ATTACHMENT A
PURCHASE ORDER SCOPE OF WORK

1. Description of Service

The Provider must provide the services described within this Scope of Work (Scope).

1.1. The Provider shall deliver comprehensive janitorial and custodial services for the Northeast Region Headquarters, known as the Roberts Building, located at 5920 Arlington Expressway, Jacksonville, Florida.

1.2. The primary objective is to maintain a clean, sanitary, safe, and professional environment for approximately 300 staff members and a fluctuating number of daily visitors.

1.3. The facility is a three-story office building comprising approximately 109,000 square feet, of which approximately 75,500 square feet requires standard janitorial services. The remaining areas, including storage rooms, mechanical spaces, and the loading dock, require limited custodial services.

1.4. Services shall include nightly cleaning and daytime porter support to ensure continuous operations with no service disruptions.

2. Governance

Based on §287.057(19), Florida Statutes (F.S.), if applicable, Provider(s) under this contract will be prohibited from participating in any other engagement in which the Provider provides related content as this would create a conflict of interest. The Provider shall comply with all applicable state and federal requirements.

3. Term

3.1. The anticipated term of the resulting Contract is July 1, 2026, through June 30, 2031. The term of the resulting Contract is subject to change based on the actual execution date of the resulting Contract.

3.2. In accordance with §287.058(1)(g), F.S., the Contract resulting from this procurement may be renewed for a period that may not exceed three years or the term of the resulting original Contract period, whichever is longer. Renewal of the Contract shall be in writing and subject to the same terms and conditions set forth in the original Contract. A renewal may not include any compensation for costs associated with the renewal. Renewals are contingent upon satisfactory performance as determined by the Department, are subject to the availability of funds, and optional to the Department.

3.3. Funding under this Contract is subject to the availability of funds. The Department reserves the right to expand the Scope performed by the Provider, should additional needs and funding become available. Additional services may be included in, or added to, any purchase order(s), upon mutual written agreement, and through issuance of a change order.

4. Composition of the Contract

4.1. This Contract is composed of the documents listed in this section. In the event of any conflict between the documents, the documents shall be interpreted in the following order of precedence:

4.1.1. Purchase Order Scope of Work (PMT-57), and other attached documents: All other attachments, appendices, and exhibits to the Contract referenced in the solicitation shall also be part of the resulting Contract, if any.

4.1.2. The Department's Purchase Order Terms and Conditions, located at: https://www.myflfamilies.com/general-information/contracted-client-services/library.

4.1.3. Department of Children and Families Standard Contract Definitions, located at: https://www.myflfamilies.com/general-information/contracted-client-services/library.

4.1.4. PUR 1000 Form, located at: https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms.

4.1.5. Provider Response: The Provider's Response and any additional submittals, if incorporated into or attached to the Contract.

4.2. Notwithstanding the order of precedence indicated, for purchases based on a State Term Contract (STC) or an enterprise Alternative Contract Source (ACS) procured for state agency use by the Department of Management Services (DMS), the terms of the underlying STC or DMS enterprise ACS agreement shall prevail over conflicting terms in other documents in the order of precedence, unless by the terms of that underlying STC or ACS agreement the "Customer" is explicitly authorized to vary the terms to the State's detriment.

5. Elements of Services

The Provider is responsible for meeting all requirements set forth in this Scope.

5.1. Service Delivery

5.1.1. Service Delivery Location

All services under this Scope of Work shall be performed at the Northeast Region Headquarters, known as the Roberts Building, located at 5920 Arlington Expressway, Jacksonville, Florida 32211.

5.2. Equipment

5.2.1. The Provider must provide all equipment required for services within this Scope.

5.3. Task List

The Provider will perform the following tasks:

5.3.1. The Provider shall perform the service tasks set forth in **Attachment B Tasks List** and in accordance with this Contract and within the limits of the approved Budget and Tasks contained herein.

