5201**

**1.0 INTRODUCTION**

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a bid(s) for Custodial Services. Prospective vendors may bid on individual sites.

**1.1 SCOPE OF THE PROJECT/OBJECTIVE**

The County as represented by Purchasing Division, intends to use the results of this process to award a contract(s) for custodial services at various buildings occupied by County Departments/Divisions listed below.

**OBJECTIVE** - In an effort to ensure the most efficient and economical service, Dane County utilizes a Request for Bids (RFB) process to procure Custodial Services. This process bases the contract award on the County's evaluation of work history, references, technical experience, ability, resources and other pertinent factors of the bidder in conjunction with the total cost.

**2.0 SITE PROFILE**

**A. Dane County Job Center 1819 Aberg Ave, Madison, WI 53704**

This facility is one (1) story. The building is occupied by approximately 215 employees. Custodial services are to be provided on a daily basis after normal work hours.

Square Footage: 64,500  
Normal Building Hours: 7:00 a.m. to 5:30 p.m. Monday-Thursday  
7:00 a.m. to 4:30 p.m. Friday  
Services Required: Daily  
*(This site has an alternate schedule.)*

**B. Dane County Human Services, 1202 Northport Dr, Madison, WI 53704**

This facility has four (4) stories and a basement. The building is occupied by approximately 215 employees. Custodial services are to be provided on a daily basis after normal work hours.

Square Footage: 68,945  
Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
Services Required: Daily  
*(This site has an alternate schedule.)*

**C. Dane County Human Services, 1206 Northport Dr, Madison, WI 53704**

This facility has three (3) stories. The building is empty and basic cleaning will be done four times a year (quarterly).

Square Footage: 19,375  
Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
Services Required: Quarterly

**D. Dane County Human Services, 1460 W. Main Street, Sun Prairie, WI 53590**

This facility is a single story office with approximately 25 employees. Custodial services are to be provided after normal working hours.

Square Footage: 6,445  
Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
Services Required: Tuesday & Friday

**E. Dane County Human Services, 2322 S. Park Street, Suite A & B, Madison, WI 53713**

Single story office with approximately 94 employees. Custodial services are to be provided after normal working hours.

Square Footage: 23,400  
Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
Services Required: Daily  
*(This site has an alternate schedule.)*

**F. Dane County Human Services , 1837 Bourbon Road, Cross Plains WI 53528**

This facility is a single story office with approximately 11 employees. Custodial services are to be provided twice weekly after normal work hours.

Square Footage: 2,800  
Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
Services Required: Tuesday and Friday

**G. Dane County Human Services , 125 Veterans Road, Stoughton, WI 53589**

This is a two-story facility including the lower level with approximately 30 employees. Custodial services are to be provided twice weekly after normal work hours.

Square Footage: 10,000  
Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
Services Required: Tuesday and Friday

**H. Dept of Public Works Garage Offices, 7102 Hwy. 12 & 18 Madison, WI 53704.**

This is a single story office with approximately 14 employees. Custodial services are to be provided during normal working hours, on Thursdays.

Square Footage: 1,200  
Normal Building Hours: 7:00 a.m. to 3:00 p.m. Monday to Friday  
Services Required: Thursday

*Services are not required on County holidays.* There approximately 252 work days. A floor plan is attached to assist contractors in preparing bid. (*A floor plan is not available for site # C.*)

**2.1 SITES (A –H)**

It is the Contractors' responsibility to familiarize themselves with the job sites. Failure to do so will not be reason for a rate adjustment after the contract has been awarded.

Call these offices directly to schedule a visit **prior to the pre-bid meeting:**

A. Dane County Job Center	Kathy Faith –Barnett	<b>608/242-7524</b>
B. Human Services 1202 Northport Dr.	Laura Huttner-Long	<b>608/242-6260</b>
C. Human Service 1206 Northport Dr.	Laura Huttner-Long	<b>608/242-6260</b>
D. Human Service Sun Prairie	Gail Taugher	<b>608/837-7380</b>
E. Human Services Parks St.	Carol Stanek	<b>608/261-9900</b>
F. Human Services, Cross Plains	Dee Ace	<b>608/798-5800</b>
G. Human Services, Stoughton	Agnes Vick	<b>608/873-5636</b>
H. Dept of Public Works Garage	Mike DiMaggio	<b>608/838-9555</b>

### **3.0 PROCURING AND CONTRACTING DEPARTMENTS**

This Request for Bid (RFB) is issued by Dane County, Department of Administration, Purchasing Division, which is the sole point of contact for the County during the selection process. The person responsible for managing the procurement process is:

Francisco Silva Purchasing Agent  
Dane County Purchasing Division  
210 Martin Luther King Jr. Blvd # 425  
Madison WI 53703-3345  
VOICE 608/267-3523 FAX 608/266-4425

The contract resulting from this RFB will be administered by various County agencies.

### **4.0 VENDOR CONFERENCE/PRE-BID MEETING SCHEDULE**

A general pre-bid meeting will be held at 1:30 p.m., on Monday, November 26, 2001, in the City-County Building, 210 Martin Luther King Jr. Blvd., Room #421, Madison, to answer any questions. You are encouraged to visit the other sites prior to the pre-bid meeting.

### **5.0 TERM OF CONTRACT/CONTRACT PERIOD**

The contract shall be for one year, with four (4) possible one-year renewals, if agreeable to both parties. A beginning date of January 1, 2002 is anticipated.

*(The beginning date for site (F) Cross Plains will be April 19, 2002 and (G) Stoughton will be April 29, 2002.)*

### **6.0 CONTRACT ASSIGNMENT**

This contract and any part thereof shall not be subcontracted or assigned to another Contractor without prior written permission of the County.

### **7.0 TERMINATION OF CONTRACT**

The County may terminate the contract at any time at its sole discretion by delivering thirty (30) days written notice to the contractor.

The County shall have the right to terminate the contract with thirty days written notice if there are four unsatisfactory inspections.

The County reserves the right to terminate the contract on thirty days notice if the County decides to perform the service with County employees, if the County Board does not provide funding, or if the County vacates the premises.

Upon termination, the County's liability will be limited to the pro rata cost of the services performed as of the date of termination.

## **8.0 MONTHLY INSPECTIONS**

The Contractor's on-site supervisor shall conduct a monthly inspection and evaluation of the facility with the designated Dane County staff member to ensure compliance with the work required by this contract. **(See Attachment D Monthly Quality Assurance Inspections)**

## **9.0 INVOICING**

Contractors shall invoice the department at the end of each month for services rendered under the provisions of this contract. Invoicing after each month's service shall be no later than the 10th of the month following the work period. Extra work or project cleaning shall be itemized on the invoice.

## **10.0 LIVING WAGE REQUIREMENTS**

The successful bidder shall pay the County's living wage to all of its employees engaged in performing the work, whether on a full-time or part-time basis per D. C. Ord 25.015.

**The rate for 2002 is \$8.49.** The contractor shall display the current living wage poster in a prominent place where it can be easily seen and read by employees. At the end of the contract year, the vendor will be expected to sign the 'Living Wage Certification of payment' affirming they have paid workers the living wage rate. **(See Attachment E)**

## **11.0 WORK SCHEDULE**

Work schedules are specified in Sec 27.0 Technical Requirements. Cleaning services are not required on County holidays.

## **12.0 INSURANCE**

The contractor shall have adequate insurance coverage. An acceptable certificate of insurance will be required from the successful bidder. **(See Standard Terms and Conditions Sec. 20.0)**

## **13.0 SECURITY/CLEARANCE**

Any person working under this contract whose employment or performance is objectionable to the County, or who fails to obtain a security clearance, shall be immediately transferred from the premises. A request by the County to transfer an employee shall not constitute an order to discipline or discharge the employee.

Contractor shall be responsible for all keys issued to the Contractor. Under no circumstances shall Contractor's employees admit anyone to areas controlled by a key in their possession. All doors and windows shall be closed and locked upon completion of work in the area. Contractor shall not duplicate any keys for the premises and shall report any lost keys to the Dane County contact person. Dane County will replace keys and re-key locks. Any costs incurred for the replacement of keys or re-keying of locks necessitated by the Contractor or the Contractor's employees will be charged to the Contractor.

Employees of Contractor shall not disturb papers or personal effects on desks, open drawers or cabinets, use telephone, radio or television sets, or tamper with other personal or state property.

## **14.0 CONTRACTOR RESPONSIBILITIES**

The contractor shall provide custodial services with on-site supervision for custodial staff. The supervisor may be a working supervisor. Custodians shall maintain a clean, professional appearance and wear proper identification at all times.

All custodial work listed on the attached schedule shall be performed in a thorough and professional manner and in accordance with accepted custodial methods and practices. All work shall be in strict compliance with all local and state codes, ordinances, laws, and policies.

The contractor shall provide an adequate number of competent, properly trained personnel with sufficient supervision to provide the required services at all times. The contractor shall provide all personnel with a complete set of specifications and schedules to ensure all required services are completed.

The contractor shall be in full compliance with the OSHA Bloodborne Pathogens Final Standard.

- Turn off lights upon completion of cleaning operations.
- Require that employees adhere to the following work rules.
- Do not read or remove any materials left on desks, file cabinets, etc.
- Do not remove anything from the building which is personal or County property.
- Do not smoke in the buildings.
- Do not use telephones or computers for personal calls.
- Do not open drawers, doors, etc. of office furniture.
- Do not consume alcoholic beverages or other drugs on the job or report to work under the influence of alcohol or drugs.
- Do not operate or tamper with any office machines or equipment.
- Wear proper attire.
- Security check doors and windows.

## **15.0 WORK RULES**

The contractor shall require employees to adhere to the following work rules:

1. Do not read or remove any materials left on desk, file cabinets, etc.
2. Do not remove anything from the building which is personal or County property.
3. Do not smoke in the buildings.
4. Do not use telephones or computers for personal calls.
5. Do not open drawers, doors, etc. of office furniture.
6. Do not consume alcoholic beverages or other drugs on the job or report to work under the influence of alcohol or drugs.
7. Do not operate or tamper with any office machines or equipment.
8. Do not enter any off-limits areas of the building.
9. Wear proper attire.

## **16.0 EQUIPMENT AND SUPPLIES**

The contractor shall provide all cleaning supplies, including but not limited to, toilet paper, trash can liners, paper towels, and hand soap. All supplies shall meet the standards of the Federal Occupational Safety and Health Act and the State of Wisconsin Safety Codes. Upon request, the successful contractor shall submit a written list of all supplies with attached Material Safety Data Sheets (MSDS) intended for use in the building. *The contractor will make every effort to use environmentally friendly products. (See Attachment F)*

All tools and equipment shall be provided by the contractor and shall meet all applicable local, State and Federal Standards.

## **17.0 TECHNICAL REQUIREMENTS**

Section 27.0 Technical Requirements, contains mandatory specifications. These represent the minimum frequency of cleaning required.

## **18.0 MANDATORY REQUIREMENTS**

Before award of the contract can be approved, the County shall be satisfied that the contractor involved meets the following requirements:

Contractors submitting bids shall have at least three years of commercial cleaning experience with comparably sized facilities work experience for other custodial firms will be considered

References are required and will be a factor in awarding the contract.

Bid shall include a complete **work history** of all present and past janitorial service contracts performed within the last three (3) years indicating contract status. This is to include contracts that were canceled, terminated or not extended. Include name and telephone number of contact person(s), which can be used as references for work performed, include square footage of facility. Failure to provide an accurate work history will result in the rejection of bid.

A minimum of three selected organizations will be contacted and/or visited to determine the quality of work performed and personnel assigned to the contract. **(See Attachment C)**

Bid shall include a **statement of qualification (See Attachment D)** this may include resume(s) of the Managerial Staff directly responsible for implementation of this contract. (Please attach.)

Contractor has obtained one or more accounts of at least 50% of the size, scope or value of the type of work specified in the request for proposal. In these accounts the contractor must have provided full service janitorial service of the type of work specified in the request for bid

Contractor shall have access to all necessary equipment and the organizational capacity and technical competence necessary to complete all specifications listed in the RFB.

The Contractor shall maintain a permanent place of business.

If requested, contractor must provide financial statements, to evidence the contractor has adequate financial resources to complete the work proposed, as well as all other work the contractor is presently under contract to perform.

## **19.0 SELECTION AND AWARD PROCESS**

Dane County reserves the right to select the bid deemed to be in the best interest of the County. Awards will be made based on the price per month per each site and evaluation criteria. The County reserves the right to reject any and all bids. ***Bidders may bid on any or all of the above locations.***

The County will compile the final scores ranked by the evaluation committee for each bid. The award then will be granted to the highest scoring bidder.

## **20.0 PRELIMINARY EVALUATION**

The bids will be reviewed initially to determine if mandatory requirements are met. Failure to meet mandatory requirements will result in rejection of the bid.

## **21.0 BID SCORING**

Accepted bid will be reviewed by an evaluation committee and scored against the stated criteria. A bidder may not contact any member of an evaluation committee except at the County's direction. The committee may review references, request interviews, and/or conduct on-site visits and use the results in scoring the bid. The evaluation committee's scoring will be tabulated and bids ranked based on the numerical scores received.

## **22.0 EVALUATION CRITERIA**

The award evaluation will consist of two criteria used to evaluate each bid and determine to whom the award will be made. The percentages assigned specify value within the bid. The weights specify percentage values within each criterion.

From the total information required, determination shall be made of the bidder's experience, work history references, and operational ability to serve the County. Only bids from experienced and responsible organizations or individuals, which have the capability to provide janitorial services, shall be considered.

Representatives from the County reserve the right to inspect the bidder's facilities and other operations under bidder's management prior to award of this bid.

