

Specification Guide for Janitorial Services

- A. General. Janitorial and cleaning service will normally be provided on a three-day per week schedule.
- B. Schedule of Janitorial Services. The following schedule of services should be used as a guide in obtaining services for recruiting facilities:

Work to be Accomplished

Frequency

Dust all surfaces of chairs, desks, cabinets and associated furniture; empty wastebaskets and remove trash for pickup; In addition Vendor must make arrangements to remove trash from pavement areas. vacuum all carpets; clean rest rooms, clean drinking fountain; sweep and spot clean hard surface floors.

3 times weekly
(Mon., Wed & Fri)

Dust all surfaces to include windowsills, baseboards, woodwork, radiator/vents, Venetian blinds, etc; vacuum all carpets to include use of crevice attachment to vacuum corners and edges of carpet; empty mop and disinfect all rest room fixtures and floors, no rust, incrustation or water rings shall exist; water fountain will be cleaned and disinfected and wiped dry; glass doors will be washed and polished removing finger marks and smears; damp mop and buff hard surface floors.

Weekly (Fri)

Wash windows (exterior & interior) inside and out; spot wash all partitions to remove finger marks and smudges; damp mop carpet protectors.

Twice monthly
(2nd & 4th Mon.)

Work to be Accomplished

Frequency

Wash, wax and buff hard surface floors; scour trash receptacles; change filters on HVAC units in office; vinyl furniture will be cleaned with appropriate chemical cleaner (not soap & water); metal parts of furniture will be polished; wood furniture will be cleaned with a wood cleaner or polish; upholstered furniture will be vacuumed to remove dust and other particles.

Monthly (4th Fri.)

Wash Venetian blinds, tapes and cords, damp clean fixtures and shields; office partitions will be completely cleaned and dried without leaving streaks; wood paneling will be cleaned with cleaner or polish.

Quarterly (1st week, Dec, Mar, Jun, & Sep)

Shampoo all carpets; removing all dirt and non-Permanent spots or stains (steam clean if required to remove); vinyl/tile floors will be stripped clean and two coats of wax applied and buffed to a high shine; non-wax vinyl floors will be treated with a sealer after being stripped.

Semiannually
(1st week, Oct. &
Apr.)

Spot clean carpets to prevent permanent staining; clean entrance and exterior walks of building; cut grass (if applicable); remove snow and ice; furnish toilet supplies, such as toilet tissues, hand soap and towels; supply and replace light bulbs, fluorescent tubes and starters; provide pest control measures and pesticides which conform to local health department regulations to keep premises free from pests and in a tenantable condition.

As required

CERTIFICATION/SPECIFICATION

POC: Myrlande Lee - TEL: 212-264-6707

CONTRACTOR MUST CONTACT THE ORIGINATOR OF THE REQUEST FOR ADDITIONAL TECHNICAL CLARIFICATION OF THIS CONTRACT.

POC: MYNOR PIVAROL

US ARMY CORPS OF ENGINEERS,
Real Estate Division
TELE: 917-790-8438

1. THIS PROCUREMENT IS RESERVED FOR 100% Small Business Set-Aside.

REMITTANCE ADDRESS: _____

This solicitation and result contractual instrument incorporates WAGE DECISIONS 1994-2375, Rev. 22, 6/5/03; 1994-2379, Rev 21, 6/5/03 ; 1994-2381, Rev: 27, 03/02/2004 AND 1994-2383, Rev: 20, 05/30/2003

The services/supplies required are defined as follows:

NAICS CODE* 561720 Janitorial

SIZE STANDARD 14.0 Mil

FSC CODE* 7349 Building Maintenance Services

NAICS*: North American Industry Classification System

FSC*: Federal Supply Class

In place of Representations and Certifications offerors shall provide the following information. Check the applicable block below to indicate your status:

_____ Small Business (SB)

_____ HUBzone

_____ Emerging Small Business

_____ Large Business

_____ Small Disadvantaged Business (**Must be certified at the time of its offer or have a completed SDB application pending at the SBA.**)

_____ 8a

_____ Woman-Owned

_____ Veteran-Owned

_____ Disabled Veteran

_____ Educational Institution

_____ HBCU/MI

_____ TAX ID NR.

_____ DUN & BRADSTREET

_____ CAGE CODE

ETHNIC GROUP

Native American _____

Asian-Pacific American _____

Black American _____

Hispanic American _____

I AM CCR REGISTERED _____(YES) _____(NO)
(Award may not be made to firms that are not CCR Registered)

IF YOU DON'T HAVE A DUNS NUMBER YOU CAN ACQUIRE ONE AT NO CHARGE
@ 1-800-333-0505.

VENDORS USING EDI ARE REMINDED THAT THEY ENSURE THAT THEIR QUOTES ARE SUBMITTED THROUGH THEIR RESPECTIVE NETWORKS IN A TIMELY FASHION. THE QUOTES MUST BE RECEIVED BY THE GOVERNMENT PRIOR TO THE TIME SET FOR CLOSING.

NOTE: VENDORS ARE REQUIRED TO BE REGISTERED IN THE CENTRAL CONTRACTOR REGISTRATION (CCR) IN ACCORDANCE WITH DFAR 52.204-7004. WEBSITE www.ccr.gov for registration.

VENDORS MUST BE CCR IN ORDER TO BE CONSIDERED FOR A CONTRACT WITH THE GOVERNMENT.

REQUEST FOR QUOTES ENCLS:

1. REFERENCE WAGE RATES DETERMINATION NO. 1994-2375, 1994-2379, 1994-2381 and 1994-2383

2. SPECIFICATION

REQUEST FOR QUOTES PACKAGE MUST BE RECEIVED BEFORE OR BY 27 AUGUST 2004 @ 4:00 p.m.

Background Investigations

Local Background Checks – Most, if not all, Police agencies can provide an individual a document, commonly called a “Letter of Good Conduct,” that indicates whether they have a criminal record in a particular jurisdiction. An individual could go to the police department in the town/county where they reside and simply request the document.

Other Background Checks – There are any number of private companies that conduct pre-employment criminal background checks for employers. This type of check requires the full name of the applicant, social security number, date of birth, and applicants address. In some locations a signed release is also required from the applicant.

Non-US Citizen – The Department of Homeland Security has a pilot program that employers can join, at no fee, that allows them to conduct a social security verification check and an immigration check on an alien employee. The program is currently available to employers in six States to include New York. **For more information, please contact the Department of Homeland Security Systematic Alien Verification for Entitlements Program at 1-888-464-4210**

The contractor will be required to provide identification cards to their employees who will provide services in recruiting offices. These identification cards should include as a minimum, the name of the company, a clear legible employee photograph at least one by one and a quarter (1 ¼) inches, the employees name, signature, date of birth, eye color, sex, height, weight, and the signature, date and phone number of the company representative issuing the card. The identification card should be made tamper proof by laminating it in plastic. The employee will maintain the card on their person and present it to government officials when requested.