	<p>Rock Hill Schools</p> <p><b>Request for Proposals (RFP)</b></p>	<p><b>Solicitation Number</b></p> <p><b>Date Issued</b></p> <p><b>Purchasing Director</b></p> <p><b>Phone</b></p> <p><b>E-Mail Address</b></p>	<p><b>19-2017</b></p> <p><b>December 20, 2019</b></p> <p><b>LaWana Robinson-Lee</b></p> <p><b>803-981-1154</b></p> <p><b>LRobinsonLee@rhmail.org</b></p>
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### Custodial Cleaning Services

**DUE DATE (Opening Date/Time): January 30, 2020 at 3:00 p.m.**

**LAST DAY FOR QUESTIONS: January 17, 2019 at 12:00 p.m.**

### SUBMIT YOUR OFFER TO THE FOLLOWING ADDRESS:

<b>PHYSICAL MAILING ADDRESS:</b>
<p>Rock Hill Schools</p> <p>Purchasing Department</p> <p>2171 West Main Street</p> <p>Rock Hill, SC 29732</p> <p><b>Solicitation Number and Opening Date must appear on the envelope.</b></p>

<b>CONFERENCE TYPE:</b> Non-Mandatory Pre-Proposal Meeting on January 14, 2020 at 3:30PM	<b>LOCATION:</b> Flexible Learning Center 1234 Flint Street Extension Rock Hill, SC 29730
<b>ADDENDUM(S)</b>	Any addendum(s) will be posted at the following web address: <a href="http://www.rock-hill.k12.sc.us">http://www.rock-hill.k12.sc.us</a>
<p><b>You must submit a signed copy of this form with your offer. By submitting a bid or proposal, you agree to the following:</b></p> <ul style="list-style-type: none"> <li>Bound by the requirements, terms, stipulations, and terms of the solicitation.</li> <li>Comply with all applicable Federal and State Laws and Regulations relative to non-discrimination in employment practices.</li> <li>Not guilty of collusion, with other vendors possibly interested in this bid, in arriving at or determining prices to be submitted.</li> </ul>	
<b>NAME OF OFFEROR</b> (Full legal name of business submitting the offer)	<b>OFFEROR'S TYPE OF ENTITY:</b> (Check one)
<b>AUTHORIZED SIGNATURE</b>  (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Tax exempt corporate entity <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____

<b>TITLE</b> (Business title of person signing above)		(See "Signing your Offer" provision)	
<b>PRINTED NAME</b> (Printed name of person signing above)	<b>DATE SIGNED</b>		
Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.			
<b>STATE OF INCORPORATION</b>		(If offeror is a corporation, identify the State of Incorporation.)	

<b>HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)</b>	<b>NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)</b>			
	<b>Area Code</b>	<b>Number</b>	<b>Ext.</b>	<b>Facsimile</b>
	<b>E-mail Address</b>			
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)		<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)		

**ACKNOWLEDGMENT OF ADDENDUM(S)**

Offerors acknowledges receipt of addendum(s) by indicating amendment number and its date of issue.

Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date

**Minority Participation:**Are you a SC Certified Minority Vendor - Yes ☐ No ☐

If yes, SC Certification # \_\_\_\_\_

Are you a Non SC Certified Minority Vendor - Yes ☐ No ☐

## GENERAL BID INSTRUCTIONS AND CONDITIONS (Where Applicable)

- A. The District shall not accept responsibility for unidentified bids.
- B. In the event that a bid is unintentionally opened prior to the official time set for a bid opening, the employee opening such bid shall immediately sign the envelope and deliver it to the Purchasing Director.
- C. All prices shall be entered in ink or typewritten and shall remain firm for not less than 60 calendar days from the bid date. Mistakes may be crossed out, corrections may be inserted adjacent, and shall be initialed in ink by the person signing the bid.
- D. The District shall not accept oral, emailed, or FAXED bids.
- E. The Term "Offer" Means Your "Bid" or "Proposal" or "Quotation"  
The Term "Offeror" Means "Vendor" or "Contractor" or "Bidder"
- 1. **TAXES:** South Carolina Sales Tax shall be shown as a separate entry on the bid total, if applicable at 7%.
- 2. **AMBIGUOUS BIDS:** Bids, which are uncertain as to terms, delivery, quantity, or compliance to requirements/specifications, may be rejected or otherwise disregarded.
- 3. **BIDDERS QUALIFICATIONS:** Bids shall be considered only from bidders who are regularly established in the business called for, and who in the judgment of the District, are financially responsible and able to show evidence of their reliability, ability (to render prompt and satisfactory service in the volume required by this solicitation), experience, equipment, facilities, and personnel directly employed or supervised.
- 4. **ACKNOWLEDGEMENT OF ADDENDUM(S):**
  - A) Bidders shall acknowledge receipt of all addendum(s) either by signing and returning one copy of the addendum or by acknowledging the change on the bid form.
  - B) It is the bidder's responsibility to determine whether they have received any or all addendum(s).
- 5. **AFFIRMATIVE ACTION:** The successful bidder shall take affirmative action in complying with all Federal, State, and local requirements concerning fair treatment of all employees/applicants, without regard or discrimination by reasons of race, color, sex, religion, national origin, and physical handicap.
- 6. **COMMUNICATION WITH PROSPECTIVE BIDDERS:**
  - A. All communication concerning this IFB must be in writing to the Purchasing Director. Email is the preferred method of communication.
  - B. Oral explanation or instructions provided prior to the award of a contract shall not be binding.

