

1. **DUTIES** The successful bidder agrees to provide custodial services for the College on the terms and conditions set forth in this agreement as follows:
 - A. Provide cleaning of all facilities.
 - B. Provide supervision of labor.
 - C. Provide labor.
 - D. Provide cleaning supplies.
 - E. Provide cleaning equipment.
 - F. Provide an adequate number of properly trained personnel working a sufficient number of hours to accomplish all duties of the contract to the College's satisfaction.

2. **SUCCESSFUL BIDDER RESPONSIBILITIES** The successful bidder agrees to the following responsibilities:
 - A. Acquire and maintain all necessary licenses applicable to the duties to be performed.
 - B. Provide delivery.
 - C. Provide all necessary installation and setup
 - D. Provide all tools and equipment necessary as required by Three Rivers.

3. **THREE RIVERS COLLEGE RESPONSIBILITIES** The College agrees to provide the following:
 - A. Grant the successful bidder access to the College facilities during the College's regular operating hours and additional mutually agreed upon times for the purpose of providing custodial services.
 - B. Provide the following consumables:
 - I. Toilet Paper
 - II. Paper Towels
 - III. Trash Can Liners
 - IV. Hand Soap
 - V. Air Fresheners
 - VI. Feminine Hygiene Sanitary Waste Paper Liners

4. **LOCATIONS** The Successful bidder agrees to provide custodial services for the following locations:

Building	Square Footage	Floors/ Levels	Type of Facility-Overview not all inclusive
<u>2080 Three Rivers Blvd. Poplar Bluff, MO 63901</u>			
Westover Administration	55,318	3	Classrooms, Offices, & Restrooms
Academic Resource Commons	22,750	2	Classrooms, Offices, Library, & Restrooms
Porter Learning Center	19,356	2	Classrooms, Offices, & Restrooms
Bess Activity/Student Center	29,590	1	Offices, Conf. Room, Fitness Center, & Restrooms
Campus Safety	2,230	1	Offices & Restrooms
Housing Clubhouse	1,600	1	Offices, Laundry, & Restrooms
Maintenance Building	1,500	1	Office, Break Area, & Restroom
Crisp Technology Center	19,000	2	Classrooms, Offices, & Restrooms
Tinnin Fine Arts Center	45,050	2	Classrooms, Offices, Auditorium, Board Room, & Restrooms
Plaster Free Enterprise Center	38,000	2	Classrooms, Offices, Lecture Hall, & Restrooms
Softball Clubhouse	2,070	1	Locker Room & Restrooms
Baseball Clubhouse	1,900	1	Locker Room & Restrooms
Softball Concessions	300	1	Restrooms Only
Baseball Concessions	300	1	Restrooms Only
Libla Family Sports Complex – FEMA Portion	12,000	1	Offices, Laundry, Training Room, Meeting Room, Exercise Area, & Locker Rooms
Libla Family Sports Complex – Public Area & Arena	49,000	2	Seasonal Cleaning Only: October - February Bleachers, Concourses, Locker Rooms (Officials and Guest), Lobby, Cheer Room, Booster Room, & Bathrooms
<u>2801 Cheshire Blvd. Poplar Bluff, MO 63901</u>			
CDL Center	1,360	1	Classroom & Restrooms **Clean 1X/week only**
<u>1400 South Main St. Sikeston, MO 63801</u>			
Sikeston Center	44,000	3	Classrooms, Offices, Banquet Room, & Restrooms
<u>945 South Kingshighway, Sikeston MO 63801</u>			
Sikeston Tech Lab	200	1	Classroom & Bathroom
<u>515A W. Market St. Dexter, MO 63841</u>			
Dexter Center	17,000	1	Classrooms, Offices, Conf. Room, & Restrooms
<u>1002 Great West Dr. Kennett, MO 63857</u>			
Kennett Center	18,000	1	Classrooms, Offices, Conf. Room, & Restrooms

5. **GENERAL FACILITY SPECIFICATIONS** The successful bidder agrees to complete the following custodial tasks on the frequency requested:

A. **Daily Tasks**

I. Office Areas

- (1) Empty trash receptacles and replace soiled liners.
- (2) Spot clean carpets
- (3) Clean and disinfect doors, door handles, and light switches.
- (4) Note and report any maintenance items.