5.4. Provider Responsibilities

The Provider shall perform all functions necessary for the proper delivery of services including, but not limited to, the following:

5.4.1. ADMINISTRATIVE TASKS

5.4.1.1. Staffing

5.4.1.1.1. Staffing Levels

The provider shall maintain the necessary staff to provide the agreed upon services as specified in **Attachment A Purchase Order Scope of Work.**

5.4.1.1.2. Staffing Changes

Staffing changes involving the administrative/supervisory positions require written notice to the departure of anticipated vacancy(ies). Should such a vacancy occur within the supervisory staff, it will be filled promptly within seven (7) working days unless otherwise concurred by the contract manager and General Service's representative. As vacancies occur in the cleaning personnel, replacement will be within 24 hours. As cleaning personnel leave, they will be required to turn in their badge to on site Provider supervisor, and the supervisor will be required to notify the general services representative in writing at the time of their departure.

5.4.1.2. Professional Qualifications

Not applicable to this contract.

5.4.1.3. Subcontracting

Services are not permitted to be subcontracted.

5.4.1.4. Records and Documentation

The provider shall maintain all required records in such manner as to be accessible by the Department upon demand. Where permitted under applicable law, access by the public shall be permitted without delay.

The provider will maintain a monthly time schedule for employees designated for the performance of this contract. The provider must maintain documentation regarding the background screening completed on each employee, which shall be maintained in a confidential employee file.

5.4.2. GENERAL REQUIREMENTS/CRITERIA

5.4.2.1. Staff Conduct

5.4.2.1.1. The Provider's staff will not display favoritism to or preferential treatment of, building occupants over any others.

5.4.2.1.2. The Provider's staff will not deal with any building occupant except in a relationship that supports services under this Purchase Order. Specifically, staff members must never accept for themselves or any member of their family, any personal (tangible or intangible) gift, favor, or service from a building occupant or a building occupant's family or close associate, no matter how trivial the gift or service may seem. The Provider shall report to the Contract Manager any violations or attempted violation of these restrictions. In addition, no staff member shall give any gifts, favors or services to building occupants, their family or close associates.

5.4.2.1.3. The Provider's staff will not enter into any business relationship with building occupants or their families (example - selling, buying, or trading personal property), or personally employ them in any capacity.

5.4.2.1.4. The Provider's staff will not have outside contact (other than incidental contact) with a building occupant being served or their family or close associates, except for those activities that are to be rendered under the Purchase Order.

5.4.2.1.5. The Provider's staff will not engage in any conduct which is criminal in nature, or which would bring discredit upon the Provider or the State. In providing services pursuant to this Purchase Order, the Provider shall ensure that its employees avoid both misconduct and the appearance of misconduct.

5.4.2.1.6. Any violation or attempted violation of the restrictions referred to in this section regarding employee conduct will be reported by phone and in writing to the Contract Manager or their designee, including proposed action to be taken by the Provider. Any failure to report a violation or take appropriate disciplinary action against the offending party or parties shall subject the Provider to appropriate action, up to and including termination of this Purchase Order.

5.4.2.1.7. The Provider will report in writing any incident described above or requiring investigation by the Provider to the Contract Manager or their designee within twenty-four (24) hours of the Provider's knowledge of the incident.

5.4.2.1.8. The Provider's staff will be required to dress appropriately for public contact with proper janitorial company logo or uniform at all times while in the Roberts Building.

5.4.2.1.9. The Provider's staff will use cleaning chemicals and equipment in accordance with manufacturer's instructions and industry standard safety practices.

5.4.2.2. Staff Background/Criminal Record Checks

5.4.2.2.1. The Provider will only assign staff through the life of this Purchase Order that have passed the Local Law Enforcement Florida Crime Information Center background/criminal records check. These background checks will be conducted by the Provider at the Provider's expense and may occur or re-occur at any time during the Purchase Order period. The Provider is responsible for providing supporting documentation, such as but not limited to: final disposition paper(s) or judgment/sentence to the Contract Manager prior to assigning individual staff.

5.4.2.3. Staff Hours of Work

5.4.2.3.1. The assigned day porter work hours are on site from 8:00 AM to 5:00 PM (eight hours of work) Monday through Friday (excluding State Holidays), with one hour for lunch break.

5.4.2.3.2. The evening janitorial staff / crew(s) shall commence cleaning operations no earlier than 7:00 PM on Monday through Friday evenings.

5.4.2.3.3. During evenings, weekends and holidays, there will be a designated, accountable supervisor on site. This individual is responsible for satisfactory completion of the Scope of Work and supervision of the janitorial staff.