<b><u>Bid evaluation criteria</u></b>	<b>Weight</b>
<b>Total cost</b>	<b>70%</b>
<b>References/work history/other</b>	<b>30%</b>

## **23.0 COST**

All prices, costs, and conditions outlined in the bid shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the due date of the bid.

## **24.0 INFLATIONARY ADJUSTMENT**

The price established by this contract shall remain fixed for the first year, and may be adjusted for subsequent contract extensions in order to meet the Living Wage Requirement. Any proposed price adjustment shall be submitted to the Department at least sixty (60) days prior to contract anniversary date, and if approved, will be effective on that date for the subsequent contract period.

The National Consumer Price Index for All Urban Consumers (CPI-U), Housekeeping Supplies, is used to determine the acceptability of a request for a price adjustment. Apply this commodity specific index to calculate the change in your cost for equipment, supplies and overhead/profit.

## 25.0 PREPARING AND SUBMITTING A BID

The following mandatory bid forms shall be submitted. Failure to provide any requested information in the prescribed format may result in disqualification of the bid.

**Submit an original and two copies.**

REQUIRED FORMS	
ATTACHMENT A	Signature affidavit
ATTACHMENT B	Cost
ATTACHMENT C	Work History
ATTACHMENT D	Statement of Qualifications

## 26.0 CLEANING STANDARDS

The following cleaning standards shall be used on a daily basis, and during the quality assurance inspection process to assess the quality of cleaning performance per attributes identified on the Quality Assurance Form (See Attachment G).

### ENTRANCES

**Mats and Carpet** - Shall be free of spots, stains, gum, dirt and debris without causing damage. They shall appear visibly and uniformly clean. Adjoining walls, doors and floor surfaces shall also be free of dust, soil and cleaner residue.

**Glass and Metal Surfaces** - Shall appear streak-free, film-free and uniformly clean. This shall include the elimination of dust and soil from sills and ledges and heat registers.

**Dusting** - All ledges, furniture, and other surface areas shall be free of dust and soil without damaging surfaces. They shall appear visibly and uniformly clean.

**Floor Appearance** - Floors, covebase, corners and thresholds shall be free of dust, soil, gum, spots, stains and other debris. This shall include the elimination of cleaner residue and dried-slurry. Hard/resilient floors shall have multiple coats of a slip resistant seal and finish applied that results in a consistent high-shine. Floors, carpet, covebase and thresholds shall appear visibly and uniformly clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil, spots and foreign objects.

**Walls** - Shall be free of dust, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

**Fixtures/ Phones/ Fountains** - Public phones, fire extinguisher cabinets, water fountains and other fixtures shall be free of dust, soil, scale and water spots without causing damage. Brightwork shall be disinfected and polished to a streak-free shine. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

## ELEVATORS

**Tracks** - Shall be free of dirt and debris. Tracks shall appear visibly clean. This shall include the elimination of standing water from wet cleaning procedures

**Lights** - Shall be free of dust and soil and stains without causing damage. Diffusers shall remain in proper position, they shall appear streak-free, film-free and uniformly clean.

**Walls and Doors** - Shall be free of dust, soil, spots and stains without causing damage. They shall appear streak-free, film-free and uniformly clean. Bright metal surfaces shall be polished to a high-shine. Bright metal surfaces shall be polished to a high shine. This shall include the elimination of polish residue and/or film.

**Floors, Carpet and Covebases** - Shall be free of dust, dried soil, soil, gum, spots, stains and other debris. Hard/resilient floors shall have multiple coats of a slip resistant seal and finish applied that results in a consistent high-shine. Floors, carpet and covebases shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

## CORRIDORS AND ELEVATOR LOBBIES

**Floor Appearance** – Floors and carpets shall be free of dust, soil, gum, spots, stains and other debris. This shall include the elimination of cleaner residue and dried-slurry. Hard/resilient floors shall have multiple coats of a slip resistant seal and finish applied that results in a consistent high-shine. Floors and carpets shall appear visibly and uniformly clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil, spots and foreign objects.

**Baseboards** – Covebase and corners shall appear visibly and uniformly clean. They shall be free of dust, soil, gum, spots, stains and other debris.

**Walls** - Shall be free of dust, dried-soil and soil without causing damage. Surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

**Fixtures/ Phones/ Fountains** – Public phones, fire extinguisher cabinets, water fountains and other fixtures shall be free of dust, soil, scale and water spots without causing damage. Brightwork shall be disinfected and polished to a streak-free shine. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

## STAIRWELLS

**Rails and Walls** - Shall be free of dust, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks, lint, standing water, cleaner residue or film.

**Steps and Landings** - Shall be free of dust, dried soil, gum, stains and debris. This shall include risers and covebases. These surfaces shall appear uniformly smooth and clean without leaving dust streaks, lint, standing water, cleaner residue or film.

## RESTROOMS

Special Note: Maintaining a sanitary restroom environment that minimizes the possibility of cross-infection, is considered of the highest priority by the department. Sanitation levels shall be closely monitored by inspection and approved testing methods.

**Dispensers/ Hardware** - Shall be free of dust, soil, bacteria and scale without causing damage. Surfaces and brightwork shall appear visibly and uniformly clean, disinfected and polished to a streak-free shine. This shall include the elimination of polish residue. Dispensers shall be refilled when required with proper expendable supply item.

**Sinks** - Shall be free of dust, bacteria, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean, and polished-dry. This shall include the elimination of streaks, embedded soil, film and water spots.

**Mirrors** - Shall be free of dust and soil. Mirrors and surrounding metal framework shall appear streak-free, film-free and uniformly clean.

**Toilets and Urinals** - Toilets, toilet seats and urinals shall be free of dust, bacteria, soil, organic matter, cleaner residue and scale without causing damage. These fixtures shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks, film and water spots.

**Partitions/ Walls/ Doors** - Shall be free of dust, soil, spots and graffiti without causing damage. Partitions shall appear visibly and uniformly clean, disinfected and polished-dry. This shall include the elimination of streaks and film. Ceramic walls and wainscots; and metal kick plates, handles and push plates on doors shall also be polished-dry.

**Floors and Baseboards** - Shall be free of dust, soil, gum, stains and debris. Floors shall have multiple coats of a slip-resistant seal/finish applied that results in a consistent shine. Floors and covebases shall appear visibly and uniformly clean and disinfected. This shall include the elimination of dust streaks, lint, standing water, cleaner residue and film.

**Waste Containers** - Contents shall be removed from waste containers and canliners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food-stuff and the presence of an offensive odor emitting from the container.

## OFFICES & EQUIPMENT AREAS

**Furniture and Equipment** - Shall be free of dust, dried-soil and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue, streaks and film.

**Walls and Doors** - Shall be free of dust, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

**Waste Containers/ Recycling** - Contents shall be removed from waste containers and canliners replaced, as required. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food-stuff and the presence of a offensive odor emitting from the container.

**Partitions** - Shall be free of dust, soil and graffiti without causing damage. Partitions shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.

**Dusting** –All ledges, furniture, and other surface areas shall be free of dust and soil without damaging surfaces. They shall appear visibly and uniformly clean.

**Floor Appearance** – Floors and carpets shall be free of dust, soil, gum, spots, stains and other debris. This shall include the elimination of cleaner residue and dried-slurry. Hard/resilient floors shall have multiple coats of a slip resistant seal and finish applied that results in a consistent high-shine. Floors and carpets shall appear visibly and uniformly clean. This shall include the elimination of dust streaks, lint, standing water, cleaner residue, embedded soil, spots and foreign objects.

**Baseboards** – Covebase and corners shall appear visibly and uniformly clean. They shall be free of dust, soil, gum, spots, stains and other debris.

**Edge Vacuuming** – Floors and carpets shall have edges and borders vacuumed to be free of dust, soil, and other debris. This shall include areas under heat registers, partitions, desks, and equipment on of cleaner residue and dried-slurry. Edge areas shall appear visibly and uniformly clean.

## WINDOWS

**Glass/ Sidelights** - Shall be free of dust and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.

**Sills/ Frames** - Shall be free of dust and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of streaks, film and cleaner residue.

**Blinds** - Shall be free of dust and soil without causing damage.

## JANITOR CLOSETS AND STOREROOM

**Cleanliness** – Shelves, walls and janitorial carts shall be free of dust, dried-soil and soil. They shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue. Supplies and equipment stored shall also be free of dust and soil, and organized, neatly. Utility Sinks shall kept visibly clean and free of residue and soap film. Bright-work shall be cleaned, de-scaled and polished. Floors shall be swept and moped clean, free of dust, dried-soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied that results in a consistent high-shine. Floors shall appear visibly and uniformly smooth and clean.

**Organization** - Supplies and equipment shall be stocked/organized, neatly on shelves and on janitorial carts. All dirty rags, debris, packing material, empty containers or other waste materials should be disposed of properly and not left to accumulate in the closet or storerooms.

**Supplies and Equipment** – Adequate quantities of properly labeled supplies (minimum of two weeks inventory) must be on-hand to perform cleaning operations at all times. All supplies must be approved by the building management. All vacuums and other equipment should be emptied daily and electrical cords checked for safety. Vacuums must be kept in good working condition. Equipment must not leak fluids or dust.

## MISCELLANEOUS

**Air Vents** - Shall be free of dust and soil. This also applies to air distribution units and exhaust vents. They shall appear visibly and uniformly clean.

**Light Fixtures** - Shall be free of dust and soil without causing damage. Diffusers shall remain in proper position, and appear streak-free and uniformly clean.

**Carpet Spotting** – Spots, soil marks, gum and stains on carpets shall be removed as they occur through out the building. All cleaner residue shall be eliminated and the carpet restored to a uniformly clean appearance.

**Cafeteria/ Kitchen/ Kitchenettes** – All furniture, counters, vending machines and other surface areas shall be cleaned/disinfected to be free of soil and food debris, without damaging surfaces. Vacuum, spot clean and extraction clean all carpets to maintain a uniformly clean appearance. Sweep, vacuum, wet mop, spray buff/ burnish hard floor surfaces to maintain a high shine. All shall be free of dust, soil, cleaner residue and soap film. Sinks shall be wiped free of dust, soil, bacteria, water spots, and scale and appear visibly and uniformly clean, without causing damage. Bright-work shall appear visibly and uniformly clean, disinfected and polished to a streak-free shine, including elimination of polish residue. Dispensers shall be refilled when required with proper expendable supply item. Empty, replace liners, wipe clean waste/ recycle contains and ashtrays.

## 27.0 TECHNICAL REQUIREMENTS

### SITE A

**Dane County Job Center  
1819 Aberg Ave.  
Madison WI 53704**

Custodial services to be provided on a daily basis after normal work hours. Actual hours to be arranged with the Contract Administrator. Services are not required on County holidays.

Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
May vary from 6:30 to 5:00 p.m.  
Services Required: Daily

### REGULAR SCHEDULE OF SERVICES DAILY

#### LOBBY/ENTRYWAYS WAITING/RECEPTION AREA

Damp wipe metal surfaces.  
Empty and damp wipe sand urns/waste containers.  
Dust all furniture and fixtures.  
Dust mop tile floors.  
Damp mop tile floors.  
Damp wipe telephone receivers.  
Walk-off mats: pick up, clean floor, replace, vacuum mats.  
Spot clean walls.  
Clean sand urn ash tray outside of front door.  
Clean door glass.

#### CORRIDORS

Clean and polish drinking fountains.  
Vacuum carpet.  
Clean door glass.  
Damp wipe all flat surfaces.  
Spot clean walls and doors.

**RESTROOMS**

Service twice daily see below

**After normal working hours:**

Empty waste containers.  
Damp wipe/disinfect waste containers.  
Replace can liners.  
Refill dispensers.  
Damp wipe/disinfect dispensers.  
Clean/disinfect sinks, urinals, toilets and seats.  
Damp clean mirrors, fixtures and furniture.  
Spot clean walls and metal partitions.  
Spot clean entry/exit doors, push and kick plates.  
Dust mop floors.  
Wet mop/disinfect floor.  
Damp wipe/disinfect and polish all bright work .  
Remove graffiti on all surfaces as it occurs.  
Provide supplies such as toilet paper and liners for two baby-changing stations as needed.  
Maintain supplies in tampon/kotex dispensers. (Contractor may keep revenue from coin-operated dispensers.)

**RESTROOM  
ADDITIONAL SERVICES**

Daily 1:00 – 3:00 p.m.

**During working hours:**

Service all restrooms daily between the hours of 1:00 – 3:00 p.m. consistent with the above description of services.  
During this time, contractor will also spend time cleaning the parking lot.

**BREAKROOMS/KITCHEN**

Damp wipe all flat surfaces.  
Dust and damp mop floors.  
Spot clean walls and doors.  
Wipe all tables.  
Damp wipe faucets.  
Empty waste containers.

**OFFICES**

Empty waste containers, including recycling bins.  
Replace can liners as needed.  
Dust and/or damp wipe desk tops upon request or when desk is cleared.  
Damp wipe telephones.  
Wash chalkboards when no information remains.  
Spot clean interior doors.  
Spot clean interior partition glass (low glass).  
Dust mop resilient, ceramic and terrazzo floors.  
Remove stains from carpet as they occur.  
Vacuum carpet.  
Spot clean walls.

**CUSTODIAL /UTILITY  
SINK CLOSETS**

Dust and damp mop hard floor.  
Clean slop sink.  
Stock and organize supplies on shelves and carts.  
Spot clean walls and doors.  
Wash walls as needed.

Clean equipment after use.  
Remove food and open beverage containers nightly.