- C. From the issue date of this Proposal until the completion of the selection process and the award notification is announced, bidders are not allowed to communicate with District employees and/or contracted agents related to this IFB for any reason except as authorized by the Purchasing Director. Violation of this provision may result in rejection of the vendor's response.
- D. It is the vendor's responsibility to check Vendor Registry for any addenda, responses to vendor questions, or other communications, which may be necessary during the solicitation process.
- 7. **WITHDRAWAL OF BIDS:** Any bidder may withdraw his bid prior to the closing time scheduled for the receipt of bids. All requests to withdraw bids must be submitted in writing and must document the fact that the acceptance of the bid will cause the bidder substantial loss.
- 8. **STATEMENT OF COMPLIANCE AND ASSURANCE:**
  - A. Bidders, to be eligible for consideration, shall be required to certify in writing that the firm or agency represented complies with all applicable Federal and State laws and regulations.
- 9. **ASSIGNMENT:** No contract may be assigned, sublet, or transferred without the written consent of the Director of Procurement.
- 10. **SUBMISSION OF DATA:** Each bidder, upon request, shall submit evidence of liability insurance, Workmen's Compensation, and any other data released to this solicitation, to satisfy the requirements of the solicitation and the execution of a contract.
- 11. **FAILURE TO SUBMIT A BID:** Vendors not responding with a bid should not return this solicitation. Instead, they should advise the District by letter or postcard whether they want to receive future consideration for similar requirements. Any vendor failing to respond to three consecutive bids for the same items may be removed from the applicable bid lists.
- 12. **ACCIDENTS:** The vendor shall hold the District harmless from any and all damages and claims that may arise by reasons of any negligence on the part of the vendor, his agents, or employees in the performance of this contract; and, in case of any action brought against the District or any of its agents or employees, the vendor shall assume full responsibility for their defense. Upon his failure to do so on the proper notice, the District reserves the right to defend such motion and charge all costs to the vendor. The vendor shall take all precautions necessary to protect the public against injury.
- 13. **BIDDER'S RESPONSIBILITY:** Each bidder shall fully acquaint himself with the scope of work required for the execution of the work specified by this bid. This will sometimes require on-site observations. The failure of a bidder to acquaint himself with existing conditions shall in no way relieve the bidder of any obligations with respect to this bid or any resulting contract.
- 14. **TERMINATION:** Subject to the provisions below, this contract may be terminated by the Director of Purchasing, provided a thirty (30) calendar day advance written notice is given to the Vendor.

**Termination for convenience.** In the event this contract is terminated or canceled upon request and for the convenience of the District, the District shall negotiate reasonable termination costs, if applicable.

**Termination for Cause.** Termination by the District for cause, default or negligence on the part of the Contractor shall be excluded from the foregoing provision. Termination cost, if any, shall not apply. The thirty (30) day advance notice requirement is waived and the default provisions of this bid shall apply.

**15. EXAMINATION OF RECORDS:**

- A. The Superintendent of Rock Hill School District Three, or his duly authorized representative(s), shall, until three (3) years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers or other records involving transactions related to this contract.
- B. The Contractor agrees to include in first-tier subcontracts, under this contract, a clause to the effect that the Superintendent of Rock Hill School District Three, or his duly authorized representative(s) shall, until three (3) years after final payment under the subcontract, have access to and the right to examine any of the sub-contractor's directly pertinent books, documents, papers, or other records involving transactions related to the subcontract.

**16. COMPETITION:** There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given to the United States Government. Bidders may bid lower than the US Government contract price without any liability, because the District is exempt from the provisions of the Robinson-Patman Act and other related laws.

**17. SOUTH CAROLINA LAW CLAUSE:** Upon award of a contract under this solicitation, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina, which requires such person or entity to be authorized/licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized/licensed to do business in this state.

By submission of this signed bid, the bidder agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability of taxes, licenses or fees levied by the state.

**19. RIGHT TO PROTEST (Section 4210):** Any actual or prospective bidder who is aggrieved in connection with the solicitation or award may submit a protest to the Director of Purchasing. The protest shall be submitted in writing within fifteen (15) calendar days of the date of issuance of the Invitation for Bids or Request for Proposal or other solicitation document, whichever is applicable, or any amendment to it, if the amendment is at issue.

Any actual bidder or prospective bidder who is aggrieved in connection with the intended award or award of a contract shall protest to the Director of Purchasing. The protest shall be submitted within ten (10) of the date award or notification of intent to award, whichever is earlier.

**20. PROPRIETARY INFORMATION:** Contractors shall visibly mark as “**CONFIDENTIAL**” each part of their Proposal which they consider proprietary information. Price may not be considered confidential proprietary information.

**21. AWARDING POLICY:** The District reserves the right to select and award on an individual item basis, lot (group) basis **or** an “all or none” basis, whichever the District determines to be most advantageous. Therefore, individual prices per item must be indicated on the Proposal form. Contractors are encouraged to offer discounts for consideration of consolidated award. Furthermore, the District, in determining the lowest responsible Bidder on each of the items shall consider, in addition to the Proposal price, conformity to specifications, delivery, the District’s opinion relative to the quality of materials/services being offered, training, suitability and adaptability of the services required by this solicitation. The District reserves the right to reject or accept any or all proposals and to waive any informalities and/or irregularities thereof.

In the event that identical proposals are received on like items, the Director of Purchasing shall award proposals in accordance with the District’s Procurement Code.

**22. STATEMENT OF COMPLIANCE AND ASSURANCES:** By submitting a Proposal and signing the Proposal schedule, vendors are providing written assurance of non-collusion and understanding and acceptance of all general and special conditions stated in this contract. In addition, this signature certifies that the firm or agency represented in the Proposal submitted complies with all applicable federal and state laws and regulations.

**23. MATERIALS REQUIRED:** Materials required must be in conformity with the specifications and shall be subject to inspection and approval after delivery, and shall comply in quality and type of material and method of manufacture with all applicable local or state laws pertaining thereto. The right is reserved to reject and return at the risk and expense of the vendor such portions of any shipment that may be defective or fail to comply with specifications and without validating the remainder of the order.