5.4.2.3.4. The Provider agrees to furnish janitorial and cleaning services as part of this agreement. This includes furnishing all cleaning/maintenance equipment and cleaning supplies as required. Toilet paper, paper towels, hand soap, and seat liners will be supplied by the Department of Children and Families under the base scope of work. If the Department awards the Add Alternate identified in **Appendix III (Cost Proposal)** for the Provider to furnish restroom consumable supplies, then the Provider shall supply at no additional cost beyond the awarded Add Alternate pricing, toilet paper, paper towels, hand soap, seat liners, trash liners, and soap dispenser refills for the facility for the period(s) covered by the awarded Add Alternate.

5.4.2.3.5. Evening cleaning of the facility shall commence no earlier than 7:00 PM weekdays and shall be accomplished in accordance with **Attachment B Task List** and **Attachment C Schedule.**

5.4.2.4. Performance Review and Schedule

5.4.2.4.1. A walk-through with Department's representative will be conducted at least quarterly to review performance. A walk-through also may be conducted at any time at the request of the Department.

5.4.2.4.2. Prior to commencement of the Purchase Order, Provider will submit a written schedule of what tasks will be performed on what dates. The work will then be performed according to that schedule.

5.5. Department Responsibilities

5.5.1. The Department will supply the following items for the Provider's use in the facility under the base scope of work, unless the Add Alternate described in Appendix III (Cost Proposal) is awarded:

5.5.1.1. Toilet paper, paper towels.

5.5.1.2. Restroom seat liners, trash liners, and soap dispenser refills.

If the Department awards the Add Alternate identified in Appendix III (Cost Proposal) for the Provider to furnish restroom consumable supplies, the Department will not supply the consumable items listed in **Sections 5.5.1.1 and 5.5.1.2** for the period(s) covered by the awarded Add Alternate, and the Provider shall furnish such items in accordance with **Section 5.4.2.3.4** and the awarded Add Alternate pricing.

6. Deliverables, Minimum Performance Measures, and Financial Consequences

6.1. The Provider must complete or submit the following deliverables in the time and manner specified herein.

6.2. Pursuant to §287.058, F.S., the Contract must contain financial consequences that will apply if the Provider fails to perform in accordance with the Contract terms.

6.3. The deliverables must meet the following minimum service level, and failure of the Provider to complete or submit a deliverable in the time and manner specified will result in a reduction of payment for that deliverable:

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ATTACHMENT A
PURCHASE ORDER SCOPE OF WORK

Deliverable # and Description	Minimum Performance Measure	Supporting Documentation	Financial Consequence
Deliverable 1: Monthly Janitorial Services	100% of tasks reviewed, during the formal inspection, as documented in the Attachment D – Janitorial Services Inspection Checklist, shall meet the required compliance level. Any deficiencies identified during the inspection shall be corrected within two (2) working days from the date of written notification.	Monthly invoice with supporting documentation including staffing logs and incident reports, as applicable. Monthly (or more frequent if necessary) building inspection conducted by the Department's designee and documented on the Janitorial Services Inspection Checklist, confirming satisfactory completion of all tasks in Attachment C.	Failure to achieve the minimum performance measure will result in a 2.5% deduction from the monthly payment for each inspection category (e.g., daily, weekly, monthly, etc.) rated unsatisfactory. Total deductions shall not exceed 10% of the monthly payment per month.
Deliverable 2: Periodic Specialized Cleaning	Same as above	Same as above	Same as above

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7. Reports

7.1. The Provider shall adhere to reporting requirements included in this section. The Department reserves the right to direct the Provider to amend or update its reports and/or report formats in accordance with the best interests of the Department and at no cost to the Department. The Department will notify the Provider of such modification, in writing.

7.2. All tasks and activities under this contract shall be documented in the reports described in the Reporting Table below.

7.2.1. Monthly Invoice: Provider must submit the Monthly Invoice using the template in **Attachment E Invoice** by the 15th of each month following service, or next business day if Saturday, Sunday, or holiday.

7.2.2. Required Checklist: Provider must submit Weekly (includes daily tasks), Monthly, Quarterly, Semi-annual, and Annual Checklists using the templates in **Attachment D Janitorial Services Inspection Checklist**, detailing the services provided for the previous Weekly, Monthly, Quarterly, Semi-annual, or Annual services completed.

