



CONTRACTOR BID SUBMITTAL FORMAT

		Comment	
Contractor's Name:			
Contact Person:			
Phone #:			
Date Submitted:			
Job Description:	Phase IV Owner: International Center Development IV, Ltd. 2828 N. Harwood, Dallas, Texas 75201		
Frequency	Job Function	Square foot	Monthly
5 nights per week	213,887 square feet ** Monthly billing is adjusted accordingly to occupied square footage.		
5 nights per week	Per cleanable square footage-supply all paper products		
	Total 5 nights per week		
	Day porter services: billing rate covers payroll tax, uniforms, pagers, & administrative cost		
	Microwave Cleaning		
	Special Services		

Important Notes;

- 1.) Pricing must include all labor, insurance, supervision, cleaning supplies, equipments, restroom supplies, such as paper goods, hand soap, & trash liners.
- 2.) All applicable district, state, city or country taxes will be included to the monthly invoices.
- 3.) Should a Federal Minimum Wage Increase occur, proportionate increase will apply to all hourly wage personnel under contract.



Cleaning Specifications and Frequency Schedule

	Daily	MO.	Quart.	Semi Annually	Annually
Office, areas. Conference Rooms, Mail Room, Carpeted Hallways					
Sweep and damp mop all hard surfaces, (stone, terrazzo, vinyl, rubber, ceramic, uncarpeted surfaces raised floors and other types of un-waxed floors					
Vacuum all rugs & carpeted areas (including raised floors) After vacuuming replace all desk chairs and conference room chairs in an orderly fashion.					
Dusts, with a duster, furniture, file cabinets, desktops, and credenzas. Do not rearrange materials on desk or credenzas..					
Dust all low reachable areas including, but not limited to, structural and built in furniture ledges, baseboards, chair rails, window sills, work stations partitions and chairs.					
Remove all gum and foreign matter on sight.					
Empty all trash receptacles and remove waste materials to designated areas. Install new waste receptacle liners.					
Empty recycling containers and remove to designated areas					
Clean all glass furniture tops					
Remove finger prints , dirt smudges, etc. from all interior doors, doorframes and glass partitions.					
Interior Glass partitions, window frames, mullions, etc. shall be cleaned and free from dust, dirt, and streaks					
These cleaning tasks shall be scheduled so that minimum number of lights is left on. Upon completion of cleaning, all lights are to be turned off.					

Cleaning Specifications and Frequency Schedule Continued



	Daily	MO.	Quart.	Semi Annually	Annually
Office, areas. Conference Rooms, Mail Room, Carpeted Hallways					
Dust all closet shelving, coat racks and wash all closet floors					
Shampoo stained carpet with extract machine					
All low dust areas, such as base boards, carpet edges, etc. will be washed free from dust					
Dust all mini-blinds with a treated dust cloth					
Machine scrub and wax all hard floor surfaces including resilient stone, and terrazzo tile flooring in accordance with manufacture's specifications.					
High dust all hard to reach areas not reached in the nightly dusting including, but not limited to, all picture frames, charts, graphs, similar wall hangings, walls, doors, partitions, electrical and light fixtures, vents, louvers, ducts, sprinklers					
Clean all interior and exterior door frames					
Damp wipe all air conditioning louvers, grills, etc. not reached in monthly cleaning.					
Dust upholstered furniture and fabric covered walls and partitions.					
Strip and wax all covered floor surfaces including all resilient stone, terrazzo and vinyl flooring in accordance with manufacturer's specifications.					
Tiled Areas					
Dust mop					
Wet mop					
Spray buff/burnish floor					
Remove scuff marks from walls and doors					
Dust and remove marks from base boards					
Strip floors and reapply finish					



Cleaning Specifications and Frequency Schedule

Janitor's Closet	Daily	MO.	Quart.	Semi Annually	Annually
Keep all janitorial area doors closed at all times					
Leave area in clean organized fashion with empty trashcans					
Sweep floors					
Clean janitor sink					
Wipe down electrical cords to prevent marking(do not use damaged cords)					
Keep all shelves and supplies neat and orderly at all times					
Personal lockers are to be kept clean and organized					

Break room & Dining Areas	Daily	MO.	Quart.	Semi Annually	Annually
Clean sinks; wipe off counter tops, cabinet doors and appliances.					
Damp mop floors					
Wipe off all tabletops					
Scrub masonry flooring					
Wash trash receptacles					
Spot clean all carpeted areas					
Clean tops of all vending machines					
Strip, wash and wax all floor surfaces including all resilient stone, terrazzo, & composition flooring.					



Computer Rooms	Daily	MO.	Quart.	Semi Annually	Annually
Empty trash, as needed throughout the day, changing plastic liners as needed, clean can when soiled.					
Dust mop					
Clean window glasses					
Damp mop (Mop spills as needed)					
Clean under raised floor.					

Shipping and Receiving	Daily	MO.	Quart.	Semi Annually	Annually
Empty gondolas as needed					
Empty trash, as needed throughout the day, changing plastic liners as needed, clean can when soiled.					
Dust Mop					
Damp mop weekly using mild cleanser. Mop spills as needed.					
Dust and wet mop stairs and landings.					
Damp wipe stair handrails, ledges, and baseboard.					



Kitchens	Daily	MO.	Quart.	Semi Annually	Annually
Clean restrooms					
Restock soap and paper towel					
Light scrub quarry tile					
Wipe down walls above the ceramic tile in kitchen area					
Dust light fixtures					
Clean vents in ceiling					
Power scrub both kitchen and serving area with orbital scrubber					

Miscellaneous	Daily	MO.	Quart.	Semi Annually	Annually
Clean whiteboards in conference rooms unless noted not to clean					
Pressure wash building entrance and sidewalks					



Carpet Care	Daily	MO.	Quart.	Semi Annually	Annually
Remove spot					
High traffic areas- monthly extract/shampoo					
Secondary traffic areas- Quarterly Extract Shampoo					
Carpeted offices- Semi annually Extract/Shampoo					

Parking Garage Elevator & Landing Area	Daily	MO.	Quart.	Semi Annually	Annually
Spot Vacuum					
Vacuum					
Squeegee glasses as necessary					
Police elevator					



Lavatories	Daily	MO.	Quart.	Semi Annually	Annually
Restock all lavatories with supplies, including paper towels, toilet tissue and hand soap.					
Wash and polish all mirrors, dispensers, faucets, flush-o-meters and bright work with non-scratch disinfectant cleaner. Wipe dry all sinks.					
Wash and sanitize all toilets, toilet seats(both sides), urinals and sinks with non-scratch disinfectant cleaner					
Dust all horizontal surfaces					
Remove stain and scale from toilets , urinals and sinks as required					
Mop all restroom floors with disinfectant germicidal solution					
Empty and sanitize all waste, sanitary napkin, and tampon receptacles					
Remove restroom trash to designated area					
Spot clean fingerprints, marks and graffiti from walls, partitions, glass, wall tile, aluminum and wall switches					
Check for lights that burned out or not working properly. Report to supervisor. Report plumbing problems and need repairs.					
Minimum of one gallon of water should be poured in the floor drain.					
Spray buff floors					
Dust high reach areas including, but not limited to structural ledges, mirror tops, partition tops and edges. Air conditioning vents and light fixtures					
Strip all flooring and reapply finish					
Wipe and wash down all tile walls and metal partitions. Should be left clean and streak free.					
Clean light fixtures and air conditioning vents					



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