**LOADING DOCK**

Empty waste containers.  
Sweep concrete floor.

**SECURITY CHECKS**

Complete security check doors and windows.

**REPAIRS**

Report necessary repairs, etc. to the Contract Administrator.

**SCHEDULE OF SERVICES  
ONCE WEEKLY**

**LOBBY/ENTRYWAYS  
WAITING/RECEPTION AREA**

Clean high glass above 7 feet.  
Remove cobwebs.  
Dust baseboards and flat surfaces.  
Dust all wall fixtures and furniture.  
Wash stainless and aluminum surfaces with suitable cleaner.

**CORRIDORS**

Spot clean all walls.  
Dust baseboards.  
Dust wall fixtures.  
Damp wipe or vacuum door grilles.  
Damp mop floors.

**RESTROOMS**

Acid clean/de-scale urinal and toilet bowls.  
Damp wipe metal partition, ceramic tile walls, entry/exit doors.  
Damp wipe handles, push and kick plates and polish dry.  
Damp wipe or vacuum return air grilles and door grilles.  
Clean and polish chrome fixtures.

**OFFICES**

Damp wipe waste containers.  
Damp mop resilient, ceramic or terrazzo flooring.  
Damp wipe interior doors.  
Clean glass panels (low glass).  
Damp wipe metal and vinyl surfaces on partitions.  
Dust accessible windowsills.  
Dust all furniture and equipment.  
Edge-vacuum carpet.  
Vacuum under desk and tables.  
Vacuum upholstered furniture.

**STORAGE AREAS**

Dust and damp mop floors.

**RECYCLING BINS**

Empty Recyclables bins on each floor.

## **SCHEDULE OF SERVICES ONCE MONTHLY**

### **CORRIDORS**

Dust all walls.  
Damp wipe fire cabinets and clean glass doors.  
Delime water fountains and clean outside of fountain cabinet.

### **RESTROOMS**

Wash all walls, metal partitions, and entry/exit doors.  
Wash/disinfect waste containers.

### **OFFICES**

Dust all walls.  
Spot clean walls extensively.  
Vacuum return air grilles and door grilles.  
Damp wipe accessible windowsills.  
Wash or vacuum venetian blinds.

### **STAIRWAYS**

Dust all walls.  
Spot clean walls extensively.  
Wash doors.

### **MONTHLY MEETING**

Meet with Contract Administrator to discuss building problems, etc.

## **SCHEDULE OF SERVICES QUARTERLY**

### **RESTROOMS**

Strip and seal and grout of ceramic tile floors and cove base during the months of February, May, August and November.

### **OFFICES**

Wash interior partitions and high and low glass that can be reached with a six-foot step ladder during the months of March, June, September and December.  
Damp wipe and clean furniture.  
Spot clean carpeting as needed.

## **SCHEDULE OF SERVICES ANNUALLY**

Wash inside and outside surfaces of exterior windows.  
Wash HVAC ceiling and wall vents.  
Wash ceiling light fixtures.  
Strip and refinish all tile floors.  
Shampoo all carpets.

### **ADDITIONAL PROJECTS**

Provide the resident agency with additional project work. Additional projects, such as furniture moving and assisting in the receiving of office material, will require an additional hours. These additional services if any, shall be

billed separately on an hourly basis. Invoices must include name of agency, description and date of service performed, and hours charged. Invoice monthly.

One Dane County employee (or a designee in his/her absence) will be responsible for authorizing work under this contract. Work should not be performed without the approval of this person.

# TECHNICAL REQUIREMENTS

## SITE B

**Department of Human Services  
1202 Northport Drive  
Madison WI 53704**

Custodial services to be provided on a daily basis after normal work hours. The actual hours to be arranged with the Contract Administrator. Services are not required on County holidays.

Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
Services Required: **Daily**

### REGULAR SCHEDULE OF SERVICES DAILY

#### LOBBY/ ENTRYWAY WAITING/RECEPTION AREA

Damp wipe metal surface.  
Empty and damp wipe ashtrays.  
Empty and damp wipe sand urns /waste containers.  
Dust all furniture and fixtures.  
Damp mop terrazzo floors.  
Damp wipe telephone receivers.  
Walk-off mats: pick up, clean floor, replace, vacuum mats.  
Spot clean walls.  
Remove stains from carpet as they occur.  
Vacuum carpets.  
Clean door glass.

#### CORRIDORS

Clean and polish drinking fountains.  
Dust mop resilient, ceramic or terrazzo floors.  
Clean door glass.  
Damp wipe all flat surfaces.  
Spot clean walls and doors.

#### BREAKROOMS/KITCHEN

Dust and damp mop floors.  
Spot clean walls and doors.  
Wipe all tables.  
Damp wipe faucets.  
Empty waste containers.

#### RESTROOMS

Empty waste containers.  
Damp wipe/disinfect waste containers.  
Replace can liners.  
Refill dispensers.  
Damp wipe / disinfect dispensers.  
Clean/disinfect sinks.  
Clean/disinfect urinals.  
Clean /disinfect toilets and seats.

Damp clean mirrors, fixtures and furniture.  
Spot clean walls.  
Spot clean metal partitions.  
Spot clean entry/exit doors.  
Spot clean push and kick plates.  
Dust mop floors.  
Wet mop/disinfect floors.  
Damp wipe/disinfect all bright work and polish.  
Remove graffiti on all surfaces as it occurs.

## **OFFICES**

Empty waste containers, including recycling bins.  
Replace can liners as needed.  
Dust and /or damp wipe desk top upon request or when desk is cleared.  
Damp wipe telephones.  
Wash chalkboards and surfaces when no information remains.  
Spot clean interior doors.  
Spot clean interior partitions glass (low glass).  
Dust mop resilient, ceramic and terrazzo floors.  
Remove stains from carpet as they occur.  
Vacuum carpet.  
Spot clean walls.

## **ELEVATORS**

Damp wipe interior and exterior surfaces.  
Clean and polish interior and exterior bright metal surfaces.  
Clean tracks.  
Dust and damp

## **STAIRWAYS**

Sweep steps and landing.  
Dust mop steps and landing.  
Spot clean doors.  
Clean door glass.  
Damp wipe railings.  
Spot clean walls and remove graffiti.

## **CUSTODIAL/UTILITY SINKS CLOSETS**

Dust and damp mop hard floors.  
Clean spot sink.  
Stock and organize supplies on shelves and carts.  
Spot clean walls.  
Spot clean doors.  
Wash walls as needed.  
Clean equipment after use.  
Remove food and open beverage containers nightly.

## **LOCKER ROOM**

Dust mop floor.  
Damp mop floors.  
Empty waste containers and replace can liners as needed.  
Damp wipe lockers.  
Clean shower stall/disinfect.  
Spot clean wall and doors.

**LOADING DOCK**

Empty waste containers.  
Sweep concrete floors.

**SECURITY CHECKS**

Complete security checks for doors and windows.

**REPAIR REPORTS**

Report necessary repairs, etc. to Contract Administrator.

**SCHEDULE OF SERVICE  
ONCE WEEKLY**

**LOBBY / ENTRYWAY**  
**WAITING/RECEPTION AREA**

Clean high glass above 7 feet.  
Remove cow webs.  
Dust baseboards and flat surface.  
Dust all wall fixtures and furniture.  
Wash stainless and aluminum surface with suitable cleaner.

**CORRIDORS**

Spot clean all walls.  
Dust baseboards.  
Dust wall fixtures.  
Damp wipe or vacuum door grilles.  
Damp Mop floors

**RESTROOMS**

Acid clean /de-scale urinals.  
Acid clean/de-scale toilet bowls.  
Damp wipe metal partitions.  
Damp wipe ceramic tile walls.  
Damp wipe entry/exit doors.  
Damp wipe handleless, push and kick plates and polish dry.  
Damp wipe or vacuum returns air grilles and door grilles.  
Clean and polish chrome fixtures.

**OFFICES**

Damp wipe waste containers.  
Damp mop resilient, ceramic or terrazzo flooring.  
Damp mop interior doors.  
Clean glass panel (low glass).  
Damp wipe metal and vinyl surfaces on partitions.  
Dust all furniture and equipment.  
Edge-vacuum carpet.  
Vacuum under desks and tables.  
Vacuum upholstered furniture.

**STAIRWAY**

Damp wipe handrails.  
Damp wipe doors.  
Apply polish to handrails.  
Damp mop steps and landing.

**STORAGE AREAS**

Dust and damp mop floors.

**RECYCLING BINS**

Empty recyclables on each floor.

**FLOORS**

Buff hard floors.

**SCHEDULE OF SERVICES  
ONCE A MONTHLY**

Dust all walls.  
Damp wipe fire cabinets and clean glass doors.  
Delime water fountains and cleans outside of fountain cabinet.

**ELEVATOR**

Wash interior and exterior surfaces.

**RESTROOMS**

Wash all walls.  
Wash metal partitions.  
Wash entry / exit doors.  
Wash/disinfect waste containers.

**OFFICES**

Dust all walls.  
Spot clean walls extensively.  
Vacuum return grilles and door grilles.  
Damp wipe accessible windowsills.  
Wash or vacuum venetian blinds.

**STAIRWAYS**

Dust all walls.  
Spot clean walls extensively.  
Wash doors.

**MONTHLY MEETING**

Meet with Contract Administrator to discuss building problems, etc.

## **SCHEDULE OF SERVICE QUARTERLY**

### **FREIGHT ELEVATOR**

Strip and refinish hard floors.

### **RESTROOM**

Strip and seal and grout of ceramic tile floors and cove base during the month of February, May, August, and November.

### **OFFICES**

Wash interior partitions and high and low glass that can be reached with a six-foot step ladder during the months of March, June, September, and December. Dust wipe and clean furniture.

### **LOBBY/CORRIDORS WAITING/RECEPTION AREA**

Wash and polish marble.

## **SCHEDULE OF SERVICES ANNUALLY**

Wash inside surfaces of exterior windows.  
Wash HVAC ceiling and wall vents.  
Wash ceiling light fixtures.  
Strip and refinish all terrazzo tile floors.  
Shampoo all carpets.

### **MISCELLANEOUS**

Clean window wells as necessary.  
Ground care – mow parking islands, area between walkway to annex and powerhouse and within six feet of all buildings or fixtures.  
Police all grounds daily to remove debris.  
Clean grounds after Rhythm and Booms Show.

### **ADDITIONAL PROJECTS**

Provide the resident agency with additional project work. Additional projects, such as sweeping upper and lower garage areas on a quarterly basis, emptying and removing trash in upper garage quarterly, moving furniture and assisting in the receiving of office material, will require an additional hours. These additional services if any, shall be billed separately on a hourly basis. Invoices must include name of agency, description and date of service performed, and hours charged. Invoice monthly.

One Dane County employee (or a designee in his/her absence) will be responsible for authorizing work under this contract. Work should not be performed without the approval of this person.

# TECHNICAL REQUIREMENTS

## SITE C

**Department of Human Services  
1206 Northport Drive  
Madison WI 53704**

The building is empty and basic cleaning will be done four (4 ) times a year (quarterly). Actual dates and times to be arranged with the Contract Administrator. Services are not required on County holidays.

Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
Services Required: Quarterly

### REGULAR SCHEDULE OF SERVICES QUARTERLY

#### LOBBY/ENTRYWAYS

Dust Baseboards and flat surfaces.  
Damp wipe metal surfaces.  
Dust mop terrazzo floors.  
Damp mop terrazzo floors.

#### CORRIDORS

Clean and polish drinking fountains.  
Dust mop resilient, ceramic or terrazzo flooring.  
Clean door glass.  
Damp wipe all flat surfaces including baseboards.  
Spot clean walls and doors.

#### RESTROOM

Empty waste containers.  
Replace can liners.  
Refill dispensers.  
Damp wipe mirrors, fixtures and furniture.  
Spot clean walls.  
Spot clean metal partitions.  
Spot clean entry exit doors.  
Dust mop/disinfect floor.  
Wet mop/disinfect all bright work and polish.  
Remove graffiti on all surfaces as it occurs.  
Damp wipe handle, push and kick plates and polish dry.

#### OFFICES

Damp mop resilient, ceramic and terrazzo floors.  
Remove stains from carpet as they may occur.  
Vacuum carpet.

**STAIRWAYS**

Sweep steps and landings.  
Mop steps and landings.  
Spot clean doors.  
Clean door glass.  
Damp wipe railings.  
Spot clean walls and remove graffiti.

**CUSTODIAL / UTILITY SINK  
CLOSETS**

Dust and damp mop hard floors.  
Clean slop sink.  
Stock and organize supplies on shelves and carts.  
Spot clean walls.  
Spot clean doors.  
Wash walls as needed.  
Clean equipment after use.  
Remove food and open beverage containers nightly.

**SECURITY CHECKS**

Complete security checks for doors and windows.

**REPAIR REPORTS**

Report necessary repairs, etc. to Contract Administrator.

# TECHNICAL REQUIREMENTS

## SITE D

**Department of Human Services**  
**1460 W. Main Street**  
**Sun Prairie, WI 53590**

Custodial services to be provided after normal working hours. Actual hours to be arranged with the Project Manger. Services are not required on County holidays.

Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
Services Required: Tuesday & Friday

### REGULAR SCHEDULE OF SERVICES TUESDAY & THURSDAY

#### LOBBY/ENTRYWAYS

Damp wipe metal surfaces.  
Empty and damp wipe waste containers.  
Dust all furniture and fixtures.  
Clean telephone booths and directories.  
Walk-off mats: pick up, clean floors, replace, vacuum mats.  
Spot clean walls.  
Vacuum carpet.  
Remove carpet stains as they occur.