7.2.3. The Provider shall submit the required reports listed in the chart below to the Contract Manager at the following address:

Florida Department of Children and Families
Northeast Region - General Services
5920 Arlington Expressway, 3rd Floor, Room 330B
Jacksonville, Florida 32211

7.2.4. Where the agreement requires the delivery of reports to the Department, mere receipt by the Department shall not be construed to mean or imply acceptance of those reports. It is specifically intended by the parties that acceptance of required reports shall constitute a separate act. The Department reserves the right to reject reports as incomplete, inadequate, or unacceptable according to the parameters set forth in the contract. The Department, at its option, may allow additional time within which the successful provider may remedy the objections noted by the Department or the Department may, after having given the successful Provider a reasonable opportunity to complete, make adequate or acceptable, declare this agreement to be in default.

7.2.5. The Department reserves the right to modify reporting formats and submission timetables resulting from changing priorities or management direction.

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REPORTS			
#	**Title**	**Reporting Frequency**	**Due Date**
1.	Janitorial Log	Daily	End of each shift
2.	Supply Requests	Bi-Weekly	Bi-Weekly
3.	Monthly Invoice (Attachment E)	Monthly	15th day of month following the month of service
4.	Janitorial Services Inspection Checklist (Attachment D)	Weekly	Weekly
5.	Janitorial Services Inspection Checklist (Attachment D)	Monthly/Quarterly/Semi-Annually/Annually	5th day of month following the month or quarter of service

7.3. Executive Compensation Reporting

7.3.1. Annually on or before May 1, the Provider shall complete and return the Executive Compensation Annual Report (Form PCMT-08), located at: https://www.myflfamilies.com/general-information/contracted-client-services/library.

7.4. All reports shall be developed and produced at no cost to the Department.

8. Invoicing and Payments

8.1. General Information

8.1.1. A Purchase Order (PO) will be issued to the Provider.

8.1.2. The method of payment for this purchase is fixed rate.

8.1.3. The Provider will not receive payment in advance for goods or services described in this Scope.

8.2. Invoicing

8.2.1. The Provider must submit an invoice upon completion of goods or services that provides a detailed accounting during the invoice period for which payment is being requested. Invoices must be sufficient for a proper pre-audit and post-audit thereof.

8.2.2. The invoice shall be submitted along with documentation supporting completion of each deliverable, milestone, and/or recurring maintenance and operations monthly cost. Each invoice must include the following information:

8.2.2.1. PO number,

8.2.2.2. Provider name and address,

8.2.2.3. Provider federal identification number,

8.2.2.4. Date(s) and services provided,

8.2.2.5. Identification of any deliverable(s) due during the invoicing period, if applicable,

8.2.2.6. Invoice amount,

8.2.2.7. PO balance after payment of invoice, and

8.2.2.8. Signature of Provider's authorized representative and date signed.

8.2.3. The Department may require any other information from the Provider that the Department deems necessary to verify the completion of services.

8.3. Payments

8.3.1. Frequency of Payment: Monthly

8.3.2. The Provider will receive payment for work described in this Scope after proof of completion is submitted to the Department and is deemed to meet the Department's satisfaction.

8.3.3. Payments to the Provider through this PO will be made through MyFloridaMarketPlace (MFMP), thus it is required that the Provider is registered with MFMP.

8.3.4. MFMP registration instructions are located at: https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_Providers/requirements_for_Provider_registration

8.3.5. The PO and this document contain all terms and conditions agreed upon by all parties involved, the terms and conditions shall govern all transactions between the Department and the Provider related to this Contract. This Contract may only be modified or amended upon mutual written agreement of the Department and the Provider. Any modification to this PO will be addressed through a change order within MFMP.

8.3.6. Effective July 1, 2024, the MFMP transaction fees imposed for the use of MFMP are equal to seven-tenths of one percent (0.7%) of the payment issued. More information is located at: https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_Providers/transaction_fee_and_reporting.

9. Provider Travel Reimbursement

The Provider will not be reimbursed for any travel expenses under this PO.