II. Restrooms

- (1) Check paper towel, toilet paper, and soap dispensers; refill as necessary.
- (2) Pick up trash.
- (3) Empty trash receptacles and replace liners.
- (4) Empty sanitary napkin receptacles, clean with disinfectant, and replace bags.
- (5) Disinfect and clean sinks, counter tops, and fixtures.
- (6) Disinfect and clean toilets, urinals, walls next to urinals, leave toilet lids up.
- (7) Clean mirrors.
- (8) Polish bright work.
- (9) Dust and clean stall partitions, ledges, and walls as necessary.
- (10) Dust mop hard surface floors.
- (11) Wet mop with disinfectant hard surface floors.
- (12) Check, clean, and clear floor drains as necessary.
- (13) Remove cobwebs.
- (14) Clean and disinfect light switches, both sides of doors, and door handles.
- (15) Note and report any maintenance items.

III. Entrances, Lobbies, Conf. Rooms, Break Rooms, Open Spaces, Corridors, Lounges, and Dining Areas

- (1) Straighten furniture.
- (2) Straighten magazines and literature.
- (3) Pick up trash.
- (4) Empty trash receptacles and replace liners.
- (5) Disinfect and clean sinks, counter tops, tables, and fixtures.
- (6) Polish bright work

- (7) Disinfect, clean, and polish drinking fountains.
- (8) Check paper towel and soap dispensers; refill as necessary.
- (9) Disinfect and clean both sides of doors, door handles, and light switches.
- (10) Dust and clean door jambs and frames as necessary.
- (11) Dust mop and wet mop hard surface floors.
- (12) Power vacuum carpets.
- (13) Spot clean carpets as necessary.
- (14) Clean glass on stairs, doors, and in lobbies.
- (15) Dust all medium level and low level ledges.
- (16) Remove cobwebs.
- (17) Note and report any maintenance items.

IV. Classrooms and Labs

- (1) Empty trash receptacles and replace soiled liners.
- (2) Empty pencil sharpeners.
- (3) Clean blackboards, whiteboards, and trays.
- (4) Disinfect and clean hard surfaces, tables, and desks.
- (5) Straighten furniture.
- (6) Power vacuum carpets.
- (7) Spot clean carpets as necessary.
- (8) Dust mop and wet mop hard surface floors.
- (9) Disinfect and clean both sides of doors, door handles, and light switches.
- (10) Dust and clean door jambs, frames, and glass as necessary.
- (11) Note and report any maintenance items.

V. Elevators

- (1) Remove all debris
- (2) Wipe fingerprints and smudges from all surfaces.
- (3) Disinfect all surfaces.
- (4) Polish stainless steel fixtures.
- (5) Power vacuum carpets.
- (6) Spot clean carpets as necessary.
- (7) Dust mop and wet mop hard surface floors.
- (8) Remove cobwebs.
- (9) Note and report any maintenance items.

VI. Stairwells

- (1) Remove all debris from stairs and landings.

- (2) Empty trash receptacles and replace soiled liners.
- (3) Dust mop/sweep and wet mop hard surface stairs and landings.
- (4) Power vacuum carpeted stairs and landings.
- (5) Remove cobwebs
- (6) Disinfect and clean all handrails.
- (7) Note and report any maintenance items.

VII. Outside Building Areas

- (1) Empty trash cans and replace liners.
- (2) Pick up trash around entrances to buildings.
- (3) Note and report any maintenance items.