#### CORRIDORS

Clean and polish drinking fountains.  
Dust mop resilient ceramic or terrazzo flooring.  
Clean door glass.  
Damp wipe all flat surfaces.  
Spot clean walls and doors.  
Vacuum carpet.  
Remove carpet stains.

## **RESTROOMS**

Empty waste container.  
Damp wipe/disinfect waste containers.  
Replace liners.  
Refill dispensers.  
Damp wipe/disinfect dispensers.  
Clean/disinfect sinks.  
Clean/disinfect urinals.  
Clean/disinfect toilets and seats.  
Damp clean mirrors, fixtures and furniture.  
Spot clean wall.  
Spot clean metal partitions.  
Spot clean entry/exit doors.  
Spot clean push and kick plates.  
Dust mop floors.  
Wet mop/disinfect all bright work and polish.  
Remove graffiti on all surfaces as it occurs.

## **OFFICES**

Empty waste containers, including recycling bins.  
Replace can liners as needed.  
Dust and or damp wipe desk top upon request or when desk is cleared.  
Damp wipe telephones.  
Wash chalkboards and writing surface when no information remains.  
Spot clean interior doors.  
Spot clean interior partition glass (low glass).  
Dust mop resilient ceramic and terrazzo floors.  
Remove stains from carpet as they occur.  
Vacuum carpet.  
Spot clean walls.

## **CUSTODIAL CLOSETS**

Dust and damp mop hard floor.  
Clean slop sink.  
Stock and organize supplies on shelves and carts.  
Spot clean walls.  
Spot clean doors.  
Wash walls as needed.  
Clean equipment after use.  
Remove food and open beverage containers nightly.

## **SECURITY CHECKS**

Complete security checks for doors and windows.

## **REPAIR REPORTS**

Report necessary repairs, etc. to County contact person.

## **SCHEDULE OF SERVICES ONCE WEEKLY**

### **LOBBY/ENTRYWAYS**

Clean high glass above 7 feet.  
Remove cobwebs.  
Dust baseboards and flat surfaces.  
Dust all wall fixtures and furniture.  
Wash stainless and aluminum surfaces with suitable cleaners.

### **CORRIDORS**

Spot clean all wall.  
Dust baseboards.  
Dust wall fixtures.  
Damp wipe or vacuum door grilles.  
Damp mop floors.

### **RESTROOMS**

Acid clean/de-scale urinals.  
Acid clean/de-scale toilet bowls.  
Damp wipe metal partitions.  
Damp wipe ceramic tile walls.  
Damp wipe entry/exit doors.  
Damp wipe handles, push and kick plates and polish dry.  
Damp wipe or vacuum return air grilles and door grilles.  
Clean and polish chrome fixtures.

### **OFFICES**

Damp wipe waste containers.  
Damp mop resilient ceramic or terrazzo flooring.  
Damp wipe interior doors.  
Clean glass panels (low glass).  
Damp wipe metal and vinyl surfaces on partitions.  
Dust accessible windowsills.  
Dust all furniture and equipment.  
Edge-vacuum carpet.  
Vacuum under desks and tables.  
Vacuum upholstered furniture.

### **STORAGE AREAS**

Dust and damp mop floors.

### **RECYCLING BINS**

Empty recyclables on each floor.

## **SCHEDULE OF SERVICES ONCE MONTHLY**

Dust all walls.  
Damp wipe fire cabinets and clean glass doors.  
Delime water fountains and clean outside of fountain cabinet.

**RESTROOMS**

Wash all walls.  
Spot clean walls extensively.  
Vacuum return air grilles and door grilles.  
Damp wipe accessible windowsills.  
Wash or vacuum venetian blinds.

**MONTHLY MEETINGS**

Meet with Contract Administrator to discuss building problems, etc.

**SCHEDULE OF SERVICES  
QUARTERLY**

**RESTROOMS**

Strip and seal and grout of ceramic tile floors and cove base during the months of February, May, August, and November.

**OFFICES**

Wash interior partitions and high and low glass that can be reached with a six-foot step ladder during the months of March, June, September, and December.

**SCHEDULE OF SERVICES  
ANNUALLY**

Wash inside surfaces of exterior windows.  
Wash HVAC ceilings and wash wall vents.  
Wash ceiling fixtures.  
Strip and refinish all terrazzo and tile floors.  
Shampoo all carpets.

# TECHNICAL REQUIREMENTS

## SITE E

**Department of Human Services  
2322 S. Park Street, Suite A & B  
Madison WI 53713**

Custodial services to be provided after normal working hours with actual hours to be arranged with the Project Manager. Services are not required on County holidays.

Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
Services Required: Daily

### REGULAR SCHEDULE OF SERVICES DAILY

#### LOBBY/ENTRYWAY WAITING/RECEPTION AREA

Damp wipe metal surfaces.  
Empty and damp wipe sand urns/waste containers.  
Dust all furniture and fixtures.  
Clean telephone booths and directories.  
Walk-off mats: pick-up, clean floor, replace vacuum mats.  
Spot clean walls.  
Vacuum carpet.  
Remove carpet stains as they occur.

#### CORRIDORS

Clean and polish drinking water fountains.  
Dust mop resilient, ceramic terrazzo flooring.  
Clean door glass.  
Damp wipe all flat surfaces.  
Spot clean walls and doors.  
Vacuum carpet.  
Remove carpet stains as they occur.

## **RESTROOMS**

Empty waste containers.  
Damp/wipe disinfect waste containers.  
Replace can liners.  
Refill dispensers.  
Damp wipe/disinfect dispensers.  
Clean/disinfect sinks.  
Clean/disinfect urinals.  
Clean/disinfect toilets and seats.  
Damp clean mirrors, fixtures and furniture.  
Spot clean walls.  
Spot clean metal partitions.  
Spot clean entry/exit doors.  
Spot clean push and kick plates.  
Dust mop floors.  
Wet mop/disinfect floor.  
Damp wipe/disinfect all bright work and polish.  
Remove graffiti on all surfaces as it occurs.

## **OFFICES**

Empty waste containers, including recycling bins.  
Replace can liners as needed.  
Dust and /or damp wipe desks to upon request or when desk is cleared.  
Damp wipe telephones.  
Wash chalkboards and writing surfaces when no information remains.  
Spot clean interior doors.  
Spot clean interior partitions glass (low glass).  
Dust mop resilient, ceramic and terrazzo floors.  
Remove stains from carpet as they occur.  
Vacuum carpet.  
Spot clean walls.

## **STAIRWAY**

Sweep steps and landings.  
Dust mop steps and landing.  
Spot clean doors.  
Clean door glass.  
Damp wipe railings.  
Spot clean walls and remove graffiti.

## **CUSTODIAL /UTILITY SINK CLOSET**

Dust and damp mop hard floor.  
Clean slop sink.  
Stock and organize supplies on shelves and carts.  
Spot clean walls.  
Spot clean doors.  
Wash walls as needed.  
Clean equipment after use.  
Remove food and open beverage containers nightly.

**SECURITY CHECKS**

Complete security checks for doors and windows.

**REPAIR REPORTS**

Report necessary repairs, etc. to County contact person.

**SCHEDULE OF SERVICES  
ONCE WEEKLY**

**LOBBY/ENTRYWAYS  
WAITING/RECEPTION AREA**

Clean high glass above 7 feet.  
Remove cobwebs.  
Dust baseboards and flat surfaces.  
Dust all wall fixtures and furniture.  
Wash stainless and aluminum surfaces with suitable cleaners.

**CORRIDORS**

Spot clean all walls.  
Dust baseboards.  
Dust wall fixtures.  
Damp wipe or vacuum door grilles.  
Damp mop floors.

**RESTROOMS**

Acid clean/de-scale urinals.  
Acid clean de/scale toilet bowls.  
Damp wipe metal partitions.  
Damp wipe ceramic tile walls.  
Damp wipe entry/exit doors.  
Damp wipe handles, push and kick plates and polish dry.  
Damp wipe or vacuum returns air grilles and door grilles.  
Clean and polish chrome fixtures.

**OFFICES**

Damp wipe waste containers.  
Damp mop resilient, ceramic or terrazzo flooring.  
Damp wipe interior doors.  
Clean glass panels (low glass).  
Damp wipe metal and vinyl surfaces on partitions.  
Dust accessible windowsills.  
Dust all furniture and equipment.  
Edge vacuum carpet.  
Vacuum under desks and tables.  
Vacuum upholstered furniture.

**STAIRWAY**

Damp wipe handrails.  
Damp wipe doors.  
Apply polish to handrails.  
Damp mop steps and landing.

**STORAGE AREA**

Dust and damp mop floors.

**RECYCLING BINS**

Empty recyclable bins on each floor.

## **SCHEDULE OF SERVICES ONCE MONTHLY**

### **CORRIDORS**

Dust all walls.  
Damp wipe fire cabinets and clean glass doors.  
Delime water fountains and clean outside of fountain cabinet.

### **RESTROOMS**

Wash all walls.  
Spot clean walls extensively.  
Vacuum return air grilles, and floor grilles.  
Damp wipe accessible windowsills.  
Wash or vacuum venetian blinds.

### **STAIRWAY**

Dust all walls.  
Spot clean walls extensively.  
Wash doors.

### **MONTHLY MEETINGS**

Meet with County personnel to discuss building problems, etc.

## **SCHEDULE OF SERVICES QUARTERLY**

### **RESTROOMS**

Strip and seal and grout of ceramic tile floors and cove base during the months of February, May, August and November.

### **OFFICES**

Wash interior partitions and high and low glass that can be reached with a six-foot step-ladder during the months of March, June, September and December. Damp wipe and clean furniture.

### **LOBBY CORRIDORS**

Wash and polish marble.

## **SCHEDULE OF SERVICES ANNUALLY**

Wash inside surfaces of exterior windows.  
Wash HVAC ceiling and wall vents.  
Wash ceiling light fixtures.  
Strip and refinish all tile floors.  
Shampoo all carpets.

## **ADDITIONAL PROJECTS**

Provide the resident agency with additional project work. Additional projects, such as furniture moving and assisting in the receiving of office material, will require additional hours. These additional services if any, shall be billed separately on an hourly basis. Invoices must include name of agency, description and date of service performed, and hours charged. Invoice monthly.

One Dane County employee (or a designee in his/her absence) will be responsible for authorizing work under this contract. Work should not be performed without the approval of this person.

# TECHNICAL REQUIREMENTS

## SITE F

**Department of Human Services  
1837 Bourbon Road  
Cross Plains, WI 53528**

Custodial services to be provided after normal working hours with actual hours to be arranged with the Project Manger. Services are not required on County holidays.

Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
Services Required: Tuesday & Friday

### REGULAR SCHEDULE OF SERVICES TUESDAY & THURSDAY

#### LOBBY/ENTRYWAYS

Damp wipe metal surfaces.  
Empty and damp wipe waste containers.  
Dust all furniture and fixtures.  
Clean telephone booths and directories.  
Walk-off mats: pick up, clean floors, replace, vacuum mats.  
Spot clean walls.  
Vacuum carpet.  
Remove carpet stains as they occur.

#### CORRIDORS

Clean and polish drinking fountains.  
Dust mop resilient ceramic or terrazzo flooring.  
Clean door glass.  
Damp wipe all flat surfaces.  
Spot clean walls and doors.  
Vacuum carpet.  
Remove carpet stains.

## **RESTROOMS**

Empty waste container.  
Damp wipe/disinfect waste containers.  
Replace liners.  
Refill dispensers.  
Damp wipe/disinfect dispensers.  
Clean/disinfect sinks.  
Clean/disinfect urinals.  
Clean/disinfect toilets and seats.  
Damp clean mirrors, fixtures and furniture.  
Spot clean wall.  
Spot clean metal partitions.  
Spot clean entry/exit doors.  
Spot clean push and kick plates.  
Dust mop floors.  
Wet mop/disinfect all bright work and polish.  
Remove graffiti on all surfaces as it occurs.

## **OFFICES**

Empty waste containers, including recycling bins.  
Replace can liners as needed.  
Dust and or damp wipe desktop upon request or when desk is cleared.  
Damp wipe telephones.  
Wash chalkboards and writing surface when no information remains.  
Spot clean interior doors.  
Spot clean interior partition glass (low glass).  
Dust mop resilient ceramic and terrazzo floors.  
Remove stains from carpet as they occur.  
Vacuum carpet.  
Spot clean walls.

## **CUSTODIAL CLOSETS**

Dust and damp mop hard floor.  
Clean slop sink.  
Stock and organize supplies on shelves and carts.  
Spot clean walls.  
Spot clean doors.  
Wash walls as needed.  
Clean equipment after use.  
Remove food and open beverage containers nightly.

## **SECURITY CHECKS**

Complete security checks for doors and windows.

## **REPAIR REPORTS**

Report necessary repairs, etc. to County contact person.

## **SCHEDULE OF SERVICES ONCE WEEKLY**

### **LOBBY/ENTRYWAYS**

Clean high glass above 7 feet.  
Remove cobwebs.  
Dust baseboards and flat surfaces.  
Dust all wall fixtures and furniture.  
Wash stainless and aluminum surfaces with suitable cleaners.

### **CORRIDORS**

Spot clean all wall.  
Dust baseboards.  
Dust wall fixtures.  
Damp wipe or vacuum door grilles.  
Damp mop floors.

### **RESTROOMS**

Acid clean/de-scale urinals.  
Acid clean/de-scale toilet bowls.  
Damp wipe metal partitions.  
Damp wipe ceramic tile walls.  
Damp wipe entry/exit doors.  
Damp wipe handles, push and kick plates and polish dry.  
Damp wipe or vacuum return air grilles and door grilles.  
Clean and polish chrome fixtures.