10. Definitions

Program or Service Specific Terms and definitions are:

PROGRAM/SERVICE SPECIFIC TERMS	
Term	**Definition**
Janitorial Services	Comprehensive cleaning and custodial services necessary to maintain a sanitary, safe, and orderly environment, including, but not limited to, trash and regulated waste removal, dusting, surface disinfection, floor care (sweeping, mopping, scrubbing, stripping, waxing, buffing, and carpet cleaning), restroom cleaning and sanitization, replenishment of consumable supplies, and maintenance of custodial equipment. Services shall be performed in accordance with the standards, frequencies, infection control requirements, safety regulations, and performance expectations detailed in this Scope of Work.
Daytime Porter Services	Support services provided Monday through Friday from 8:00 a.m. to 5:00 p.m., including spot cleaning, supply replenishment, and setup for meetings, as detailed in this Scope of Work.
Nightly Cleaning	Core janitorial tasks performed primarily between 7:00 p.m. and 5:00 a.m., Monday through Friday, as detailed in this Scope of Work.

ATTACHMENT B
TASK LIST

DAILY	
Entire Building	Remove trash from all interior trash receptacles and place in dumpsters
Lobbies & Hallways	Dust mop resilient floors
	Spot damp mop resilient floors
Restrooms	Maintain in a clean and sanitary condition: floors (damp mop), walls, doors, stalls, partitions, shelves, basins, commodes, urinals, bath facilities, soap and towel dispensers. Clean and polish mirrors. Empty and sanitize trash and sanitary napkin receptacles. Replenish supplies of tissue, towels, seat liners, and soap.
Stairwells & Landings	Sweep & spot clean
Atrium Stairs	Sweep/clean thoroughly
Lounge, Kitchen/Snack Bar Areas	Clean sinks, wipe off tables and chairs, clean/polish front & grill of ice machine
Service Sinks & Counters on each floor	Scour sinks & wipe counters
Water Fountains	Clean and sanitize, replenish supply of disposable cups
Front & Rear Entrances	Spot clean directory and all interior glass doors and adjacent glass and frames; sweep all exterior covered entranceways to the building
Trash (Exterior)	Empty and clean all trash receptacles; Use liners and change as needed
Cigarette Urns/Smoking Areas	Empty and clean all cigarette urns
Elevators	Clean and mop floors, clean walls & tracks
WEEKLY	
All Carpeted Areas	Vacuum
Lobbies & Hallways	Buff resilient floors
Conference, Training & Meeting Rooms	Clean/Wipe down tables, credenzas & dry erase boards
Atrium Railings	Dust top rail
Atrium Stairs	Damp mop
Restrooms	Scrub floors and baseboards frames and all partitions
Stairwells & Landings	Damp mop
MONTHLY	
Lobbies & Hallways	Deep scrub floors and topcoat with wax
All Carpeted Areas	Spot Clean Carpets
Regional Director's Office (Room 369)	Thorough cleaning of office to include: dust/polish furniture, wipe paneling, dust blinds and windowsills

Restrooms	Clean ceramic tile surfaces (walls & floors) with a strong cleaner or bleach to keep grout uniform in color
QUARTERLY	
Atrium Light Fixtures	Dust tops of fixture
Atrium Railings	Clean between railings
Hallway/Common Areas	Dust tops of file cabinets & furniture located in hallways/common areas only
Interior Windows	Clean / wipe windows & windowsills
BI-ANNUALLY - NOVEMBER & MAY	
Strip floors (including baseboards)	• All resilient floors will be kept buffed to a high gloss with a high-speed buffer. • Wax used on floors shall be acrylic polymer, such as Pioneer Eclipse or equivalent. • Any substitute must be approved in writing prior to use by Department.

Semi-Annual Carpet Extraction and Cleaning	• Services shall include hot water extraction (steam cleaning) or an equivalent deep-cleaning method capable of removing embedded soil, stains, allergens, and contaminants from carpet fibers and backing.
	• Vendor shall:
	    • Pre-inspect carpeted areas to identify heavily soiled or stained sections.
	    • Perform pre-treatment of stains and high-traffic areas.
	    • Utilize commercial-grade extraction equipment.
	    • Apply appropriate, manufacturer-approved cleaning agents.
	    • Groom carpet fibers post-cleaning to promote uniform drying and appearance.
	    • Ensure adequate ventilation and drying to prevent mold, mildew, or odor development.

