



## CONTRACTOR BID SUBMITTAL FORMAT

			Comment
<b>Contractor's Name:</b>			
<b>Contact Person:</b>			
<b>Phone #:</b>			
<b>Date Submitted:</b>			
<b>Job Description:</b>	<b>Rolex Tenant Exclusive Floors 5, 6, 7, and Suites 130, 140, 150</b> <b>Owner: Rolex International Center I, LLC</b> <b>2651 N. Harwood, Dallas, Texas 75201</b>		
<b>Frequency</b>	<b>Job Function</b>	Square foot	Monthly
5 nights per week	32,742 square feet		
5 nights per week	Supply all paper products, supplies, equipment, taxes, labor and insurance		
	Total 5 nights per week		
	Cleaning microwaves		
	Special Services identified in this schedule for 5 <sup>th</sup> , 6 <sup>th</sup> and 7 <sup>th</sup> floors		

**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
<b>Nightly Cleaning – Offices</b> <b>Phase I Daily Schedule</b>					
All trash receptacles are to be emptied and trash removed to a collection point	X				
Replace trash receptacles liner with a fresh one as needed.	X				
Vacuum under desks nightly and detail area weekly	X				
Clean and polish drinking fountain	X				
Damp wipe all horizontal surfaces to remove coffee rings and spills as needed	X				
Dust mop hard surface floors with a treated dust mop	X				
Damp mop hard surfaces to remove spillage	X				
Damp wipe entrance metal and fingerprints on all entrance glass	X				
Check and clean all conference rooms. Detail conference tables and chairs	X				
Dust furniture and horizontal surfaces	X				
Detail clean window mullions	X				

**Cleaning Specifications and Frequency Schedule Continued**

	Daily	MO.	Quart.	Semi Annually	Annually
<b>Nightly Cleaning – Offices Continued</b> <b>Phase I Daily Schedule</b>					
Detail clean chair and desk legs	X				
Remove fingerprints from electrical switches	X				
Remove finger prints from light fixtures	X				
Spot clean carpet as needed	X				



Detail dust shelves.	X				
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### Cleaning Specifications and Frequency Schedule

	Daily	MO.	Quart.	Semi Annually	Annually
<b>Nightly Cleaning II</b>					
<b>Restrooms and Kitchen</b>					
Stock towels, tissue, hand soap and liners.	X				
Empty sanitary napkin receptacles and wipe with disinfectant	X				
Empty trash receptacles and wipe as needed	X				
Replace receptacles with fresh liner	X				
Clean and polish mirrors	X				
Clean all restroom equipment with disinfectant	X				
Use mild acid for cleaning urinals	X				
Wipe walls with disinfectant	X				
Commodes and urinals to be cleaned and sanitized inside and outside	X				
Scour and sanitize all basins, Polish the bright work	X				
Dust partitions, tops of mirrors and frames	X				
Wash urinal partitions and wall behind urinals	X				
Wipe counters with disinfectant	X				
Wipe kitchen counters	X				
Set coffee mugs aside after washing in dishwasher	X				
Detail clean refrigerators	X				
Wipe down wood walls on the 7 <sup>th</sup> floor break room	X				
Dust A/C vents in kitchen and restrooms	X				
Elevator –clean floor, mirror, and track	X				
Remove splash marks from walls around basins	X				
Mop floors with disinfectant	X				



<b>Weekly Cleaning Schedule</b>	Daily	Weekly	Quart.	Semi Annually	Annually
Dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture		X			
Acid wash restroom urinals and commodes		X			
Detail dust chairs at seat corners		X			

<b>Quarterly Cleaning Schedule</b>	Daily	MO.	Quart.	Semi Annually	Annually
Perform high dusting in common areas			X		
Remove fingerprints and marks from around light switches and door frames			X		
Dust mini blinds			X		

<b>Special Nightly Request Seventh (7) Floor</b>	Daily	MO.	Quart.	Semi Annually	Annually
If dishwasher has clean dishes, place in proper place, stack coffee mugs at end of table and place dirty dishes in dishwasher.	X				
Place all wood chairs directly opposite for all tables on this floor	X				



<b>Special Nightly Request</b>	Daily	MO.	Quart.	Semi	Annually
<b>Sixth (6) Floor</b>				Annually	
In the polishing room, detail every polishing machine	X				
Detail every work desk and every item on it , including lamps and name plates	X				
Restrooms,, special detail of the bright work	X				
Wood baseboards to be detailed throughout floor	X				
Remove filing cabinets (with wheels) from under every desk and detail.	X				
Detail leather chairs from main conference room	X				
In executive kitchen, place Rolex glasses in proper cabinet, detail the sink and polish all bright work	X				

<b>Special Nightly Request</b>	Daily	MO.	Quart.	Semi	Annually
<b>Fifth (5) Floor</b>				Annually	
Order extra and replace large liners for the big trash can	X				



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