### **OFFICES**

Damp wipe waste containers.  
Damp mop resilient ceramic or terrazzo flooring.  
Damp wipe interior doors.  
Clean glass panels (low glass).  
Damp wipe metal and vinyl surfaces on partitions.  
Dust accessible windowsills.  
Dust all furniture and equipment.  
Edge-vacuum carpet.  
Vacuum under desks and tables.  
Vacuum upholstered furniture.

### **STORAGE AREAS**

Dust and damp mop floors.

### **RECYCLING BINS**

Empty recyclables on each floor.

## **SCHEDULE OF SERVICES ONCE MONTHLY**

Dust all walls.  
Damp wipe fire cabinets and clean glass doors.  
Delime water fountains and clean outside of fountain cabinet.

### **RESTROOMS**

Wash all walls  
Spot clean walls extensively.  
Vacuum return air grilles and door grilles.  
Damp wipe accessible windowsills.  
Wash or vacuum venetian blinds.

### **MONTHLY MEETINGS**

Meet with Contract Administrator to discuss building problems, etc.

## **SCHEDULE OF SERVICES QUARTERLY**

### **RESTROOMS**

Strip and seal and grout of ceramic tile floors and cove base during the months of February, May, August, and November.

### **OFFICES**

Wash interior partitions and high and low glass that can be reached with a six-foot step-ladder during the months of March, June, September, and December.

## **SCHEDULE OF SERVICES ANNUALLY**

Wash inside surfaces of exterior windows.  
Wash HVAC ceilings and wash wall vents.  
Wash ceiling fixtures.  
Strip and refinish all terrazzo and tile floors.  
Shampoo all carpets.

# TECHNICAL REQUIREMENTS

## SITE G

**Department of Human Services  
125 Veterans Road  
Stoughton, WI 53589**

Custodial services to be provided after normal working hours with actual hours to be arranged with the Project Manger. Services are not required on County holidays.

Normal Building Hours: 7:45 a.m. to 4:30 p.m. Monday to Friday  
Services Required: Tuesday & Friday

### REGULAR SCHEDULE OF SERVICES TUESDAY & THURSDAY

#### LOBBY/ENTRYWAYS

Damp wipe metal surfaces.  
Empty and damp wipe waste containers.  
Dust all furniture and fixtures.  
Clean telephone booths and directories.  
Walk-off mats: pick up, clean floors, replace, & vacuum mats.  
Spot clean walls.  
Vacuum carpet.  
Remove carpet stains as they occur.

#### CORRIDORS

Clean and polish drinking fountains.  
Dust mop resilient ceramic or terrazzo flooring.  
Clean door glass.  
Damp wipe all flat surfaces.  
Spot clean walls and doors.  
Vacuum carpet.  
Remove carpet stains.

## **RESTROOMS**

Empty waste container.  
Damp wipe/disinfect waste containers.  
Replace liners.  
Refill dispensers.  
Damp wipe/disinfect dispensers.  
Clean/disinfect sinks.  
Clean/disinfect urinals.  
Clean/disinfect toilets and seats.  
Damp clean mirrors, fixtures and furniture.  
Spot clean wall.  
Spot clean metal partitions.  
Spot clean entry/exit doors.  
Spot clean push and kick plates.  
Dust mop floors.  
Wet mop/disinfect all bright work and polish.  
Remove graffiti on all surfaces as it occurs.

## **OFFICES**

Empty waste containers, including recycling bins.  
Replace can liners as needed.  
Dust and or damp wipe desk top upon request or when desk is cleared.  
Damp wipe telephones.  
Wash chalkboards and writing surface when no information remains.  
Spot clean interior doors.  
Spot clean interior partition glass (low glass).  
Dust mop resilient ceramic and terrazzo floors.  
Remove stains from carpet as they occur.  
Vacuum carpet.  
Spot clean walls.

## **CUSTODIAL CLOSETS**

Dust and damp mop hard floor.  
Clean slop sink.  
Stock and organize supplies on shelves and carts.  
Spot clean walls.  
Spot clean doors.  
Wash walls as needed.  
Clean equipment after use.  
Remove food and open beverage containers nightly.

## **SECURITY CHECKS**

Complete security checks for doors and windows.

## **REPAIR REPORTS**

Report necessary repairs, etc. to County contact person.

## **SCHEDULE OF SERVICES ONCE WEEKLY**

### **LOBBY/ENTRYWAYS**

Clean high glass above 7 feet.  
Remove cobwebs.  
Dust baseboards and flat surfaces.  
Dust all wall fixtures and furniture.  
Wash stainless and aluminum surfaces with suitable cleaners.

### **CORRIDORS**

Spot clean all wall.  
Dust baseboards.  
Dust wall fixtures.  
Damp wipe or vacuum door grilles.  
Damp mop floors.

### **RESTROOMS**

Acid clean/de-scale urinals.  
Acid clean/de-scale toilet bowls.  
Damp wipe metal partitions.  
Damp wipe ceramic tile walls.  
Damp wipe entry/exit doors.  
Damp wipe handles, push and kick plates and polish dry.  
Damp wipe or vacuum return air grilles and door grilles.  
Clean and polish chrome fixtures.

### **OFFICES**

Damp wipe waste containers.  
Damp mop resilient ceramic or terrazzo flooring.  
Damp wipe interior doors.  
Clean glass panels (low glass).  
Damp wipe metal and vinyl surfaces on partitions.  
Dust accessible windowsills  
Dust all furniture and equipment.  
Edge-vacuum carpet.  
Vacuum under desks and tables.  
Vacuum upholstered furniture.

### **STORAGE AREAS**

Dust and damp mop floors.

### **RECYCLING BINS**

Empty recyclables on each floor.

## **SCHEDULE OF SERVICES ONCE MONTHLY**

Dust all walls.  
Damp wipe fire cabinets and clean glass doors.  
Delime water fountains and clean outside of fountain cabinet.

### **RESTROOMS**

Wash all walls  
Spot clean walls extensively.  
Vacuum return air grilles and door grilles.  
Damp wipe accessible windowsills.  
Wash or vacuum venetian blinds.

### **MONTHLY MEETINGS**

Meet with Contract Administrator to discuss building problems, etc.

## **SCHEDULE OF SERVICES QUARTERLY**

### **RESTROOMS**

Strip and seal and grout of ceramic tile floors and cove base during the months of February, May, August, and November.

### **OFFICES**

Wash interior partitions and high and low glass that can be reached with a six-foot step-ladder during the months of March, June, September, and December.

## **SCHEDULE OF SERVICES ANNUALLY**

Wash inside surfaces of exterior windows.  
Wash HVAC ceilings and wash wall vents.  
Wash ceiling fixtures.  
Strip and refinish all terrazzo and tile floors.  
Shampoo all carpets.

# TECHNICAL REQUIREMENTS

## SITE H

**Department of Public Works Garage  
Landfill, 7102 Hwy 12 & 18  
Madison, WI 53704**

The garage portion of the building is not included in this contract. Custodial services to be provided once a week, on Thursday, during normal work hours arranged with the Contract Administrator

Normal Building Hours: 7:00 a.m. to 3:00 p.m. Monday to Friday  
Services Required: Thursday

### REGULAR SCHEDULE OF SERVICE WEEKLY

#### SCHEDULE OF SERVICES WEEKLY

Sweep or dust mop tile floors, then dam mop.  
Dust or damp wipe horizontal surfaces of cleared desks, tables, files, cabinets, shelves and countertops.  
Vacuum mats and clean floor underneath.  
Empty, clean and polish ashtrays, if any.  
Empty waste containers and remove trash to designated area, recycle trash as directed (no sorting).  
Install plastic liners as required.  
Clean entry door glass and spot clean any partition glass.  
Delime and polish water fountains.  
Clean all hall and entrance areas and any break areas, conference room, and work areas.  
Remove cobwebs.  
Brush or vacuum all upholstered chairs.  
Clean restrooms, to include:  
Clean & disinfect sinks, toilets, urinals, showers, and hardware.  
Acid clean toilets and urinals.  
Clean partitions, dispensers and mirrors.  
Stock soap, towel and tissue dispensers.  
Spot clean walls, doors, light switches of smudges.  
Empty and remove trash.  
Sweep floors & wet mop as needed.  
Clean vents.  
Flush drains with water.  
Leave a written report on broken items or unusual occurrences.

**SCHEDULE OF SERVICE**  
**MONTHLY**

Dust chair rungs, wash partition glass.  
Perform dusting above 7' (vents, etc.).  
Spot clean walls as required.

**SCHEDULE OF SERVICE**  
**QUARTERLY**

Dust blinds.  
Dust sides of furniture.  
Wash interior and exterior glass.  
Strip and refinish tiled floors.

**ALTERNATE (1)**

**SITE A**

**Dane County Job Center  
1819 Aberg Ave  
Madison WI 53704**

**ALTERNATE SCHEDULE OF SERVICES  
MONDAY THROUGH FRIDAY (DAILY)**

**LOBBY/ENTRYWAYS  
WAITING/RECEPTION AREA**

Damp wipe metal surfaces.  
Empty and damp wipe sand urns/waste containers.  
Dust all furniture and fixtures.  
Dust mop tile floors.  
Damp mop tile floors.  
Damp wipe telephone receivers.  
Walk-off mats: pick up, clean floor, replace, & vacuum mats.  
Spot clean walls.  
Clean sand urn ashtray outside of front door.  
Clean door glass.

**CORRIDORS**

Clean and polish drinking fountains.  
Vacuum carpet.  
Clean door glass.  
Damp wipe all flat surfaces.  
Spot clean walls and doors.

**RESTROOMS**

**Service twice daily see below**

**After normal working hours:**

Empty waste containers.  
Damp wipe/disinfect waste containers.  
Replace can liners.  
Refill dispensers.  
Damp wipe/disinfect dispensers.  
Clean/disinfect sinks, urinals, toilets and seats.  
Damp clean mirrors, fixtures and furniture.  
Spot clean walls and metal partitions.  
Spot clean entry/exit doors, push and kick plates.  
Dust mop floors.  
Wet mop/disinfect floor.  
Damp wipe/disinfect and polish all bright work.  
Remove graffiti on all surfaces as it occurs.  
Provide supplies such as toilet paper and liners for two baby-changing stations as needed.  
Maintain supplies in tampon/kotex dispensers (contractor may keep revenue from coin-operated dispensers).

**RESTROOM**  
**ADDITIONAL SERVICES**

**Daily 1:00 – 3:00 p.m.**

**During working hours:**

Service all restrooms daily between the hours of 1:00 – 3:00 p.m. consistent with the above description of services. During this time, contractor will also spend time cleaning the parking lot.

**BREAKROOMS/KITCHEN**

Damp wipe all flat surfaces.  
Dust and damp mop floors.  
Spot clean walls and doors.  
Wipe all tables.  
Damp wipe faucets.  
Empty waste containers.

**SCHEDULE OF SERVICES**  
**MONDAY, WEDNESDAY, FRIDAY**

**OFFICES**

Empty waste containers, including recycling bins.  
Replace can liners as needed.  
Dust and/or damp wipe desk tops upon request or when desk is cleared.  
Damp wipe telephones.  
Wash chalkboards when no information remains.  
Spot clean interior doors.  
Spot clean interior partition glass (low glass).  
Dust mop resilient, ceramic and terrazzo floors.  
Remove stains from carpet as they occur.  
Vacuum carpet.  
Spot clean walls.

**CUSTODIAL /UTILITY**  
**SINK CLOSETS**

Dust and damp mop hard floor.  
Clean slop sink.  
Stock and organize supplies on shelves and carts.  
Spot clean walls and doors.  
Wash walls as needed.  
Clean equipment after use.  
Remove food and open beverage containers nightly.

**LOADING DOCK**

Empty waste containers. Sweep concrete floor.

**SECURITY CHECKS**

Complete security check doors and windows.

**REPAIRS**

Report necessary repairs, etc. to the Contract Administrator

## **SCHEDULE OF SERVICES ONCE WEEKLY**

### **LOBBY/ENTRYWAYS WAITING/RECEPTION AREA**

Clean high glass above 7 feet.  
Remove cobwebs.  
Dust baseboards and flat surfaces.  
Dust all wall fixtures and furniture.  
Wash stainless and aluminum surfaces with suitable cleaner.

### **CORRIDORS**

Spot clean all walls.  
Dust baseboards.  
Dust wall fixtures.  
Damp wipe or vacuum door grilles.  
Damp mop floors.

### **RESTROOMS**

Acid clean/de-scale urinal and toilet bowls.  
Damp wipe metal partition, ceramic tile walls, entry/exit doors.  
Damp wipe handles, push and kick plates and polish dry.  
Damp wipe or vacuum return air grilles and door grilles.  
Clean and polish chrome fixtures.

### **OFFICES**

Damp wipe waste containers.  
Damp mop resilient, ceramic or terrazzo flooring.  
Damp wipe interior doors.  
Clean glass panels (low glass).  
Damp wipe metal and vinyl surfaces on partitions.  
Dust accessible windowsills.  
Dust all furniture and equipment.  
Edge-vacuum carpet.  
Vacuum under desk and tables.  
Vacuum upholstered furniture.

### **STORAGE AREAS**

Dust and damp mop floors.

### **RECYCLING BINS**

Empty recycling bins on each floor.

## **SCHEDULE OF SERVICES ONCE MONTHLY**

### **CORRIDORS**

Dust all walls.  
Damp wipe fire cabinets and clean glass doors.  
Delime water fountains and clean outside of fountain cabinet.