**24. SAMPLES:** Contractors may be requested to submit samples of all manufactured articles required. Samples submitted by the successful Vendors shall remain in custody of the School District until all units purchased under the various contracts have been delivered and accepted.

The District reserves the right to disassemble any unit and subject each unit to any test necessary to determine its strength of character without being responsible for damage to the unit caused thereby. When cuts, drawings, samples, catalog references or detailed descriptions are required to support quotations or items included in the Proposal, it is to be understood that whatever is submitted with the Proposal in compliance with that requirement, will represent what the Vendor actually is offering and not the specifications. Requested samples must be provided at the vendor’s expense.

**25. "OR APPROVED EQUAL" CLAUSES:** Certain processes, types of equipment or kinds of materials are described in the specifications and on the drawings by means of trade names and catalog numbers. In each instance where this occurs, it is understood and inferred that such description is followed by the words "or approved equal". Such method of description is intended merely as a means of establishing a standard of comparison. However, the District reserves the right to select the items which, in the judgment of the District, are best suited to the needs of the District, based on price, quality, service, availability and other relative factors. Vendors must indicate brand name, model, model number, size, type, weight, color, etc. of the item Proposal if not exactly the same as the item specified.

Vendor's stock number or catalog number is not sufficient to meet this requirement. If any Vendor desires to furnish an item different from what is specifically mentioned in the specifications, he/she shall submit with his Proposal the information, data, pictures, cuts, designs, etc., of the material he/she plans to furnish so as to enable the District to compare the material specified; and, such material will be given due consideration. The District reserves the right to insist upon and receive the items as specified, if submitted items do not meet the District's standards for acceptance.

**26. PATENTS:** The vendor shall hold the District, its officers, agents, and employees harmless from liability of any nature or kind whatsoever, on account of use by the publisher or author, manufacturer or agent, of any copyrighted or non-copyrighted composition, secret process, article or appliance furnished or used under this Proposal.

**27. INSTALLATION:** Where equipment is called for to be installed under this Proposal, it shall be placed, leveled and accurately fastened into place by the vendor. He/she shall be responsible for obtaining dimensions and other such data which may be required to assure exact fit to work under another contract or as intended by the District. The vendor shall be responsible for providing an appropriate amount of lead-in for equipment requiring electrical, water or other basic service. The District will normally be responsible for bringing the appropriate service to the lead-in. The vendor shall completely remove from the premises all packaging, crating, and other litter due to his/her work. He/she shall also be responsible the cost of repair of any damage to existing work which is caused by him/her during the installation of his/her equipment.

**28. GUARANTEE:** The vendor shall supply a guarantee for all workmanship for the equipment he/she is furnishing for a period comparable to the standards in the industry. When defects or faulty materials are discovered during the guarantee period, the vendor shall, immediately, upon notification by the District, process at his/her own expense, to repair or replace the same.

**29. SERVICE DATA MANUALS:** The Contractor agrees to furnish two (2) copies of a manual, handbook, or brochure containing operation and maintenance instructions (to include pictures, illustrations, schematics and complete repair/test guides as necessary).

Where applicable, it shall include electrical data and connection diagrams for all utilities. The instructions shall also contain a complete list of all replaceable parts showing part numbers, nomenclature and quantity required.

**30. PROPER INVOICE:** Invoices submitted for payment for goods or services provided under this contract shall contain, as a minimum, the following information:

- Name of business concern
- Contract number or other authorization for delivery of service or property
- Complete description
- Price and quantity of property or service actually delivered or executed
- Shipping and payment terms
- Labor Costs separate from material costs
- Name where applicable
- Title, telephone number and complete mailing address of responsible official to whom payment is to be sent; and other substantiating documentation of information as required by the contract
- All invoices shall be submitted via email to [APINVOICES@rhmail.org](mailto:APINVOICES@rhmail.org) with the Company name and purchase order# referenced in the subject line

**31. TIME OF COMPLETION:** Date of delivery shall be a consideration factor in the awarding process. The Vendor shall include with his/her Proposal delivery dates for each item as requested, and shall furnish all items in accordance with the Proposal solicitation unless an extension was granted by the District in writing.

**32. DEFAULT:** In the event the successful Contractor defaults on any part or all of his Proposal, ROCK HILL SCHOOL DISTRICT THREE reserves the right to purchase any or all of the services in default in the open market and charge the defaulting Contractor for the difference of the cost. Should such charge be assessed, no subsequent proposals of the defaulting Contractor shall be considered unless assessed charge has been satisfied.

**33. DRUG-FREE WORKPLACE:** This contract is subject to the Drug Free Workplace Act if the stated or estimated value is Fifty Thousand Dollars or more. The Contractor shall comply with all terms and conditions of the Drug Free Workplace Act, S. C. CODE ANN. 44-107-10 et seq. (1976 as amended), if this contract is for a stated or estimated value of Fifty Thousand Dollars or more. By signing this Proposal, you are certifying that you will comply with the Drug Free Workplace Act.

**34. POSTING OF AWARD:** Notice of Award or Intent to Award will be posted to the Purchasing Department website and Vendor Registry.

**35. NON-APPROPRIATIONS:** Any contract entered into by ROCK HILL SCHOOL DISTRICT THREE resulting from this Request shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated period.

**36. SPECIFICATIONS:** Any deviation from the specifications must be clearly pointed out on the bid or attached as a separate sheet. Otherwise, the bidder will be held responsible for providing materials that are in strict compliance with the specifications. Deviations must be explained in detail. All materials shall be subject to inspection and approval after delivery. The District reserves the right to reject and return, at the risk and expense of the vendor, any portion of a shipment that is defective or fails to comply with specifications. The rejection of certain items will not invalidate the remaining order.



