# SCOPE OF WORK

## MANDATORY JOB SITE INSPECTION

### Requirement: Vendor representation must be in attendance or proposal will not be accepted.

### Location: Computer Facility, 575 East Third Street, Carson City, NV 89701

### Meeting Place: Outside the front entrance of the facility, we will enter as a group.

### Date and Time:

## COMPUTER FACILITY BUILDING INFORMATION

### Location: 575 3rd Street, Carson City, Nevada;

### Custodial Hours: 6:00 a.m. to 2:30 p.m. with ½ hour lunch or 6:00 a.m. to 3:00 p.m. with one (1) hour lunch. Monday through Friday;

### Size: 23,928 square feet;

### Restrooms: Five (5);

### Break Rooms: Two (2);

### Interior Windows: Twenty (80);

### Carpeted Areas: Approximately 8,700 square feet;

### Occupants: Approximately 60+ occupants in the building; and

### Structure: Single story, no basement area.

## RECEPTION/CONFERENCE/OFFICE AREAS

### The table below is representative of the tasks and their frequency of performance. Areas are to be cleaned to maintain an appearance acceptable to the State. Other tasks may be assigned as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Daily** | **Weekly** | **Monthly** |
| Clean entrance doors | X |  |  |
| Clean counters and tables | X |  |  |
| Clean windows |  |  | X |
| Dust chairs |  | X |  |
| Dust all desks and file cabinets |  | X |  |
| Dust pictures and wall hangings |  | X |  |
| Clean/polish drinking fountain |  | X |  |
| Empty trash receptacles daily, only changing liners as needed and removing cardboard boxes as necessary. | X |  |  |

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| Dust pictures and wall hangings |  | X |  |
| Clean/polish drinking fountain |  | X |  |
| Empty trash receptacles daily, only changing liners as needed and removing cardboard boxes as necessary. | X |  |  |

## RESTROOMS

### The table below is representative of the tasks and their frequency of performance. Areas are to be cleaned to maintain an appearance acceptable to the State. Other tasks may be assigned as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Daily** | **Weekly** | **Monthly** |
| Clean/Disinfect toilets, urinals (including inside and outside of bowls and top/bottom of seats, all porcelain | X |  |  |
| Clean sinks, mirrors, soap dispensers | X |  |  |
| Clean chrome fixtures and valves | X |  |  |
| Clean all stainless dispensers/bins | X |  |  |
| Restroom soap dispensers will be filled on a weekly basis |  | X |  |
| Fill toilet paper dispensers, 2 rolls (new rolls must be used on Friday and/or the day before a holiday) | X |  |  |
| Fill paper towels (fill extra towels on Friday and/or the day before a holiday) | X |  |  |
| Mop/Disinfect restroom floors | X |  |  |
| Clean entrance/exit doors | X |  |  |
| Clean/Disinfect stalls and walls |  | X |  |
| Empty restroom trash and bins, replacing liners daily | X |  |  |
| Check paper towel and toilet paper at the end of every day | X |  |  |

## BREAK ROOMS

### The table below is representative of the tasks and their frequency of performance. Areas are to be cleaned to maintain an appearance acceptable to the State. Other tasks may be assigned as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Daily** | **Weekly** | **Monthly** |
| Clean tables | X |  |  |
| Clean counters and cabinets | X |  |  |
| Clean sink and fixtures | X |  |  |
| Clean microwave – outside | X |  |  |
| Fill paper towels | X |  |  |
| Clean microwave – inside |  | X |  |

## ALL CARPETED FLOOR SURFACES

### The table below is representative of the tasks and their frequency of performance. Areas are to be cleaned to maintain an appearance acceptable to the State. Other tasks may be assigned as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Daily** | **Weekly** | **Monthly** |
| Vacuum | X |  |  |
| Change/Empty vacuum’s dust bag as needed |  |  |  |
| Change vacuum filter as needed |  |  |  |

## ALL CARPETED FLOOR SURFACES

### The table below is representative of the tasks and their frequency of performance. Areas are to be cleaned to maintain an appearance acceptable to the State. Other tasks may be assigned as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Daily** | **Weekly** | **Monthly** |
| Vacuum | X |  |  |
| Change/Empty vacuum’s dust bag as needed |  |  |  |
| Change vacuum filter as needed |  |  |  |