### **RESTROOMS**

Wash all walls, metal partitions, and entry/exit doors.  
Wash/disinfect waste containers.

**OFFICES**

Dust all walls.  
Spot clean walls extensively.  
Vacuum return air grilles and door grilles.  
Damp wipe accessible windowsills.  
Wash or vacuum venetian blinds.

**STAIRWAYS**

Dust all walls.  
Spot clean walls extensively.  
Wash doors.

**MONTHLY MEETINGS**

Meet with Contract Administrator to discuss building problems, etc.

**SCHEDULE OF SERVICES  
QUARTERLY**

**RESTROOMS**

Strip and seal and grout of ceramic tile floors and cove base during the months of February, May, August and November.

**OFFICES**

Wash interior partitions and high and low glass that can be reached with a six-foot step-ladder during the months of March, June, September and December.  
Damp wipe and clean furniture.  
Spot clean carpeting as needed.

**SCHEDULE OF SERVICE  
ANNUALLY**

Wash inside and outside surfaces of exterior windows.  
Wash HVAC ceiling and wall vents.  
Wash ceiling light fixtures.  
Strip and refinish all tile floors.  
Shampoo all carpets.

**ADDITIONAL PROJECTS**

Provide the resident agency with additional project work. Additional projects, such as furniture moving and assisting in the receiving of office material, will require an additional hours. These additional services if any, shall be billed separately on an hourly basis. Invoices must include name of agency, description and date of service performed, and hours charged. Invoice monthly.

One Dane County employee (or a designee in his/her absence) will be responsible for authorizing work under this contract. Work should not be performed without the approval of this person.

## ALTERNATE (2)

### SITE B

**Department of Human Services  
1202 Northport Drive  
Madison WI 53704**

#### ALTERNATE SCHEDULE OF SERVICES MONDAY THROUGH FRIDAY (DAILY)

##### LOBBY/ ENTRYWAY WAITING/RECEPTION AREA

Damp wipe metal surface.  
Empty and damp wipe ashtrays.  
Empty and damp wipe sand urns /waste containers.  
Dust all furniture and fixtures.  
Damp mop terrazzo floors.  
Damp wipe telephone receivers.  
Walk-off mats: pick up, clean floor, replace & vacuum mats.  
Spot clean walls.  
Remove stains from carpet as they occur.  
Vacuum carpets.  
Clean door glass.

##### CORRIDORS

Clean and polish drinking fountains  
Dust mop resilient, ceramic or terrazzo floors.  
Clean door glass.  
Damp wipe all flat surfaces.  
Spot clean walls and doors.

Dust and damp mop floors.  
Spot clean walls and doors.  
Wipe all tables.  
Damp wipe faucets.  
Empty waste containers.

## **RESTROOMS**

Empty waste containers.  
Damp wipe/disinfect waste containers.  
Replace can liners.  
Refill dispensers.  
Damp wipe / disinfect dispensers.  
Clean/disinfect sinks.  
Clean/disinfect urinals.  
Clean /disinfect toilets and seats.  
Damp clean mirrors, fixtures and furniture.  
Spot clean walls.  
Spot clean metal partitions.  
Spot clean entry/exit doors.  
Spot clean push and kick plates.  
Dust mop floors.  
Wet mop/disinfect floors.  
Damp wipe/disinfect all bright work and polish.  
Remove graffiti on all surfaces as it occurs.

## **SCHEDULE OF SERVICES MONDAY- WEDNESDAY- FRIDAY**

### **OFFICES**

Empty waste containers, including recycling bins.  
Replace can liners as needed.  
Dust and /or damp wipe desktop upon request or when desk is cleared.  
Damp wipe telephones.  
Wash chalkboards and surfaces when no information remains.  
Spot clean interior doors.  
Spot clean interior partitions glass (low glass).  
Dust mop resilient, ceramic and terrazzo floors.  
Remove stains from carpet as they occur.  
Vacuum carpet.  
Spot clean walls.

### **ELEVATORS**

Damp wipe interior and exterior surfaces.  
Clean and polish interior and exterior bright metal surfaces.  
Clean tracks.  
Dust and damp.

### **STAIRWAYS**

Sweep steps and landing.  
Dust mop steps and landing.  
Spot clean doors.  
Clean door glass.  
Damp wipe railings.  
Spot clean walls and remove graffiti.

**CUSTODIAL/UTILITY**  
**SINKS CLOSETS**

Dust and damp mop hard floors.  
Clean spot sink.  
Stock and organize supplies on shelves and carts.  
Spot clean walls.  
Spot clean doors.  
Wash walls as needed.  
Clean equipment after use.  
Remove food and open beverage containers nightly.

**LOCKER ROOM**

Dust mop floor.  
Damp mop floors.  
Empty waste containers and replace can liners as needed.  
Damp wipe lockers.  
Clean shower stall/disinfect.  
Spot clean wall and doors.

**LOADING DOCK**

Empty waste containers.  
Sweep concrete floors.

**SECURITY CHECKS**

Complete security checks for doors and windows.

**REPAIR REPORTS**

Report necessary repairs, etc. to Contract Administrator.

**SCHEDULE OF SERVICE**  
**ONCE WEEKLY**

**LOBBY / ENTRYWAY**  
**WAITING/RECEPTION AREA**

Clean high glass above 7 feet.  
Remove cow webs.  
Dust baseboards and flat surface.  
Dust all wall fixtures and furniture.  
Wash stainless and aluminum surface with suitable cleaner.

**CORRIDORS**

Spot clean all walls.  
Dust baseboards.  
Dust wall fixtures.  
Damp wipe or vacuum door grilles.  
Damp mop floors.

**RESTROOMS**

Acid clean /de-scale urinals.  
Acid clean/de-scale toilet bowls.  
Damp wipe metal partitions.  
Damp wipe ceramic tile walls.  
Damp wipe entry/exit doors.  
Damp wipe handless, push and kick plates and polish dry.  
Damp wipe or vacuum returns air grilles and door grilles.  
Clean and polish chrome fixtures.

**OFFICES**

Damp wipe waste containers.  
Damp mop resilient, ceramic or terrazzo flooring.  
Damp mop interior doors.  
Clean glass panel (low glass).  
Damp wipe metal and vinyl surfaces on partitions.  
Dust all furniture and equipment.  
Edge-vacuum carpet.  
Vacuum under desks and tables.  
Vacuum upholstered furniture.

**STAIRWAY**

Damp wipe handrails.  
Damp wipe doors.  
Apply polish to handrails.  
Damp mop steps and landing.

**STORAGE AREAS**

Dust and damp mop floors.

**RECYCLING BINS**

Empty recycling bins on each floor.

**FLOORS**

Buff hard floors.

**SCHEDULE OF SERVICES  
ONCE A MONTHLY**

Dust all walls.  
Damp wipe fire cabinets and clean glass doors.  
Delime water fountains and cleans outside of fountain cabinet.

**ELEVATORS**

Wash interior and exterior surfaces.

**RESTROOMS**

Wash all walls.  
Wash metal partitions.  
Wash entry / exit doors.  
Wash/disinfect waste containers.

**OFFICES**

Dust all walls.  
Spot clean walls extensively.  
Vacuum return grilles and door grilles.  
Damp wipe accessible windowsills.  
Wash or vacuum venetian blinds.

**STAIRWAYS**

Dust all walls.  
Spot clean walls extensively.  
Wash doors.

**MONTHLY MEETINGS**

Meet with Contract Administrator to discuss building problems, etc.

## **SCHEDULE OF SERVICE QUARTERLY**

### **FREIGHT ELEVATOR**

Strip and refinish hard floors.

### **RESTROOMS**

Strip and seal and grout of ceramic tile floors and cove base during the month of February, May, August, and November.

### **OFFICES**

Wash interior partitions and high and low glass that can be reached with a six-foot step-ladder during the months of March, June, September, and December. Dust wipe and clean furniture.

### **LOBBY/ENTRYWAY WAITING/RECEPTION AREA**

Wash and polish marble.

## **SCHEDULE OF SERVICES ANNUALLY**

Wash inside surfaces of exterior windows.  
Wash HVAC ceiling and wall vents.  
Wash ceiling light fixtures.  
Strip and refinish all terrazzo tile floors.  
Shampoo all carpets.

### **MISCELLANEOUS**

Clean window wells as necessary.  
Ground care – mow parking islands, area between walkway to annex and powerhouse and within six feet of all buildings or fixtures.  
Police all grounds to remove debris.  
Clean grounds after Rhythm and Booms Show.

### **ADDITIONAL PROJECTS**

Provide the resident agency with additional project work. Additional projects, such as furniture moving and assisting in the receiving of office material, will require an additional hours. These additional services if any, shall be billed separately on a hourly basis. Invoices must include name of agency, description and date of service performed, and hours charged. Invoice monthly.

One Dane County employee (or a designee in his/her absence) will be responsible for authorizing work under this contract. Work should not be performed without the approval of this person.

## ALTERNATE (3)

### SITE E

**Department of Human Service  
2322 S. Park Street, Suite A & B  
Madison WI 53713**

#### **ALTERNATE SCHEDULE OF SERVICES MONDAY THROUGH FRIDAY (DAILY)**

##### **LOBBY/ENTRYWAY WAITING/RECEPTION AREA**

Damp wipe metal surfaces.  
Empty and damp wipe sand urns/waste containers.  
Dust all furniture and fixtures.  
Clean telephone booths and directories.  
Walk-off mats: pick-up, clean floor, replace & vacuum mats.  
Spot clean walls.  
Vacuum carpet.  
Remove carpet stains as they occur.

##### **CORRIDORS**

Clean and polish drinking water fountains.  
Dust mop resilient, ceramic terrazzo flooring.  
Clean door glass.  
Damp wipe all flat surfaces.  
Spot clean walls and doors.  
Vacuum carpet.  
Remove carpet stains as they occur

## **RESTROOMS**

Empty waste containers.  
Damp/wipe disinfect waste containers.  
Replace can liners.  
Refill dispensers.  
Damp wipe/disinfect dispensers.  
Clean/disinfect sinks.  
Clean/disinfect urinals.  
Clean/disinfect toilets and seats.  
Damp clean mirrors, fixtures and furniture.  
Spot clean walls.  
Spot clean metal partitions.  
Spot clean entry/exit doors.  
Spot clean push and kick plates.  
Dust mop floors.  
Wet mop/disinfect floor.  
Damp wipe/disinfect all bright work and polish.  
Remove graffiti on all surfaces as it occurs.

## **SCHEDULE OF SERVICES MONDAY, WEDNESDAY, FRIDAY**

## **OFFICES**

Empty waste containers, including recycling bins.  
Replace can liners as needed.  
Dust and /or damp wipe desks to upon request or when desk is cleared.  
Damp wipe telephones.  
Wash chalkboards and writing surfaces when no information remains.  
Spot clean interior doors.  
Spot clean interior partitions glass (low glass).  
Dust mop resilient, ceramic and terrazzo floors.  
Remove stains from carpet as they occur.  
Vacuum carpet.  
Spot clean walls.

## **STAIRWAY**

Sweep steps and landings.  
Dust mop steps and landing.  
Spot clean doors.  
Clean door glass.  
Damp wipe railings.  
Spot clean walls and remove graffiti.

## **CUSTODIAL /UTILITY SINK CLOSET**

Dust and damp mop hard floor.  
Clean slop sink.  
Stock and organize supplies on shelves and carts.  
Spot clean walls.  
Spot clean doors.  
Wash walls as needed.  
Clean equipment after use.  
Remove food and open beverage containers nightly.

**SECURITY CHECKS**

Complete security checks for doors and windows.

**REPAIR REPORTS**

Report necessary repairs, etc. to County contact person.

**SCHEDULE OF SERVICES  
ONCE WEEKLY**

**LOBBY/ENTRYWAYS  
WAITING/RECEPTION AREA**

Clean high glass above 7 feet.  
Remove cobwebs.  
Dust baseboards and flat surfaces.  
Dust all wall fixtures and furniture.  
Wash stainless and aluminum surfaces with suitable cleaners.

**CORRIDORS**

Spot clean all walls.  
Dust baseboards.  
Dust wall fixtures.  
Damp wipe or vacuum door grilles.  
Damp mop floors.

**RESTROOMS**

Acid clean/de-scale urinals.  
Acid clean de/scale toilet bowls  
Damp wipe metal partitions.  
Damp wipe ceramic tile walls.  
Damp wipe entry/exit doors.  
Damp wipe handles, push and kick plates and polish dry.  
Damp wipe or vacuum returns air grilles and door grilles.  
Clean and polish chrome fixtures.

**OFFICES**

Damp wipe waste containers.  
Damp mop resilient, ceramic or terrazzo flooring.  
Damp wipe interior doors.  
Clean glass panels (low glass).  
Damp wipe metal and vinyl surfaces on partitions.  
Dust accessible windowsills.  
Dust all furniture and equipment.  
Edge vacuum carpet.  
Vacuum under desks and tables.  
Vacuum upholstered furniture.

**STAIRWAY**

Damp wipe handrails.  
Damp wipe doors.  
Apply polish to handrails.  
Damp mop steps and landing.

**STORAGE AREA**

Dust and damp mop floors.

**RECYCLING BINS**

Empty recyclable bins on each floor.

## **SCHEDULE OF SERVICES ONCE MONTHLY**

### **CORRIDORS**

Dust all walls.  
Damp wipe fire cabinets and clean glass doors.  
Delime water fountains and clean outside of fountain cabinet.