- 37. PACKAGING AND DELIVERY:** All shipments shall be FOB: to the District location as cited on the purchase order/contract. The purchase order/contract number shall be clearly stated on the shipping container. The parties agree hereto that delivery by the Contractor to the common carrier does not constitute delivery to the District. Any claims for loss or damage shall be between the Contractor and the carriers.
- 38. UNIT PRICES:** A unit price will take precedence over an extended price. When discrepancies exist between a unit price and an extended price, the unit price shall govern and be presumed to be the correct price.
- 39. PRICE ADJUSTMENT BASED ON CONTRACTOR'S COST:** Any request for price increase must be submitted to the District at least ninety (90) days prior to the renewal date unless otherwise stated. (Price increases will only become effective if approved in writing by the Purchasing Director). The maximum increase will not exceed the unadjusted percent change from the previous year shown in the Consumer Price Index (CPI), All Urban Consumers (CPI-U), "Other Goods and Services" or the current market conditions. A justification of the increase shall be submitted in addition to the index.
- 40. ITEM SUBSTITUTION:** No item substitutions will be allowed on purchase orders, awarded as a result of this solicitation, without the written permission of the Director of Purchasing.
- 41. SUSPENSION AND DEBARMENT:** By submitting a proposal (IFB/RFP/RFQ), the applicant certifies, to the best of its knowledge and belief that the applicant and/or any of its principals, sub grantees, or sub-contractors are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency; have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above. Applicant has not, within a three –year period preceding this application, had one or more contracts terminated for default by any public (federal, state, or local) entity.
- 42. INDEMNITY:** Contractor agrees to protect, defend, indemnify and hold Rock Hill School District Three, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, sub-contractors or agents.
- Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.
- 43. INSURANCE REQUIREMENTS:** Contractor shall maintain, throughout the performance of its obligations under this contract, a policy or policies of Worker's Compensation insurance with such limits as may be required by law, and a policy or policies of general liability insurance insuring against liability for injury to,

and death of, persons and damage to, and destruction of, property arising out of or based upon any act or omission of the Contractor or any of its sub-contractors or their respective officers, directors, employees or agents. Such general liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract.

The successful Contractor shall provide a certificate of insurance within ten (10) calendar days after notification of award of the proposal. The insurance required shall be written for not less than totals listed below:

A. WORKERS' COMPENSATION

Statutory limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

\$1,000,000	General Aggregate
\$1,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$ 5,000	Medical Payments

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000	Combined Single Limit - Any Auto
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**44. WORKMANSHIP:** All workmen shall be thoroughly experienced and/or trained and certified in the particular trade or class in which they are employed. All work shall be done according to the specifications covering the class or type of work and shall meet the approval of the School District's representative.

**45. LIABILITY-** The Contractor shall assume liability for damage or loss resulting from the wrongful act(s) and/or negligence of his employees. The Contractor or his insurer shall reimburse the School District for any such damage or loss within 30 days.

**Subcontracting**

The Contractor shall not subcontract any portion of this contract without prior written approval from the School District, which consent shall not be unreasonably withheld provided, Contractor remains liable for performance of all items of this contract.

Laws

The Contractor shall comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work, including those of Federal, State, and Local agencies having jurisdiction. This shall include but not be limited to minimum wages, labor and equal employment opportunity laws.

**46. SAFETY, DAMAGE OR THEFT:**

Contractor shall be responsible for complying at all times of this contract with, OSHA, AHERA, SCDHEC, and EPA requirements and shall immediately report any loss of time or injuries to the Director of Operations (803) 981-1150.

**47. SECURITY:** The Contractor shall be responsible for safeguarding against loss, theft, or damage of all Rock Hill School Districts' property, materials, equipment, and accessories that might be exposed to the Contractor's personnel. Guns, knives, or other dangerous weapons shall not be allowed on campus. Smoking, alcohol and drugs are prohibited on the campus.

**48. UNAUTHORIZED PERSONNEL:** Contractor's personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by School District or Contractor).

**49.** Use of tobacco products, alcohol, and profanity are prohibited on school property.

**50.** This solicitation document and any addendum(s) will constitute the contract when awarded.

**51. CONTRACT PROVISION TO REQUIRE CERTIFICATION AND COMPLIANCE CONCERNING ILLEGAL ALIENS:** By submission of this bid, the bidder as the prime contractor does hereby agree:

- A. To certify its compliance with the requirements of Chapter 14 of Title 8 of the S.C. Code of Laws regarding Unauthorized Aliens and Public Equipment;
- B. To provide Rock Hill School District with any documents required to establish such compliance upon request; and
- C. To register and participate and require agreement from subcontractors and sub-subcontractors to register and participate in the federal work authorization program to verify the employment authorization of all new employees, or to employ only workers who supply the documents required pursuant to S.C. Code 8-14-20(B)(2).

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## I. GLOSSARY OF TERMS

**Actual Cost:** All direct and indirect costs incurred for services, supplies, or construction, as distinguished from estimated or forecasted costs.

**Amendment:** An agreed addition to, deletion from, correction or modification of a document or contract. To revise or change an existing document; a formal revision, improvement or correction.

**APPA:** Formerly known as the Association of Physical Plant Administrators, APPA promotes leadership in educational facilities for professionals seeking to build their careers, transform their institutions, and elevate the value and recognition of the built environment in education.

**Assignment:** Legal transfer of a claim, right, interest or property.

**Capability:** The ability of a bidder to fulfill the contract at time of award.

**Consultant:** To work or serve in an advisory capacity. A person or company that possesses unique qualifications which allow them to perform specialized advisory services usually for a fee.

**Consultant Services:** Services of an advisory nature to support policy development, decision-making, administration, or management of a business or public entity; generally provided by individuals or organizations who possess specific knowledge, technical skills or unique abilities not usually available in house or from within the entity.

**Contractor:** Any individual or business having a contract with a governmental body to furnish goods, services, or construction for an agreed-upon price.

**Cost:** The actual expenses incurred in delivering a product, service, or construction; includes both direct and indirect costs, but does not include fee or profit for the contractor.