ANNUALLY	
Entire Building	Clean/dust diffusers
AS REQUESTED	
Auditorium	Meeting setup
Property and Grounds	Litter pick-up

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ATTACHMENT C
SCHEDULE

C.1.1 The following is a sample schedule:

C.1.1.1. Provider may add duties/tasks to this position for maximum productivity.

C.1.1.2. Day Porter will be available to handle any special needs that might arise during their shift.

C.1.1.3. Day Porter will be required to dress appropriately for public contact with proper janitorial logo or uniform within the Roberts Building during regular work hours.

C.1.1.4. Day Porter must be capable of:

C.1.1.4.1. Working independently
C.1.1.4.2. Supervising additional workers
C.1.1.4.3. Being flexible for interruptions for extra cleaning and other emergent work
C.1.1.4.4. Maintaining inventory and submitting reports
C.1.1.4.5. Interacting with clients and minors
C.1.1.4.6. Maintaining building security at all times

TIME	DESCRIPTION
8:00 AM	Check meeting room schedule to determine if noon time set up is required.
8:30 AM	Grounds trash pick-up.
9:00 AM	3rd. Floor: Check director's restroom if accessible at that time; Check Administration's coffee room for towels and wipe down counter and sink. Check 3rd floor restrooms: Check supplies, wipe counter, check urinals and toilets for cleanliness and clean where needed.
9:45 AM	2nd Floor Restroom's Check supplies, wipe counter, check urinals and toilets for cleanliness and clean where needed.
10:15 AM	2nd Floor Snack Bar: Check supplies, wipe tables and chairs, front of ice machine, sweep up any debris from floor, wipe and clean sink.
10:45 AM	1st Floor Restrooms: Check supplies, wipe counter, check urinals and toilets for cleanliness and clean where needed; Check coffee room for towels and wipe down counter and sink (includes Quiet Room restroom).
11:00 AM	1st and 2nd Floor: Clean around all entries and wipe prints off entry glass.
11:15 AM	Empty large trash cans in utility closets on each floor and spot clean floors in hallways and stairways.
11:45 AM	Check meeting room schedule and set up auditorium as requested for afternoon meetings (if required.)
12:00 PM - 1:00 PM	Lunch
1:00 PM	Empty cigarette urns at all entries and smoker's area.

ATTACHMENT C
SCHEDULE

1:15 PM	3rd Floor: Check director's restroom if accessible at that time; Check Administration's coffee room for towels and wipe down counter and sink. Check 3rd Floor restrooms: check supplies, wipe counter, check urinals and toilets for cleanliness and clean where needed.
2:00 PM	2nd Floor Restrooms: Check supplies, wipe counter, check urinals and toilets for cleanliness and clean where needed.
2:45 PM	2nd Floor Snack Bar: Check supplies, wipe tables and chairs, front of ice machine, sweep up any debris from floor, wipe and clean sink.
3:15 PM	1st Floor Restrooms: Check supplies, wipe counter, check urinals and toilets for cleanliness and clean where needed; Check coffee room for towels and wipe down counter and sink (includes Quiet Room restroom).
3:30 PM	1st and 2nd Floor: Clean around all entries and wipe prints off entry glass.
3:45 PM	Redo 3rd Floor Restrooms
4:00 PM	Check meeting room schedule and set up auditorium for next day's scheduled events. Rotate recycle bins (as necessary remove full bins & replace with empty bins).
4:30 PM	Vacuum Information Technology (Rooms 130, 157, 158, 159, 163, 166) Redo 2nd Floor Restrooms
5:00 PM	Shift Over

ATTACHMENT D
JANITORIAL SERVICES INSPECTION CHECKLIST

Date of Inspection: ______________________________

Inspection to be conducted utilizing **Attachment B - TASK LIST** for:
DAILY, WEEKLY, MONTHLY, QUARTERLY, SEMIANNUAL, AND ANNUAL TASKS

COMPLIANCE LEVEL (MAKE NOTATIONS AS APPROPRIATE)