### **RESTROOMS**

Wash all walls.  
Spot clean walls extensively  
Vacuum return air grilles, and floor grilles.  
Damp wipe accessible windowsills.  
Wash or vacuum venetian blinds.

### **STAIRWAY**

Dust all walls.  
Spot clean walls extensively.  
Wash doors.

### **MONTHLY MEETINGS**

Meet with County personnel to discuss building problems, etc.

## **SCHEDULE OF SERVICES QUARTERLY**

### **RESTROOMS**

Strip and seal and grout of ceramic tile floors and cove base during the months of February, May, August and November.

### **OFFICES**

Wash interior partitions and high and low glass that can be reached with a six-foot step-ladder during the months of March, June, September and December. Damp wipe and clean furniture.

### **LOBBY CORRIDORS**

Wash and polish marble.

## **SCHEDULE OF SERVICES ANNUALLY**

Wash inside surfaces of exterior windows.  
Wash HVAC ceiling and wall vents.  
Wash ceiling light fixtures.  
Strip and refinish all tile floors.  
Shampoo all carpets.

## **ADDITIONAL PROJECTS**

Provide the resident agency with additional project work. Additional projects, such as furniture moving and assisting in the receiving of office material, will require an additional hours. These additional services if any, shall be billed separately on a hourly basis. Invoices must include name of agency, description and date of service performed, and hours charged. Invoice monthly.

One Dane County employee (or a designee in his/her absence) will be responsible for authorizing work under this contract. Work should not be performed without the approval of this person.

**ATTACHMENT A**

**SIGNATURE AFFIDAVIT**

In signing this bid, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Bid, and declares that the attached bid and pricing are in conformity therewith.

\_\_\_\_\_  
Name (Type or Print) Title

\_\_\_\_\_  
Signature Firm

\_\_\_\_\_  
Address: (Street, City , State, Zip Code)

\_\_\_\_\_  
Telephone Fax E-Mail

\_\_\_\_\_  
Date

**BID 5201**

**DANE COUNTY  
CUSTODIAL SERVICES**

**COST**

Compute a total annual rate for all work listed in the proposal. Include in this figure all overhead, wages and supply costs. Divide this amount by 12 to arrive at your total monthly rate.

SITES:		MONTHLY RATE
<b>A.</b>	<b>DANE COUNTY JOB CENTER:</b>	\$

Number of hours included in the above rate?	
Dollar amount of above rate which is labor?	
How many people would be assigned to this job?	
How may hours a day you anticipate your crew would spend on this job?	
Year One hourly rate for <b>additional projects</b> /work as described in specification	\$

SITE:		MONTHLY RATE
<b>B</b>	<b>HUMAN SERVICES 1202 NORTHPORT</b>	\$

Number of hours included in the above rate?	
Dollar amount of above rate which is labor?	
How many people would be assigned to this job?	
How may hours a day you anticipate your crew would spend on this job?	
Year One hourly rate for <b>miscellaneous</b> work, as described in specification:	
Year One hourly rate for <b>additional</b> projects/work as described in specification:	\$

<b>SITE:</b>		<b>MONTHLY RATE</b>
<b>C</b>	<b>HUMAN SERVICES 1206 NORTHPORT</b>	<b>\$</b>

Number of hours included in the above rate?	
Dollar amount of above rate which is labor?	
How many people would be assigned to this job?	
How may hours a day you anticipate your crew would spend on this job?	

<b>SITE:</b>		<b>MONTHLY RATE</b>
<b>D</b>	<b>HUMAN SERVICES 1460 W. MAIN ST., SUN PRAIRIE:</b>	<b>\$</b>

Number of hours included in the above rate?	
Dollar amount of above rate which is labor?	
How many people would be assigned to this job?	
How may hours a day you anticipate your crew would spend on this job?	

<b>SITE:</b>		<b>MONTHLY RATE</b>
<b>E</b>	<b>HUMAN SERVICE, 2322 S. PARK ST, SUITE A &amp; B, MADISON</b>	<b>\$</b>

Number of hours included in the above rate?	
Dollar amount of above rate which is labor?	
How many people would be assigned to this job?	
How may hours a day you anticipate your crew would spend on this job?	
Year One hourly rate for <b>additional projects</b> /work as described in specification:	

<b>SITE:</b>		<b>MONTHLY RATE</b>
<b>F</b>	<b>HUMAN SERVICES 1837 BOURBON RD CROSS PLAINS</b>	<b>\$</b>

Number of hours included in the above rate?	
Dollar amount of above rate which is labor?	
How many people would be assigned to this job?	
How may hours a day you anticipate your crew would spend on this job?	

<b>SITE:</b>		<b>MONTHLY RATE</b>
<b>G</b>	<b>HUMAN SERVICES, 125 VETERANS RD STOUGHTON</b>	\$

Number of hours included in the above rate?	
Dollar amount of above rate which is labor?	
How many people would be assigned to this job?	
How may hours a day you anticipate your crew would spend on this job?	

<b>SITE:</b>		<b>MONTHLY RATE</b>
<b>H</b>	<b>PUBLIC WORKS GARAGE</b>	\$

Number of hours included in the above rate?	
Dollar amount of above rate which is labor?	
How many people would be assigned to this job?	
How may hours a day you anticipate your crew would spend on this job?	

**BID 5201**  
**DANE COUNTY**  
**CUSTODIAL SERVICES**  
**ALTERNATE COST**

Compute a total annual rate for all work listed in the proposal. Include in this figure all overhead and supply costs. Divide this amount by 12 to arrive at your total monthly rate.

**PROVIDE ALTERNATE PRICING FOR 1, 2 AND 3 PER SECTION \_\_\_\_\_**

<b>ALTERNATE (1)</b>		<b>MONTHLY RATE</b>
<b>A</b>	<b>DANE COUNTY JOB CENTER:</b>	<b>\$</b>

Number of hours included in the above rate?	
Dollar amount of above rate which is labor?	
How many people would be assigned to this job?	
How may hours a day you anticipate your crew would spend on this job?	
Year One hourly rate for <b>additional projects</b> /work as described in specification	\$

<b>ALTERNATE (2)</b>		<b>MONTHLY RATE</b>
<b>B</b>	<b>HUMAN SERVICES 1202 NORTHPORT</b>	<b>\$</b>

Number of hours included in the above rate?	
Dollar amount of above rate which is labor?	
How many people would be assigned to this job?	
How may hours a day you anticipate your crew would spend on this job?	
Year One hourly rate for <b>miscellaneous</b> work, as described in specification:	
Year One hourly rate for <b>additional projects</b> /work as described in specification:	\$

<b>ALTERNATE (3)</b>		<b>MONTHLY RATE</b>
<b>E</b>	<b>HUMAN SERVICES, 2322 S. PARK ST, SUITE A &amp; B, MADISON</b>	<b>\$</b>

Number of hours included in the above rate?	
Dollar amount of above rate which is labor?	
How many people would be assigned to this job?	
How may hours a day you anticipate your crew would spend on this job?	
Year One hourly rate for <b>additional projects</b> /work as described in specification:	

# ATTACHMENT C

## WORK HISTORY

**ENTER YOUR COMPANY NAME:** \_\_\_\_\_

Provide company name, address, contact person, telephone number, information about work performed, including square footage of facility, and contract status for all past and present janitorial service contracts performed within the last three (3) years.

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Work Performed: \_\_\_\_\_

---

**Square**  
**footage:** \_\_\_\_\_ **Type of facility:** \_\_\_\_\_  
**Contract status: (check one)** in force cancelled terminated not extended

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Work Performed: \_\_\_\_\_

---

**Square**  
**footage:** \_\_\_\_\_ **Type of facility:** \_\_\_\_\_  
**Contract status: (check one)** in force cancelled terminated not extended

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Work Performed: \_\_\_\_\_

---

**Square**  
**footage:** \_\_\_\_\_ **Type of facility:** \_\_\_\_\_  
**Contract status: (check one)** in force cancelled terminated not extended

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Work Performed: \_\_\_\_\_

---

**Square**  
**footage:** \_\_\_\_\_ **Type of facility:** \_\_\_\_\_  
**Contract status: (check one)** in force cancelled terminated not extended

*Please duplicate this form if more space is needed.*



**ATTACHMENT E**

**LIVING WAGE CERTIFICATION**

(Corporate or LLC Contractor)

The undersigned, for and on behalf of the contractor named herein, certifies as follows:

1. That he or she is an officer or duly authorized agent of the above-referenced contractor ("the contractor") which has a service contract ("the contract"), as defined in s. 25.015(1)(d) of the Dane County Ordinances ("D. C. Ords."), with the county of Dane; that the contractor has been provided with a copy of s. 25.015, D. C. Ords.; and that its officers and managers have familiarized themselves with the requirements of s. 25.015, D. C. Ords.;
2. That the contractor has to date paid all workers employed in the performance of the contract, whether on a full-time or part-time basis, the living wage of not less than \_\_\_\_\_ per hour; that the contractor has, as to all requests to date, made available for county inspection the contractor's payroll records relating to employees providing services on or under the contract; that the contractor has provided a written notice comporting with s. 25.015(4), D. C. Ords., to each and every subcontractor providing services under the contract; that the contractor has kept posted at the site of the work in a prominent place where it can be easily seen and read by persons employed in the performance of the contract, a poster setting forth the county's current living wage together with information of the means the reader may use to file a complaint of violation; that the contractor has supplied copies of the county's current living wage requirement to any person employed in the performance of the contract at the request of such person and within a reasonable period of time after the request; that as to county-compensated services, the contractor has kept full and accurate payroll records for every employee who is subject to s. 25.015, D. C. Ords., and that the same are available, on demand, to the county's contract compliance officer or designee; that the contractor has not retaliated against any employee, if any, who has filed a complaint under s. 25.015, D. C. Ords.; and that the contractor has not used the living wage requirement of s. 25.015, D. C. Ords., to reduce the wage paid to any person employed by the contractor or grant beneficiary as of December 31, 1998.

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Officer or Authorized Agent

\_\_\_\_\_  
Business Name

## ATTACHMENT F

### ENVIRONMENTALLY FRIENDLY PRODUCTS

The following is a listing of various samples of environmentally friendly products currently being used by the County. (Manufactured by the Clean Environment Company Inc)

Product Name: The Natural Super Orange Clean  
Product Code: N-16  
General Description: All Use Natural Cleaner  
Chemical Nature: Surfactant  
**County uses this product in different dilutions for glass, furniture, walls and ceiling and floors**

Product Name: Cycle – Bowel  
Product Code: C-15  
General Description: Acid Detergent  
Chemical Nature: Surfactant/Acid Blend  
**County uses this product for urinal and toilet bowels Dilute to use on water fountains/sink fixtures**

Product Name: Cycle – Degreaser  
Product Code: C-2  
General Description: Heavy Duty Water Soluble Degreaser/Cleaner  
Chemical Nature: Surfactant/Solvent/Builder Blend  
**The county uses this product as an all cleaner for cleaning jobs that demand extra strength.**

Product Name: The Natural Solvent Cleaner/Spot Remover  
Product Code: N-3  
General Description: All Purpose Cleaning Solvent  
Chemical Nature: Solvent Blend  
**County uses this product to remove grease, tar, oil and graffiti from furniture, carpet and concrete.**

Product Name: The Natural Furniture Protector & Polish  
Product Code: N-11  
General Description: All purpose Polish & Protectant  
Chemical Nature: Silicone/Surfactant Blend.  
**County uses this product for furniture and stainless steel.**

<b>QUALITY ASSURANCE INSPECTION FORM</b>				
BUILDING:	DATE:	TIME:	INSPECTOR:	
<b>1. AREAS INSPECTED</b>	<b>ABOVE STANDARD</b>	<b>STANDARD</b>	<b>BELOW STANDARD</b>	
<b>1. ENTRANCES &amp; LOBBIES</b>				
a. Mat & Carpets				
b. Glass & Metal Surfaces				
c. Dusting				
d. Floor Appearance				
e. Walls				
f. Fixtures, Phones & Fountains				
<b>2. ELEVATORS</b>				
a. Tracks				
b. Lights				
c. Walls & Doors				
d. Floors, Carpets & Covebase				
<b>3. CORRIDORS /ELEVATOR LOBBIES</b>				
a. Sweeping & Vacuuming				
b. Floor Appearance				
c. Baseboards				
d. Walls				
e. Fixtures, Phones & Fountains				
<b>4. STAIRWELLS</b>				
a. Rails & Walls				
b. Steps & Landings				
<b>5. RESTROOMS</b>				
a. Dispensers & Hardware				
b. Sinks				
c. Mirrors				
d. Toilets & Urinals				
e. Partitions, Walls & Doors				
f. Floors & Baseboards				
g. Waste Containers				
<b>6. OFFICES, EQUIPMENT AREAS</b>				
a. Furniture & Equipment				
b. Walls & Doors				
c. Waste Containers / Recycling				
d. Partitions				
e. Dusting				
f. Floor Appearance				
g. Baseboards				
h. Edge vacuuming				
<b>7. WINDOWS</b>				
a. Glass & Sidelights				
b. Sills & Frames				
c. Blinds				
<b>8. JANITOR CLOSETS / STOREROOMS</b>				
a. Cleanliness				
b. Organization				
c. Supplies & Equipment				
<b>9. MISCELLANEOUS</b>				
a. Air Vents				
b. Light Fixtures				
c. Carpet Spotting				
d. Cafeteria, Kitchen & Kitchenettes				
e. Day Porter Services				
f. Onsite Supervision				
g. Security				
h. Other				
<b>ADDITIONAL COMMENTS</b>				

## **STANDARD TERMS AND CONDITIONS (Request For Bids/Proposals/Contracts)**

1.0 **APPLICABILITY:** The terms and conditions set forth in this document apply to Requests for Proposals (RFP), Bids and all other transactions whereby the County of Dane acquires goods or services, or both.