**Descriptive Literature:** Information, such as charts, illustrations, brochures, and technical data, furnished by a bidder, on request as part of a bid, to describe the items offered; shows the characteristics or construction of a product, or explains its operation to determine the acceptability of the item.

**Globally Harmonized Systems:** OSHA published a proposed rulemaking on September 30, 2009 to align OSHA's Hazard Communication standard (HCS) with the GHS. <https://www.osha.gov/dsg/hazcom/global.html>

**Late Bid/Proposal:** A bid, proposal, withdrawal, or modification received, at the designated place for receipt, after the established due date and time. Procurement policies should be established in order to provide guidance regarding how late bids/proposals are handled administratively. In most public entities, late bids/proposals are not opened and may be returned to the bidder/proposer advising that the bid was received late (after the due date and time) and cannot be accepted.

**Mandatory:** Obligatory, required by order, a provision that may not be waived.

**Mandatory Requirements (Conditions):** Conditions set out in the specifications/statement of work that must be met without alteration. Not meeting mandatory requirements may be grounds for disqualification.

**Offeror:** The person/entity who submits a proposal in response to a Request for Proposals (RFP). One who makes an offer in response to a solicitation. Term *Bidder* is interchangeably throughout this RFP. *Also see definition of a Responsible and Responsive Offeror/Bidder.*

**Pre-Bid/ Pre-Proposal Conference(Meeting):** A meeting held by the buyer with potential bidders/offerors, prior to the opening of the solicitation for the purpose of answering questions, clarifying any ambiguities and responding to general issues in order to establish a common basis for understanding all of the requirements of the solicitation. This may result in the issuance of an addendum to all potential providers. In certain situations, a mandatory conference may be advisable

## RFP19-2017 Custodial Cleaning Services

**Price:** The total amount, in money or other consideration, to be paid or charged for a commodity or service; normally includes all costs (direct labor, overhead, materials) and profit or fee.

**Request for Proposals (RFP):** The document used to solicit proposals from potential providers for goods and services (Offerors). Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award. May include a provision for the negotiation of Best and Final Offers. May be a single step or multi-step process. Introduced in the Armed Services Procurement Act of 1962 as well as by the Competition in Contracting Act of 1984.

**Responsible Bidder/Offeror:** Also referred to as Responsible Proposer or Respondent. A contractor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.

**Responsive Bidder/Offeror:** Also referred to as Responsive Proposer or Respondent. A contractor, business entity or individual who has submitted a bid or proposal that fully conforms in all material respects to the IFB/RFP and all of its requirements, including all form and substance.

**Service/Services Contract:** An agreement calling for a firm's time and effort. The furnishing of labor, time, or effort by a firm, which may involve to a lesser degree, the delivery or supply of products.

**Short List:** Names of candidates that have been narrowed considerably from a longer list of top-ranked Offerors.

**Solicitation:** An invitation for bids, a request for proposals, telephone calls or any document used to obtain bids or proposals for the purpose of entering into a contract.

**Scope of Work/Services:** A detailed, written description of the conceptual requirements for the project contained within a Request for Proposal. The scope of work should establish a clear understanding of what is required by the entity.

*(Definitions above provided by the National Institute of Governmental Purchasing and Free Dictionary.com)*

## **II. GENERAL INFORMATION**

This solicitation is a Request for Proposals (RFP). A pre-proposal meeting will be held on January 14, 2020 at 3:30 P.M. at the Flexible Learning Center which is located at 1234 Flint Street Extension, Rock Hill, SC 29730. Sealed proposals will be received by Rock Hill Schools for the above titled project. Proposals should be submitted to Vendor Registry and hard copies received no later than 3:00 p.m., local time, January 30, 2020. Submittals shall be sent to *Rock Hill Schools, Purchasing Department, 2171 West Main Street, Rock Hill, SC 29732 Attn: RFP#19-2017 Custodial Cleaning Services*. Rock Hill Schools will conduct a formal selection process to determine the best qualified respondent that meets the District's needs and budget. A selection committee will review the proposals, evaluate, and score. Top scoring proposers will be short-listed and invited to interview (if necessary) for the project. The determination of the successful respondent will be based on a variety of criteria including, but not limited to, the expected quality of the service and its recommendations, qualifications and experience of the respondent and the cost to the District.

Rock Hill Schools is an equal opportunity employer and encourages Local Business and Disadvantaged Business Enterprise (DBE) in accordance with Division of Small and Minority Business Contracting and Certification (SMBCC) and/ or similar state or federal certification programs participation to the extent legally feasible.

## **III. PURPOSE**

The purpose of this request for proposal is to seek a qualified Contractor to provide Custodial Cleaning Services for Rock Hill School District, hereinafter referred to as "District". The start date for this contract shall begin May 4, 2020. There will be an option to renew for four (4) additional one year periods. Renewal on the part of the District will be based upon satisfactory performance. The option to renew shall the mutual agreement of both parties at least one hundred twenty (120) days prior to expiration. The total term of the contract shall not exceed beyond May 3, 2025.

Pricing shall remain firm for the first two (2) years of the contract. Any increases shall be in accordance to the CPI. A justification for the increase in addition to the CPI shall be required for any increase. In no event shall the price increase exceed 3% in any renewal period. The increase shall reflect the change to the CPI or the 3% cap, whichever is less.

## **IV. GENERAL INFORMATION**

Rock Hill Schools is located in Rock Hill, South Carolina, just 20 miles south of Charlotte, North Carolina. Rock Hill School is the largest of the four school districts in York County; 11th largest in South Carolina with approximately 17,800 students. This District encompasses approximately 1,136+ acres covering 3,118,248 square feet. The citizens of Rock Hill expect excellence in their schools and are supportive with their time, talents, and financial resources. Rock Hill School District Office is located at 386 East Black Street, Rock Hill, SC 29732.