B. Weekly Tasks

I. Office Areas

- (1) Detail vacuum carpets and detail wet mop hard surface floors.
- (2) Dust vents, window sills, ledges, blinds, and clean baseboards.

II. Restrooms

- (1) Dust vents, window sills, ledges, and blinds.
- (2) Clean baseboards and stall divider wall tops and bottoms.
- (3) Clean and pour water down floor drains.
- (4) Deep clean and disinfect hard surfaces:

- (a) Counters
- (b) Sinks
- (c) Walls
- (d) Floors

- (5) Scrub edges of floor with deck brush to clean floor grout.
- (6) Disinfect and clean trash receptacles.

III. Entrances, Lobbies, Conf. Rooms, Break Rooms, Open Spaces, Corridors, Lounges, and Dining Areas

- (1) Dust vents, window sills, ledges, and blinds.
- (2) Clean baseboards.
- (3) Clean all entrance glass windows and glass sidelights up to 8 feet high.

- (4) Dust tops of vending machines and appliances.
- (5) Detail clean tables and furniture.
- (6) Disinfect and clean trash receptacles.

IV. Classrooms and Labs

- (1) Detail power vacuum carpets.
- (2) Detail wet mop hard surface floors.
- (3) Dust vents, window sills, ledges, and blinds.
- (4) Clean baseboards.
- (5) Detail clean and disinfect hard surfaces, tables, and desks.

V. Elevators

- (1) Power vacuum elevator door track and floor threshold plates.
- (2) Wipe clean elevator door tracks and floor threshold plates.

VI. Stairwells

- (1) Dust and spot clean horizontal ledges, walls, and corners.

C. **Monthly Tasks**

I. Office Areas

- (1) Machine scrub/spray buff hard surface floors.

II. Restrooms

- (1) Machine scrub/spray buff hard surface floors.

III. Entrances, Lobbies, Conf. Rooms, Break Rooms, Open Spaces, Corridors, Lounges, and Dining Areas

- (1) Machine scrub/spray buff hard surface floors.
- (2) Power vacuum and spot clean all upholstered furniture.

IV. Classrooms and Labs

- (1) Machine scrub/spray buff hard surface floors.
- (2) Power vacuum and spot clean furniture.

V. Stairwells

- (1) Dust vents and high wall areas.
- (2) Clean baseboards.
- (3) Machine scrub/spray buff hard surface stairs and landings.

D. **Annual Tasks**

I. Office Areas

- (1) Strip and refinish hard surface floors.
- (2) Extraction of carpets.
- (3) Clean glass in interiors.

II. Entrances, Lobbies, Conf. Rooms, Break Rooms, Open Spaces, Corridors, Lounges, and Dining Areas

- (1) Strip and refinish hard surface floors.
- (2) Extraction of carpets.

III. Classrooms and Labs

- (1) Strip and refinish hard surface floors.
- (2) Extraction of carpets.

IV. Elevators

- (1) Extraction of carpets.

V. Stairwells

- (1) Strip and refinish hard surface stairs and landings

6. **TIMELINE** The College has provided the below timeline for the key dates for the selection process, fieldwork, and reporting:

- A. RFP released to vendors – Friday, March 1, 2024
- B. Vendor site walkthrough for Poplar Bluff – Thursday, March 7, 2024 @ 9:00 am
- I. Center walkthroughs available on request

II. Please contact Purchasing at 573-840-9658 if your company will be attending the scheduled site walkthrough or to request a center walkthrough.