1.1 **ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract, including any purchase order, awarded as a result of this request. Special requirements of a resulting contract may also apply. Further, the written contract with referenced parts and attachments shall constitute the entire agreement, and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the County.

1.2 **DEFINITIONS:** As used herein, "vendor" includes a provider of goods or services, or both, who is responding to an RFP or a bid, and "bid" includes a response to either an RFP or a bid.

2.0 **SPECIFICATIONS:** The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability or performance level, or any combination thereof, desired. When alternates are proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. Dane County shall be the sole judge of equivalency. Vendors are cautioned to avoid proposing alternates to the specifications which may result in rejection of their bid.

3.0 **DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from terms, conditions, or specifications shall be described fully, on the vendor's letterhead, signed, and attached to the bid. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and the vendors shall be held liable.

4.0 **QUALITY:** Unless otherwise indicated in the request, all material shall be first quality. Items which are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by Dane County.

5.0 **QUANTITIES:** The quantities shown on this request are based on estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs.

6.0 **DELIVERY:** Deliveries shall be FOB destination freight prepaid and included unless otherwise specified. Shipments sent C.O.D. or freight collect will not be accepted.

7.0 **PRICING:** Unit prices shown on the bid shall be the price per unit of sale, e.g., gal., cs., doz., ea., etc., as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price, the unit price shall govern in the bid evaluation and contract administration.

7.1 Prices established in continuing agreements and term contracts may be lowered due to market conditions, but prices shall not be subject to increase for the term specified in the award. Any increase proposed shall be submitted to the

contracting department thirty (30) calendar days before the proposed effective date of the price increase, and shall be limited to fully documented cost increases to the contractor which are demonstrated to be industry wide. The conditions under which price increases may be granted shall be expressed in bid documents and contracts or agreements.

7.2 Submission of a bid constitutes bidder's certification that no financial or personal relationship exists between the bidder and any county official or employee except as specially set forth in writing attached to and made a part of the bid. The successful bidder shall disclose any such relationship which develops during the term of the contract.

8.0 **ACCEPTANCE-REJECTION:** Dane County reserves the right to accept or reject any or all bids, to waive any technicality in any bid submitted and to accept any part of a bid as deemed to be in the best interests of the County. Submission of a proposal or a bid constitutes the making of an offer to contract and gives the County an option valid for 60 days after the date of submission to the County.

8.1 Bids MUST be dated and time stamped by the Dane County Purchasing Division Office on or before the date and time that the bid is due. Bids deposited or time stamped in another office will be rejected. Actual receipt in the office of the purchasing division is necessary; timely deposit in the mail system is not sufficient.

9.0 **METHOD OF AWARD:** Award shall be made to the lowest responsible, responsive vendor conforming to specifications, terms, and conditions, or to the most advantageous bid submitted to the County on a quality versus price basis. Quantities involved, time of delivery, purpose for which required, competency of vendor, the ability to render satisfactory service, and past performance, will be considered in determining responsibility.

10.0 **ORDERING/ACCEPTANCE:** Written notice of award to a vendor in the form of a purchase order or otherwise, mailed or delivered to the address shown on the bid will be considered sufficient notice of acceptance of bid. A formal contract containing all provisions of the contract signed by both parties shall be used when required by Dane County Purchasing Division.

11.0 **PAYMENT TERMS AND INVOICING:** Dane County normally will pay properly submitted vendor invoices within thirty (30) days of receipt of goods or services, or combination of both, which have been delivered, installed (if required), and accepted as specified. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order including reference to purchase order number and submittal to the correct address for processing.

11.1 **NO WAIVER OF DEFAULT:** In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by County of any breach of the covenants of the Agreement or a waiver of any default of the successful vendor, and the making of any such payment or acceptance of any such service or product by County while any such default or breach shall exist shall in no way impair or prejudice the right of County with respect to recovery of damages or other remedy as a result of such breach or default.

12.0 TAXES: Dane County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below. The State of Wisconsin Department of Revenue has issued tax exempt number ES41279 to Dane County.

12.1 The County, including all its departments, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. The County is exempt from Wisconsin sales or use tax on these purchases. Dane County may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.

13.0 GUARANTEED DELIVERY: Failure of the contractor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the contractor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include administrative costs.

14.0 APPLICABLE LAW: This contract shall be governed under the laws of the State of Wisconsin, and venue for any legal action between the parties shall be in Dane County Circuit Court. The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.

15.0 ASSIGNMENT: No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without the prior written consent of Dane County.

16.0 NONDISCRIMINATION/AFFIRMATIVE ACTION: During the term of this agreement the contractor agrees, in accordance with WI Stats. sec. 111.321 and Chapter 19 of the Dane County Code of Ordinances, not to discriminate against any person, whether an applicant or recipient of services, and employee or applicant for employment, on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs. The contractor shall provide a harassment-free work environment. These provisions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, including apprenticeships, rates of pay or other forms of compensation.

16.1 Contractors who have twenty (20) or more employees and a contract of twenty thousand dollars (\$20,000) or more must submit a written affirmative action plan to the County Contract Compliance Office within fifteen (15) working days of the effective date of the contract. The County may elect to accept a copy of the current affirmative action plan filed with and approved by a federal, state or local government unit.

16.2 The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices setting forth the provisions of this agreement as they relate to affirmative action and nondiscrimination.

16.3 Failure to comply with the conditions of this clause may result in the contractor's being declared ineligible to do business with the County, termination of the contract, or subject to withholding of payment.

16.4 The contractor agrees to furnish all information and reports required by Dane County's Contract Compliance Officer as the same relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine compliance with Chapter 19, D.C. Ords., and the provisions of this Agreement.

16.5 *Americans with Disabilities Act*: The contractor agrees to the requirements of the ADA, providing for physical and programmatic access to service delivery and treatment in all programs and activities.

17.0 PATENT, COPYRIGHT AND TRADEMARK INFRINGEMENT: The contractor guarantees goods sold to Dane County were manufactured or produced in accordance with applicable federal labor laws, and that the sale or use of the articles described herein will not infringe any patent, copyright or trademark. The contractor covenants that it will, at its own expense, defend every suit which shall be brought against Dane County (provided that such contractor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent, copyright or trademark by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

18.0 SAFETY REQUIREMENTS: All materials, equipment, and supplies provided to Dane County must fully comply with all safety requirements as set forth by the Wisconsin Department of Commerce and all applicable OSHA Standards.

18.1 MATERIAL SAFETY DATA SHEET: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of the Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

19.0 WARRANTY: Unless specifically expressed otherwise in writing, goods and equipment purchased as a result of this request shall be warranted against defects by the vendor for one (1) year from date of receipt. The equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the contractor. The time limitation in this paragraph does not apply to the warranty provided in paragraph 27.0.

20.0 INSURANCE RESPONSIBILITY: The successful vendor who is providing services to Dane County shall:

20.1 Maintain worker's compensation as required by Wisconsin Statutes, for all employees engaged in the work. The successful vendor shall furnish evidence of adequate worker's compensation insurance.

20.2 Indemnify, hold harmless and defend County, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which County, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of the successful vendor furnishing the services or goods required to be provided under the contract with the

County, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of County, its agencies, boards, commissions, officers, employees or representatives. The obligations of the successful vendor under this paragraph shall survive the expiration or termination of any contract resulting from the successful vendor's bid.

20.3 At all times during the term of this Agreement, keep in full force and effect comprehensive general liability and auto liability insurance policies (as well as professional malpractice or errors and omissions coverage, if the services being provided are professional services) issued by a company or companies authorized to business in the State of Wisconsin and licensed by the Wisconsin Insurance Department, with liability coverage provided for therein in the amount of at least \$1,000,000 CSL (Combined Single Limits). Coverage afforded shall apply as primary. County shall be given ten (10) days advance notice of cancellation or non-renewal. Upon execution of this Agreement, the successful vendor shall furnish County with a certificate of insurance listing County as an additional insured and, upon request, certified copies of the required insurance policies. If the successful vendor's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this agreement, the Certificate of Insurance shall state that coverage is Claims-Made and indicate the Retroactive Date, the successful vendor shall maintain coverage for the duration of this agreement and for two years following the completion of this agreement. The successful vendor shall furnish County, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that the successful vendor shall furnish the County with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either the successful vendor or County may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by the successful vendor. In the event any action, suit or other proceeding is brought against County upon any matter herein indemnified against, County shall give reasonable notice thereof to the successful vendor and shall cooperate with the successful vendor's attorneys in the defense of the action, suit or other proceeding.

20.4 The County reserves the right to require higher or lower limits where warranted.

20.5 In case of any sublet of work under this Agreement, the successful vendor shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of the successful vendor.

21.0 CANCELLATION: County reserves the right to terminate any agreement due to non-appropriation of funds or failure of performance by the vendor. This paragraph shall not relieve County of its responsibility to pay for services or goods provided or furnished to County prior to the effective date of termination.

22.0 PUBLIC RECORDS ACCESS: It is the intention of the County to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Bid openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract. Bid results may be obtained by visiting the Dane

County Purchasing Office Monday – Friday, between 8:00 a.m. and 4:00 p.m. Prior appointment is advisable.

22.1 PROPRIETARY INFORMATION: If the vendor asserts any of its books and records of its business practices and other matters collectively constitute a trade secret as that term is defined in s. 134.90(1)(c), Wis. Stats., County will not release such records to the public without first notifying the vendor of the request for the records and affording the vendor an opportunity to challenge in a court of competent jurisdiction the requester's right to access such records. The entire burden of maintaining and defending the trade secret designation shall be upon the vendor. The vendor acknowledges and agrees that if the vendor shall fail, in a timely manner, to initiate legal action to defend the trade secret designation or be unsuccessful in its defense of that designation, County shall be obligated to and will release the records.

22.2 Data contained in a bid, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of the County.

22.3 Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information and which vendor believes qualifies as a trade secret, as provided in WI Stats 19.36(5) must be identified on a designation of Confidential and Proprietary Information form. In any event bid prices will not be held confidential after award or contract.

23.0 RECYCLED MATERIALS: Dane County is required to purchase products incorporating recycled materials whenever technically and economically feasible. Vendors are encouraged to bid products with recycled content which meet specifications.

24.0 PROMOTIONAL ADVERTISING: Reference to or use of Dane County, any of its departments or sub-units, or any county official or employee for commercial promotion is prohibited.

25.0 ANTITRUST ASSIGNMENT: The contractor and the County of Dane recognize that in actual economic practice, overcharges resulting from antitrust violation are in fact usually borne by the County of Dane (purchaser). Therefore, the contractor hereby assigns to the County of Dane any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.

26.0 RECORDKEEPING AND RECORD RETENTION-PUBLIC WORKS CONTRACTS: The successful bidder on a public works contract shall comply with the State of Wisconsin prevailing wage scale and shall establish and maintain adequate payroll records for all labor utilized as well as records for expenditures relating to all subcontracts, materialmen and suppliers. All records must be kept in accordance with generally accepted accounting procedures. The County shall have the right to audit, review, examine, copy, and transcribe any such records or documents. The contractor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

26.1 RECORDKEEPING AND RECORD RETENTION-COST REIMBURSEMENT CONTRACTS: The successful bidder on a contract where payment to the contractor is based on the contractor's costs shall establish and maintain adequate

records of all expenditures incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. The contracting agency shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from this bid/proposal held by the contractor. The contractor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

- The bidder is an individual providing services to a family member; or
- The bidder's employees are student interns.

27.0 YEAR 2000 COMPLIANT: Contractor warrants that: a) all goods, services and licenses sold otherwise provided pursuant to this procurement have been tested for and are fully year 2000 compliant, which means they are capable of correctly and consistently handling all date-based functions before, during and after the year 2000; b) the date change from 1999 to 2000, or any other date changes, will not prevent such goods, services or licenses from operating in a merchantable manner, for the purposes intended and in accordance with all applicable plans and specifications and without interruption before, during and after the year 2000; and c) contractor's internal systems, and those of contractor's vendors, are year 2000 compliant, such that contractor will be able to deliver such goods, services and licenses as required by this procurement.

28.0 LIVING WAGE REQUIREMENT: The successful bidder shall:

- Pay the County's living wage to all its employees engaged in performance of the work, whether on a full-time or part-time basis.
- Make available for the County's inspection its payroll records relating to employees providing services under the agreement.
- Submit certifications as required in section 25.015(7), D.C. Ords.
- Display the County's current living wage poster in a prominent place where it can be easily seen and read by employees.

28.01 In the event its payroll records contain any false, misleading or fraudulent information, or if the successful bidder fails to comply with the provisions s.25.015, D.C. Ords., the County may withhold payments on the contract, terminate, cancel or suspend the contract in whole or in part, or, after a due process hearing, deny the contractor the right to participate in bidding on future County contracts for a period of one year after the first violation is found and for a period of three (3) years after a second violation is found.

28.02 Bidders are exempt from the above requirements if:

- The maximum value of services to be provided is less than \$5,000;
- The bid involves only the sale of goods to the County;
- The bid is for professional services;
- The bid is for a public works contract where wages are regulated under s.62.293, Wis. Stats.;
- The bidder is a school district, a municipality, or other unit of government;
- The service to be provided is residential services at an established per bed rate;
- The bidder's employees are persons with disabilities working in employment programs and the successful bidder holds a current sub-minimum wage certificate issued by the U.S. Department of Labor or where such a certificate could be issued but for the fact that the employer is paying a wage higher than the minimum wage;