

AVONDALE ELEMENTARY SCHOOL DISTRICT NO. 44  
CONTRACTED CUSTODIAL CLEANING SERVICES

**SCOPE OF WORK**

This is a performance based, all-inclusive, custodial service contract. The District will require cleaning to be performed to the total expectations of the specifications without regard to number of custodians/hours needed to perform the specifications herein. The District is requiring that the Contractor(s) adhere to the specifications set forth, as a minimum, and perform the requirements with expertise, knowledge, and capability with minimal monitoring by the District.

The Contractor shall perform custodial services at various buildings within the Avondale Elementary School District, and shall provide the necessary personnel, cleaning supplies, and power cleaning equipment necessary to clean the specified building sites in accordance with the contract requirements. ALL SERVICES LISTED HEREIN ARE TO BE PERFORMED DURING EVENING HOURS, AND PRICED AS EVENING HOURS. IF DAYTIME CLEANING IS REQUIRED, PRICING FOR SUCH A CONVERSION IS AVAILABLE TO COMPENSATE THE CONTRACTOR.

The Contractor shall furnish all necessary labor, supervision, tools, equipment, supplies, transportation, and all effort necessary to perform the required services at the designated locations. Please note that the Avondale Elementary School District reserves the right to request services at other schools and/or offices within the district.

The District Operations Department shall decide all questions or interpretations which may arise as to the quality and acceptability of any work performed under this contract. Should disputes arise, they will be handled administratively in the following tiers:

- A. Between Contractor and Operations Quality Assurance (QA),
- B. Between Contractor, QA, QA Supervisor, and Contracts Administrator of the Operations Department. The decision of the Director of Operations will be final.

The district reserves the right to complete the work to its satisfaction and deduct the cost from any monies due the Contractor if the work is not corrected within the allotted timeframe.

If the Contractor fails to provide floor care per the schedule (or additional compensated floor care), the District reserves the right to acquire the floor services of one of the janitorial contractors who will perform the work, and the difference in cost will be deducted from the prime contractor's monthly invoice. Consistent failure to provide scheduled floor care or additional compensated floor care will result in a review of the contractor's performance.

Daily work not completed will be noted in the inspection form and affect overall inspection percentages. Work not completed must be corrected within one (1) day. Monthly, quarterly, semiannual or annual services not completed must be corrected within one (1) week.

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Technical Specifications – General

1. AESD Regular business hours are from 6:00AM to 6:00PM, Monday through Friday. There are 10 District holidays, and services will not be provided on these days unless the District makes such request and pays for these additional services.
2. There will be times when the Contractor must be called out to perform emergency cleaning requests due to storms, floods, vandalism, or extra services not covered under regular janitorial services. This may occur during business hours or after hours. The Contractor shall respond within 2 hours on-site after receiving a request.
3. All sites may not require all technical requirements, but the omission of a requirement (space, surface, etc.) does not relieve the Contractor from the responsibility of performing the services required. This is an all-inclusive service contract and there shall be no additional cost for technical requirements that have been inadvertently omitted.
4. **INFECTIOUS BIOHAZARDOUS SPILLS:** Contractor shall be notified of any infectious biohazardous waste contamination (blood, other body fluids, etc.) and, as directed by the District, shall provide trained personnel for such cleanup. Materials used to clean such spills shall be disposed of into an approved OSHA infectious biohazards disposal bag, following all guidelines established by OSHA for packaging and removal. It shall be the District's responsibility to dispose of any contaminated bags. The Contractor shall keep fresh unused bags readily available in each janitorial closet.
5. Conversion mark-up cost from NIGHT cleaning to DAY cleaning: A percent premium shall be paid to the Contractor who holds the responsibility for a District building when the District requests conversion from night cleaning to day cleaning. The total square foot to be converted will be multiplied by the global square foot price, and multiplied by the premium percentage, this then becomes the cost the Contractor shall be compensated to clean the desired area during daytime hours.

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Technical Requirements

<b>DUTIES</b>	<b>GENERAL OFFICE AREAS, WORKROOM, STAFF LOUNGES</b>	<b>CLASSROOMS, LIBRARIES, COMPUTER LABS, CAFETERIAS</b>	<b>RESTROOM AREAS</b>	<b>NURSES OFFICES, CLINICAL AREAS</b>	<b>GYMNASIUMS, HALLWAYS, CORRIDORS</b>	<b>OUTSIDE REFUSE AREAS</b>
<b>Empty trash receptacle and pencil sharpeners</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>
<b>Clean / sanitize all interior and exterior trash containers</b>	<b>W</b>	<b>W</b>	<b>W</b>	<b>W</b>	<b>W</b>	<b>W</b>
<b>Clean / sanitize sick beds, student desks</b>		<b>W</b>		<b>D</b>		
<b>Vacuum high traffic areas &amp; floor/entry mats</b>	<b>D</b>	<b>D</b>		<b>D</b>	<b>D</b>	
<b>Vacuum carpeted areas, wall to wall</b>	<b>W</b>	<b>W</b>		<b>W</b>	<b>W</b>	
<b>Spot clean carpets</b>	<b>D</b>	<b>D</b>		<b>D</b>	<b>D</b>	
<b>Dust mop all hard surface floors / spot mop</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	
<b>Clean hard surface floors using auto scrubber floor machine</b>	<b>W</b>	<b>W</b>	<b>W</b>	<b>W</b>	<b>W*</b>	
<b>Clean entry door surfaces, door glass and adjacent glass and frames</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	
<b>Wipe / dust all desks, shelves, wall artwork, file cabinets</b>	<b>M</b>	<b>M</b>			<b>M</b>	
<b>Clean whiteboards and trays</b>	<b>W</b>	<b>W</b>	<b>W</b>	<b>W</b>	<b>W</b>	
<b>High dusting: supply/return vents, cobwebs, window sills</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	
<b>Clean sinks, mirrors, fixtures and countertops</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	
<b>Clean / sanitize all toilet seats, inside bowl and base, clean / sanitize all urinals</b>	<b>D</b>		<b>D</b>	<b>D</b>	<b>D</b>	