C. Proposals are due – Monday, March 18, 2024, at 2:00 pm

7. **CUSTODIAL SERVICES CONDITIONS** The successful bidder agrees to the following conditions:

- A. Provide complete custodial service as outlined above.
- B. The equipment used at our facilities shall be new, and all the equipment repair maintenance and replacement costs shall be included in the contract price.
- C. Provide a sufficient number of personnel to accomplish the custodial service and duties in a timely, efficient, and professional manner. The successful bidder shall correct scheduled work that is performed unsatisfactorily within sixteen hours after notification by the College, at no additional cost to the College.
- D. The successful bidder is required to furnish, with the bid quote, a man-hour schedule showing the number of man-hours that will be furnished each day to perform the work as outlined above.
 - I. The schedule must be complete and show the times and number of personnel that will be on campus performing scheduled duties and must include a minimum of one day porter.
 - II. Attention is drawn to special events coverage where the normal work schedules may require modification to adequately cover events.
 - (1) Special Events coverage is inclusive of, but not limited to: theater productions, ball games, meetings, conferences, musical events, fairs and expositions, etc.
 - (2) Requirements for Special Events include but are not limited to: coverage during said event, restocking consumables in restrooms, emptying trash cans, general housekeeping and then final clean up and restock once event is complete.
- E. The successful bidder shall have a supervisor in charge of the scheduled work who shall represent the successful bidder and coordinate the work with the College's Facilities Director. The supervisor shall be approved by the College and shall not be replaced without written consent.
- F. The supervisor will meet on a regular basis, not less than monthly, with the College's Facilities Director to review the performance, labor, materials, and supplies for the firm and implement any corrective action requested by the College.
- G. The successful bidder shall maintain control of employees while on the College campus. Any employee whose work performance or conduct is objectionable shall be

immediately removed from the College premises at the request of the College administration.

- H. The successful bidder shall not remove employees from one job location to perform other assignments that are not part of the custodial contract. The successful bidder shall adhere to established work schedules.
 - I. Provide all required licenses and permits needed to lawfully perform custodial services.
 - J. Comply with any and all federal, state, or local statutes or regulations applicable to the disposal of used supplies and materials to include chemicals or hazardous waste.
8. **TRAINING** The successful bidder shall provide each employee with the training needed to be competent at their job.
- A. The successful bidder will keep training records on each employee stating:
 - I. Employee hire date
 - II. Class date
 - III. Subject matter covered
 - B. Subject matter to be covered shall include, but are not limited to:
 - I. Orientation to custodial services
 - II. Tools & equipment
 - III. Chemicals
 - IV. General cleaning procedures
 - V. Common mistakes
 - VI. Cleaning restrooms
 - VII. Spray buffing
 - VIII. Stripping floors
 - IX. Carpet care
 - X. OSHA regulations and requirements
9. **STORAGE AND UTILITIES** The College agrees to provide the following:
- A. Storage closets for the storage of equipment and supplies.
 - B. Closets are to be stocked sufficiently and kept clean and orderly at all times by the successful bidder.
 - C. The College will furnish all utilities to the successful bidder at existing outlets.
10. **BACKGROUND CHECKS** The successful bidder agrees to perform background checks on all of its employees, representatives, and independent contractors prior to allowing them onto the College premises. The College reserves the right to view any and all background check

reports and deny any and all employee, representative, or independent contractor of the successful bidder access to the College due to unsatisfactory results on such reports.

Background checks shall include, at minimum, the following:

- A. Drug Screening
- B. Criminal History Check
- C. Confirmation of Prior Employment
- D. Confirmation of Educational Background

11. **EQUAL EMPLOYMENT OPPORTUNITY** The successful bidder agrees to adhere to the provision for equal employment opportunity and payment of not less than the minimum prevailing wage specific to the area based on current prevailing wage determination. Certified payrolls will be required by the College prior to release of any payment to the successful bidder if applicable.
12. **NONDISCRIMINATION AND EQUAL OPPORTUNITY** The College commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, sexual orientation, disability, age, gender, or national origin.
13. **SECURITY** The successful bidder agrees to adhere to the following security requirements:
- A. The successful bidder will be responsible for being knowledgeable of the security requirements of the College and for enforcing the security rules of the College as they apply to the successful bidder and any agents or employees thereof.
 - B. In addition to any other security rules and regulations, the successful bidder shall inform their employees or agents of the following:
 - I. No guns, knives, or other dangerous weapons are allowed on campus.
 - II. No dangerous drugs, or other prohibited substances, including alcohol, are allowed on campus.
 - III. All keys to the building will be furnished by Public Safety to the successful bidder or their employees, if applicable. All keys shall be returned to Public Safety upon request. A charge will be assessed for each key not returned.
 - IV. The successful bidder will be responsible for the cost of key replacement, re-keying, or lock replacement when the successful bidder or employees of the successful bidder are negligent in this regard.
14. **INSURANCE REQUIREMENTS** The successful bidder is required to supply the College with a Certificate of Insurance issued by an insurance company that is licensed to do business in the State of Missouri and acceptable to the College.