There are 28 school in the District: 1 preschool, 18 elementary, 5 middle, 3 high, and one career/technology center. Additional locations include special centers, such as The Phoenix Academy, Renaissance, Rebound, ParentSmart, Adult Education, Crossroads, and Aquatics Center. The physical location of each site is listed in Appendix I.

Custodial Cleaning Services shall be performed on a set schedule five days per week, Monday through Friday, during the hours of 6:00AM to 11:00PM. The District may ask that the schedule be adjusted so the Contractor personnel are present on campus during special events. Any common space including stadiums and sports arenas as indicated at each location as well as all janitorial closets, storage areas, stairwells and mechanical rooms defined by the District shall be included in this contract.

## **V. SCOPE OF WORK**

Prior to commencement of the contract, the successful bidder must attend a meeting and review the performance criteria with District staff.

**Initial Site Audit/Survey** – The Contractor will be expected to conduct an initial survey of all “cleanable” areas in each school and/or department across the District during the first 60 days of the contract and/or the first 20 days of the school year. This survey will be used by the District to monitor labor times by the International Sanitary Supply Association (ISSA) 540 cleaning times standards and to benchmark the level of cleanliness using the Appearance levels listed the most current edition of the Association of Physical Plant Administrators (APPA) publication, “Operational Guidelines for Educational Facilities- Custodial”. All survey information is to be provided to District within ten (10) days of completion of each facility surveyed.

The Contractor is required to coordinate with the District, based on this survey, to plan to maintain APPA Appearance Level 2, “Ordinary Tidiness”, except as otherwise expressly approved by the District Representative.

The Contractor shall be completely responsible for satisfactorily managing and performing cleaning services and light maintenance necessary to assure clean and orderly conditions of the facilities in accordance to the Custodial Manual, Exhibit B.

The Contractor (or authorized representative) shall be required to make an on-site visit every other month starting at the end of the first month of the contract to ensure that their employees are performing in accordance with the specifications and frequency schedule.

Custodial Cleaning Services for the kitchen areas where food is prepared are not to be included as part of this Scope of Work except as noted in Special Cleaning and Other Requirements. The custodial services Contractor will be responsible for cleaning and maintaining the custodial closets in a clean and organized fashion. The schedule for cleaning and maintaining these areas will be the responsibility of the custodial contractor. The District reserves the right to inspect these areas and can require cleaning and repair when required. The Custodial Cleaning Services contractor will be responsible for cleaning closets primarily used for information technology equipment.



**Additional Services:** During the term of the contract, the District reserves the right to negotiate a price with the successful contractor for any related services and additional District facilities not covered in this solicitation to be added to the existing contract. The Contractor shall submit a written work proposal specifying the extent of the work, the manner of execution and the cost. The proposal must be approved by the District, in writing, prior to additional work being performed.

#### **DISTRICT RESPONSIBILITY**

The District shall be responsible for providing all equipment and supplies. A listing of equipment can be found in Exhibit A, Equipment Listing. The District will provide a lockable storage space for the equipment and supplies.

The District will provide utilities such as light, water, and electricity that are necessary to perform the services. Contractor will use these utilities efficiently and effectively. At all times, only minimum lighting is to be utilized during evening cleaning operations. The "lights out" method of identifying what areas are left to be cleaned is not acceptable. Lights shall remain off in all unoccupied spaces and turned on only while in the room during cleaning. All switchable, manually controlled lights and computers, televisions and HVAC, and any other energy consumption sources must be turned off before securing and leaving the facility. The contractor will comply with energy conservation requirements initiated by the RHSD Energy Manager.

#### **CONTRACTOR RESPONSIBILITY**

1. All matters pertaining to the recruitment, screening, hiring and retention of employees shall be the exclusive responsibility of the contractor.
2. Only those employees who have been properly trained shall be assigned duties under this contract.
3. Any employee whose work habits and/or conduct are deemed objectionable shall be removed from the work force upon request of the District Representative.
4. A tuberculosis test must be administered and the results submitted to the District Representative prior to employment for each employee.
5. The contractor shall be responsible for the supervision and direction of the work performed by contractor's employees. A designated crew leader shall be on site, directing contractor's employees, at all times during the performance of the contract.
6. Any substitute worker, floater or newly assigned custodian shall report to the main office immediately upon entering the school building.
7. All employees shall be dressed in a manner authorized by the contractor. The employee shall be neat and clean in appearance. Uniforms shall be worn which fully identify the employee as a member of the contractor's work force. Uniforms must be approved by the District prior to placing order. Picture identification badges must be worn at all times while on District premises.
8. Employees shall be of good integrity and character.
9. Contractor shall obtain a full criminal background check for contractor's employees and other persons carrying out the contract on the contractor's behalf. The Contractor shall not permit employment of any person with a criminal record without written permission of the District. Contractor must check the following databases at a minimum, South Carolina criminal check (SLED), North Carolina criminal check, Sex Offender registries, and Social Security number verification. Upon request of the District, the contractor shall furnish proof that such background checks were executed and the restrictions on

employment mandated by the district were followed. Contractor shall be responsible for costs associated with background checks.