TASKS PERFORMED DAILY	SATISFACTORY	UNSATISFACTORY
Examples: Waste receptacles emptied/cleaned as necessary, vacuuming, dust mopping, damp mopping, carpet spot cleaning, restrooms sanitized and cleaned, break rooms wiped down/cleaned, carpet mats cleaned, doorway glass cleaned, walls spot cleaned, appropriate areas polished, outside perimeters cleaned, outside break area wiped down, cigarette receptacles emptied		
TASKS PERFORMED WEEKLY	**SATISFACTORY**	**UNSATISFACTORY**
Examples: Window partitions clean and streak free, flat surfaces dusted, baseboards dust free and mop line free, tiled and linoleum floors scrubbed and buffed, scuff marks removed from doors and kick plates, bathroom tile walls cleaned		
TASKS PERFORMED MONTHLY	**SATISFACTORY**	**UNSATISFACTORY**
Examples: Furniture vacuumed, baseboards wiped clean, stairwell swept and mopped, handrails wiped down		
TASKS PERFORMED SEMIANNUALLY	**SATISFACTORY**	**UNSATISFACTORY**
Examples: Strip and refinish non-carpeted floors, carpet extraction and cleaning		
TASKS PERFORMED ANNUALLY	**SATISFACTORY**	**UNSATISFACTORY**
Examples: Clean/dust diffusers		

Specific instructions to Provider on items marked "Unsatisfactory"

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____

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Inspected By:

______________________________ ______________________________
Name **Title**

APPENDIX III
COST PROPOSAL

The Respondent shall submit its Cost Proposal in response to this Solicitation using the pricing table(s) provided below In accordance with the Solicitation Instructions, the Department **will not** accept altered terms or conditions submitted by a Respondent.

TOTAL COSTS - INITIAL TERM						
DESCRIPTION	**PAYMENT FREQUENCY**	**TOTAL YEARLY COST (FY 26/27)**	**TOTAL YEARLY COST (FY 27/28)**	**TOTAL YEARLY COST (FY 28/29)**	**TOTAL YEARLY COST (FY 29/30)**	**TOTAL YEARLY COST (FY 30/31)**
Deliverable 1: Monthly Janitorial Services	Monthly					
Deliverable 2: Periodic Specialized Cleaning	Varies					
SUB-TOTAL:		$	$	$	$	$
INITIAL TERM TOTAL BASE BID: (all fiscal years)		$				
DESCRIPTION	**PAYMENT FREQUENCY**	**TOTAL YEARLY COST (FY 26/27)**	**TOTAL YEARLY COST (FY 27/28)**	**TOTAL YEARLY COST (FY 28/29)**	**TOTAL YEARLY COST (FY 29/30)**	**TOTAL YEARLY COST (FY 30/31)**
***Add Alternate**: Cost for vendor to provide: • Toilet paper, paper towels. • Restroom seat liners, trash liners, and soap dispenser refills	Monthly					
SUB-TOTAL:		$	$	$	$	$
INITIAL TERM TOTAL ALTERNATE BID: (all fiscal years)		$				

APPENDIX III
COST PROPOSAL

TOTAL COSTS – POTENTIAL RENEWAL TERM						
DESCRIPTION	**PAYMENT FREQUENCY**	**TOTAL YEARLY COST (FY 31/32)**	**TOTAL YEARLY COST (FY 32/33)**	**TOTAL YEARLY COST (FY 33/34)**	**TOTAL YEARLY COST (FY 34/35)**	**TOTAL YEARLY COST (FY 35/36)**
Deliverable 1: Monthly Janitorial Services	Monthly					
Deliverable 2: Periodic Specialized Cleaning	Varies					
	SUB-TOTAL:	$	$	$	$	$
	RENEWAL TERM TOTAL BASE BID: (all fiscal years)	$				
DESCRIPTION	**PAYMENT FREQUENCY**	**TOTAL YEARLY COST (FY 31/32)**	**TOTAL YEARLY COST (FY 32/33)**	**TOTAL YEARLY COST (FY 33/34)**	**TOTAL YEARLY COST (FY 34/35)**	**TOTAL YEARLY COST (FY 35/36)**
***Add Alternate**: Cost for vendor to provide: • Toilet paper, paper towels. • Restroom seat liners, trash liners, and soap dispenser refills	Monthly					
	SUB-TOTAL:	$	$	$	$	$
	RENEWAL TERM TOTAL ALTERNATE BID: (all fiscal years)	$				