- A. All insurance will be written through an insurance company that is licensed to do business in the State of Missouri and acceptable to the College.
 - B. The successful bidder will furnish the College with a Certificate of Insurance upon request.
 - C. Commercial General Liability
 - I. Coverage shall include premise operations, products and completed operations, broad form property damage, contractual liability, independent contractors, and personal and advertising injury.
 - II. Minimum limits of \$1,000,000 per occurrence for bodily injury and property damage.
 - D. Workers Compensation and Employers' Liability
 - I. Statutory limits required for workers compensation coverage.
15. **CONTRACTOR** It is mutually understood and agreed that, where applicable to the terms and conditions set forth in this agreement, an independent contractor relationship is being established between the successful bidder and the College.
- A. The employees of the successful bidder are not, nor shall be deemed to be, employees of the College.
 - B. The employees of the College are not, nor shall be deemed to be, employees of the successful bidder.
 - C. The successful bidder acknowledges that they are an independent contractor and are not an agent, partner, joint venture nor employee of College.
 - D. The successful bidder shall have no authority to bind or otherwise obligate the College in any manner nor shall the successful bidder represent to anyone that they have a right to do so.
16. **DAMAGE TO COLLEGE PROPERTY** The successful bidder shall be respectful of the College's property and shall report any damage as follows:
- A. The successful bidder shall be responsible for the repair and replacement of any damage to College property caused by the misuse or negligence of the successful bidder or their employees.
 - B. The successful bidder is responsible for reporting, in writing, within 72 hours the occurrence of damage to College property.
 - C. Failure to report the damage within the specified time may be cause for termination of this contract.

17. **BID ACCEPTANCE** The College reserves the right to accept or reject the successful bid in part or in entirety.

- A. The successful bidder agrees to grant the College the right to accept or reject their proposal in part or in entirety.
- B. If the successful bidder’s proposal is to be accepted or rejected only in its entirety, the successful bidder must notate “entirety” in the top right corner of the first page of their proposal.
- C. The successful bidder has the option to bid on one, or more of the campus or centers listed below. Each will be considered independent unless marked with the entirety note.

18. **PROPOSAL** The successful bidder shall supply the College with their proposal meeting the requirements included in this agreement. The proposal must include the following:

- A. A brief introduction and summary of your company.
- B. If applicable, a notation of “entirety” if the bid is not to be accepted or rejected in part.
- C. A list of any applicable certifications that your company holds.
- D. Three references from upstanding businesses with similar needs to those of the College.
- E. A certificate of insurance listing at least the required insurance minimums – proof only.
- F. Provide a one-time cleaning cost for Libla Family Sports Complex – Public Area & Arena for events that occur outside the season cleaning schedule.
- G. Price proposal, per year, outlining the cost of the services defined in this agreement broken down as follows:

I. Poplar Bluff Campus \$ _____

II. Sikeston Center \$ _____

III. Kennett Center \$ _____

IV. Dexter Center \$ _____

V. CDL Center \$ _____

VI. One Time Cleaning for:
Libla Family Sports Complex –
Public Area & Arena \$ _____

VII. Sikeston Tech Lab \$ _____