10. Employees shall not disturb any papers, boxes, or other materials, except that in trash receptacles or designated areas for trash, or unless such material is properly identified as trash.
11. Employees shall report any property loss or damage to their supervisor immediately. The supervisor shall report such damage, within 24 hours to the District in writing, specifying the location and extent of the damage. Failure to report such damage, as required, may be construed as default of the contract.
12. Employees shall not open drawers, file cabinets or use any telephone except public pay phones, or use any equipment, kitchen or otherwise, unless given specific approval by the school principal or principal's designee.
13. Employees will be expected to honor work requests from the building principal to rearrange or move furniture to accommodate changes in enrollment or to prepare for special activities.
14. Contractor's employees shall not clean or move copy machines, office computers, or other office machines except when specifically requested by the school principal. The items may be dusted using a feather duster.
15. Employees shall not engage in idle or unnecessary conversation with students, school employees, contractor's employees or visitors in the building.
16. Employees shall not remove any article or materials from the premises, regardless of value. This is to include the contents of any item found in the trash containers in or around the premises. Trash items are to be placed in dumpsters or trash cans designated for that purpose.
17. Employees shall abide by rules and regulations set forth by district administration and policies set forth by the District Board of Trustees which affects the performance of the work.
18. The contractor's managers and crew leaders must possess the ability to communicate effectively, both orally and in writing, with the custodial staff and other employees. The contractor's managers and crew leaders shall make contact on a regular basis with the school principal to ensure adequate communication concerning the project. The contractor's managers and crew leaders are responsible for reporting maintenance problems as they arise, as well as other problems of mutual concern.
19. The use or possession of alcoholic beverages or other non-prescription drugs will not be permitted on the district property. Contractor's employees who report for work showing evidence of any impaired conditions must not be permitted to remain on the premises.
20. Employees shall not use any part of the building and/or grounds other than for purposes expressly stated in this agreement.
21. Unauthorized Visitors: Contractor's employees shall not allow any unauthorized persons in the school buildings (children, relatives, friends, or anyone else not authorized by the District).
22. Contractor's employees shall not remove any items from the cafeteria. Example; milk, food, etc.
23. Drug Free Workplace: All forms of tobacco products (chewing tobacco, dip, snuff, cigarettes, cigars, e-cigarettes, etc.), alcohol, and drugs are prohibited on district property.
24. The Contractor's employee time keeping process must be available at any time for the District to observe. The Contractor will provide an employee hour usage per location report before each month billing will be paid. The Contractor must supply time clocks for each location/school. The contractor must establish a timecard work/pay accountability system for all employees. A copy of the payroll sheet documenting actual hours worked by each individual must be submitted to the Custodial Services Director for each pay period. The Custodial Services Director or his representative will conduct a periodic review of the time cards in comparison with the payroll sheet.

**ALL CONTRACTOR EMPLOYEES ARE PROHIBITED FROM THE FOLLOWING**

- Theft, abuse or the intentional destruction or defacing of property belonging to the District.
- Tobacco use on any facility grounds.
- Discourteous or abusive conduct toward members of the public or District employees while working on the District premises.
- Fighting, in any form, while working on the District premises.
- Gambling, in any form, while working on the District premises.
- Racial, religious, sexist or ethnic slurs or remarks, in any form, while working on the District premises.
- Possessing or being under the influence of a controlled substance or intoxicating substance while working on the District premises.
- Possession or the use of a firearm or other dangerous weapon while working on the District premises.

**CLEANING SOFTWARE AND ON-GOING SOFTWARE SCHEDULING MANAGEMENT**

The contractor must provide and manage a cleaning software program which will adequately and reliably assist in the ongoing management, coordination, scheduling support, resource analysis, and quality assurance of the custodial program. The software must be web based and be accessible from a pc, mac, tablet, or phone. The software program, at a minimum, should be capable of providing/calculating/estimating the following information:

1. Cleaning square footages by facility, work zone, and by floor type.
2. Total square foot of cleaning by floor type.
3. Estimated costs (labor, non-labor, and supplies).
4. Estimated cleaning labor hours and cleaning labor costs by facility, work zone and area.
5. Estimated cleaning labor hours and costs by building, work zone and area.
6. Estimated annual quantity and cost of cleaning and floor care supplies.
7. Estimated full time employee summary by building, work zone and by area.
8. Baseline cleaning reports by building and work zone using your current work zones.
9. Optimization Reports by building and work zone with recommended automation.
10. Capital expenditure analysis for equipment procurement.
11. Custom photographed job cards, wall mount charts, area specific cleaning tasks.
12. Daily Quality control inspection system (hard copy).
13. Complete formal work zone job descriptions per FTE.
14. FTE overtime analysis.
15. Non cleaning time analysis.

16. Summer, winter and interim clean-up project analysis.
17. Professional Custodial Training and Certification Program.
18. Train The Trainers Programs.
19. Training Job Cards.
20. Training Flow Charts.
21. Training Card Program.
22. Daily Checklists.
23. Integrated Inspection system / Quality Assurance Program.
24. Online supply ordering.
25. Comprehensive Custodial Handbook.

This system will be used to coordinate labor resources, balance work loading, and the RHSD desired cleaning level. The cleaning times will be defined by the ISSA 540 cleaning times standards and the level of cleanliness will be defined using the Appearance levels listed in the most current edition of the APPA publication, "Operational Guidelines for Educational Facilities-Custodial".

The Contractor shall provide a contract manager who shall be available in person or can be reached via regularly monitored email and local or cell telephone number during the operational hours of the District (6:00 a.m. to 11:00 p.m. Monday through Friday), except legal holidays for the purpose of service evaluation, complaints, scheduling of project work, etc. The District may ask that personnel be scheduled so that they are on the premises during athletic or other special events.

Contractor shall post in the service closet, rules and regulations governing the Contractor's employees while in the building, a sign in and out sheet, Globally Harmonized Systems Safety Data Sheets (SDS), and a copy of the Custodial Manual schedule herein provided. Responsibility shall be adhered to in all cases. Contractor is also responsible for updating the SDS sheets as additional chemicals are added to clean the building. The updated SDS sheets shall be posted in the service closet and provided to the District as well as the building representative prior to the new chemicals being utilized. The District has the right to approve or disapprove any additional chemicals.

Contractor shall be responsible for any breakage, damage or loss through carelessness and shall also be responsible for locking doors and turning off lights as directed by the District.

#### **CUSTODIAL QUALITY ASSURANCE AND INSPECTION SERVICES**

Custodial Quality Assurance is the process of confirming through some objective method of evaluation that the quality and quantity of goods and services received conforms to the established requirements. The purpose of custodial quality assurance and inspection services for this contract is to assure that the work performed by the in-house and contracted workforce meets the established ISSA, APPA and other quality, cost and responsiveness standards.