## ALL LINOLEUM FLOOR SURFACES

### The table below is representative of the tasks and their frequency of performance. Areas are to be cleaned to maintain an appearance acceptable to the State. Other tasks may be assigned as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Daily** | **Weekly** | **Monthly** |
| Sweep/Dust mop | X |  |  |
| Mop floors |  | X |  |

## SECURITY REQUIREMENTS

### Background Check and Fingerprinting

#### All employees or agents of the awarded contractor who will be working in any State building are required to have a National Crime Information Center (NCIC) background check and fingerprinting completed at no cost to the State.

#### OICO will provide details to awarded contractor regarding the application for and location for records checks.

#### The background check should take no longer than two (2) days; however, the fingerprinting results may take several weeks.

#### Once the NCIC check has been completed, employee/agents will be permitted to work in a State building on a probationary basis until the fingerprinting results have been completed.

#### All results must be submitted to OICO within 24 hours of receipt.

#### In the event the fingerprinting report is negative in nature, the probationary employee will be immediately removed from the building and prohibited from entering any State building under contract.

## UNIFORMS

### All employees of the awarded contractor will be identified by a uniform shirt featuring the janitorial company’s logo.

## PHOTO ID

### All employees of the awarded contractor will wear a photo ID badge at all times.

### Copies of the photo ID badge are to be remitted to OICO’s designee prior to work start date.

## LIST OF CONTRACTED VENDOR’S EMPLOYEES

### Contracted vendor shall provide OICO with a list of all proposed employees, including name, address, and

### Contracted vendor shall provide OICO with a list of all proposed employees, including name, address, and length of time the vendor has employed or known the person, at least 14 days prior to the start date of the contract.

### Contracted vendor shall ensure that all background checks are completed and the results submitted to OICO at least seven (7) days prior to the start date of any new contract.

## CHANGES TO CONTRACTEDVENDOR’D EMPLOYEE LISTS

### When the contracted vendor makes a change to an employee list, either on a temporary or permanent basis, the contracted vendor shall notify OICO prior to the change and shall also ensure that the required background checks have been completed, with results provided to OICO.

## EXTERIOR DOORS

### All exterior doors must remain locked at all times.

#### Contracted vendor’s employees are strictly prohibited from opening exterior doors for anyone. Any person authorized to enter the building after normal working hours should have been provided a key.

#### Exterior doors should never be propped open for the convenience of running to the dumpster, or taking care of any outside projects associated with this contract. The only exception of this is during the cleaning of an exterior door’s threshold during which contracted vendor’s employees shall remain present until the exterior door is closed and locked.

#### The contracted vendor’s supervisor will be responsible for ensuring all exterior doors have been secured when work is completed.

## INTERIOR DOORS

### All interior doors with locks must be locked with all unnecessary lighting turned off after completion of the work in an immediate area.

### The contracted vendor’s supervisor will be responsible for ensuring all interior doors have been secured when work is completed.

## BUILDING KEYS, ALARM CODE AND PROXIMITY CARD CARE

### Awarded contracted vendor shall be fully responsible for the protection of all furnished keys, proximity cards and alarm codes.

### Vendors shall notify OICO in writing when any of their employees resign, are terminated or are moved to another facility.

### When key(s) or proximity cards issued to a contracted vendor’s employees are lost or stolen, and if the corresponding locks have to be re-keyed as a result, OICO may re-issue keys, proximity cards, locks and alarm codes at the awarded contractor’s expense.

### False alarm fees may be charged back to the awarded contractor when the alarm was caused by the awarded contractor or their employee.

## PRIOR EXPERIENCE

### Vendors must be licensed and bonded. Documents showing vendor is licensed and bonded must accompany their proposal.

### Vendors shall provide written proof of cleaning one or more office buildings of 5,000 to 20,000 square feet for a minimum of one (1) year; or a combination of up to four (4) buildings with a combined total space of 50,000 square feet or more for a minimum of two (2) years.

### Proof of experience shall include:

#### Name and address of each project;

#### Size of project; and

### Length of time on the project.