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<b>Sanitize tile / hard surface floors</b>			<b>D</b>	<b>D</b>		
<b>Clean and sanitize drinking fountains</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	
<b>Clean interior and exterior glass surfaces</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>M</b>	
<b>Clean table tops &amp; countertops</b>	<b>D</b>	<b>D</b>				
<b>Spot clean walls, maintain free of graffiti and gum</b>	<b>W</b>	<b>W</b>	<b>D</b>		<b>W</b>	
<b>Clean 2x4 &amp; 2x2 lay-in light fixture lenses</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	
<b>Clean all rubber base in high traffic areas</b>	<b>M</b>	<b>M</b>		<b>M</b>	<b>M</b>	
<b>Machine scrub &amp; high speed burnish hard surface floors</b>	<b>Q</b>	<b>Q</b>	<b>Q</b>	<b>Q</b>	<b>Q*</b>	
<b>Machine scrub and apply 2 coats of floor finish to all hard floor surfaces</b>	<b>SA</b>	<b>SA</b>	<b>SA</b>	<b>SA</b>	<b>SA*</b>	
<b>Clean all carpets using extracting method per manufacturer specifications</b>	<b>SA</b>	<b>SA</b>		<b>SA</b>	<b>SA</b>	
Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Semi-Annually = <b>SA</b> Annually = <b>A</b>						

\* EXCLUDES GYMNASIUMS WITH HARDWOOD FLOORS

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WORK LOCATIONS

The following sites may require custodial services under this contract. The sites that will be serviced under this contract, is at the discretion of the District. ***All square footages are estimates and should be verified by the bidder before submitting their proposal.*** Square footages are for janitorial services. This is to include all areas of the listed buildings, which include, but are not limited to: offices, classrooms, closets, storage rooms, multipurpose rooms, nurse's office, etc. If an exclusion is not stated, the entire building is considered as custodial services. With very few exceptions each campus is made up of several buildings. Site maps of each campus shall be provided during the Pre-proposal Conference indicating areas that **shall be excluded** from the offeror's proposal for services.

**SITE 1 -Wildflower School**  
325 S. Wildflower Dr.  
Goodyear, AZ  
**Approx. 45,000 sq. ft.**

**SITE 2 - Desert Star School**  
2131 S. 157th Ave.  
Goodyear, AZ  
**Approx. 70,500 sq. ft.**

**SITE 3 – Desert Thunder School**  
16750 W. Garfield  
Goodyear, AZ  
**Approx. 70,500 sq. ft.**

**SITE 4 – Centerra Mirage STEM Academy**  
15151 S. Centerra Drive  
Goodyear, AZ  
**Approx. 66,000 sq. ft.**

**SITE 5 – Michael Anderson School**  
45 S. 3<sup>rd</sup> Avenue  
Avondale, AZ 85323  
**Approx. 63,000 sq. ft.**

**SITE 6 – Eliseo C. Felix School**  
540 E. La Pasada  
Goodyear, AZ 85338  
**Approx. 43,000 sq. ft.**

**SITE 7 – Copper Trails School**  
16875 W. Canyon Trails Blvd.  
Goodyear, AZ 85338  
**Approx. 71,000 sq. ft.**

**SITE 8 – Avondale Middle School**  
1406 N Central Avenue  
Avondale, AZ 85323  
**Approx. 72,000 sq. ft.**

**SITE 9 – District Office Complex**  
235 & 295 W Western Ave  
Avondale, AZ 85323  
**Approx. 41,000 sq. ft.**

**SITE 10 – STAR Academy**  
44 S 3<sup>rd</sup> Avenue  
Avondale, AZ 85323  
**Approx. 11,627 sq. ft.**

**SITE 11 – Operations Building**  
100 S 3<sup>rd</sup> Avenue  
Avondale, AZ 85323  
**Approx. 11,000 sq. ft.**

**SITE 12 – Lattie Coor School**  
220 E. la Canada  
Avondale, AZ 85323  
**Approx. 35,000 sq. ft.**