The Contractor will work with and be responsive to the District Representative to develop, train existing District personnel and directly assist in the administration of a Custodial Quality Assurance Plan. The Quality Assurance Plan will address the following areas of the total custodial workforce operations:

- a. Quality of Work by in-house and contracted custodians
- b. Effectiveness of Production Services Contractor's Quality Control (QC) Program
- c. Consistent Scheduling of Work
- d. Response to Customers & Customer Satisfaction
- e. Cost Control
- f. Efficient Equipment Management
- g. Supplies Utilization and Management
- h. School Safety and Security Support
- i. Sustainability Programs Support
- j. Management Ingenuity and Flexibility

The Contractor will be familiar with and will select and utilize the most appropriate method of quality surveillance (procedure, frequency, timing and reporting) of the total workforce operations, including but not limited to:

- One hundred percent inspection
- Validated customer complaints
- Customer evaluations
- Client surveys
- Other methods as recommended in ISSA CIMS 1006 current publication or equivalent industry-accepted standard.

#### **PROJECT COORDINATION AND INSPECTIONS**

1. The Contractor shall coordinate and schedule contractor's staff to complete the daily work as needed. The Contractor shall plan the work in conjunction with the school principal to minimize disruption of school operations.
2. The Contractor's Zone Manager shall provide weekly inspections of all facilities under contract and confer with principals, not less than once per week.
3. Inspection forms must have District approval.
4. The Contract Manager and Zone Managers shall accompany the District Representative on inspections of the facilities, as requested.
5. The District reserves the right to make determination as to whether service is being performed satisfactorily.

The District will make routine inspections on a regular and special schedule utilizing the Custodial Services Quality Assurance Program. It is expected that the contractor's manager and supervisor will accompany the District when requested on these inspections. The District Representative shall accompany the Custodial Services Director on periodic inspections at any time.

The Contract Managers and contractor's site management shall arrange a convenient time for the inspection of the locations/properties and confirm and record that compliance with specifications is met on a daily, weekly and monthly basis. At a minimum, all areas of each location/property in the RHSD must be inspected by the Contractor for work performance, communication concerns/needs, and safety and security concerns and vandalism. After each inspection provided by the Contractor, a conference/meeting with the custodial staff must be held to discuss the findings and the staff must sign the document. This signed document must be provided to the Custodial Services Director and the Principal/Administration of each location/property on a monthly basis.

The Zone Manager shall make contact on a regular basis (minimum once every two weeks) with the principal and minimum of once a month, (once on first shift and again on the second shift) with the custodial and school staff to ensure adequate communication concerning the project.

The Contract Manager will give the principal of each school and the Custodial Services Director a list of telephone numbers where he/she may be reached day or night should a problem arise.

Contract Site Management shall make contact on a frequent basis (minimum once a week) with the principal and minimum twice a day, once on first shift and again on the second shift with the custodial and school staff to ensure adequate communication concerning the project. He/she is responsible for reporting maintenance problems as they arise as well as other problems of mutual concern.

It shall be the Contactor's responsibility to schedule a time with the building District Representative to complete the required inspection reports. These inspections cannot be performed by any employee who is participating in the janitorial services at the location.

The janitorial inspection report shall be completed monthly starting at the end of the first month of the contract by the District Representative and the Contractor representative while performing a building walk-through. After the completion of the required walk-through and corresponding janitorial inspection report, both the Contractor representative and District Representative shall be required to sign and date the inspection report verifying completion. It will be the responsibility of the District Representative to keep all original inspection reports on file for the duration of the contract.

Routine inspections of the entire facility shall be made by the District. The District will notify the Contractor via email/phone; minor deficiencies shall be corrected within forty-eight (48) hours. If the District determines that the Contractor has had a pattern of non-performance then the District reserves the right to require inspections more frequently until the issues have been resolved. If this schedule for corrections is not met, a complaint against the Contractor shall be submitted to the Purchasing Director. If a second complaint is necessary during the year of the contract, the Purchasing Director and Chief Procurement Officer have the authority to terminate the contract with a thirty (30) day notice.

## **WORK CONFERENCES**

The Contract Manager and Zone Managers are to meet, upon request, with the District Representative.

## **WORK ORDERS**

School employees shall send requests and complaints to the school office. Office employees will process work orders in the District's work order system (SchoolDude). Work orders will be forwarded to the contractor for action to be taken. Upon completion, the work order shall have action taken recorded by the contractor and then completed in the District's work order system. Work orders are to be completed in a timely and orderly manner.

## **RESPONSE TIME**

Contractor must be able to respond to a District request within twenty-four (24) hours from the time a request is made to the contracted vendor. Should the contractor not respond to the district's request within twenty-four (24) hours, the District shall have the right to retain the services of another contractor to perform the work. Contractor shall be billed at cost for these services.

## **EMERGENCY RESPONSE TIME**

Contractor must be able to respond and be on site within two (2) hours for any district emergency. Should the Contractor not respond to the District's emergency request within two (2) hours, the District shall have the right to retain the services of another vendor to perform the work, with deductions to be applied as needed from the contracted vendor. Emergencies could be but not limited to items such as water damage removal (may include removal of some furnishings), snow or ice removal, safety items, and security items.

## **KEYS/ELECTRONIC KEYS AND ACCESS CONTROL CARDS**

The District maintains a lockbox to control access cards and keys for the building. Contractor shall be issued keys/pass code/keycard to the facility necessary to perform cleaning tasks and shall agree to pay a fee to the District to cover all expenses associated with re-securing the facility if any of these are lost or misused by the Contractor or Contractors authorized representative. The Contractor shall further agree that if by loss of the keys/code they are the type which jeopardizes the security of the entire facility/office or a sensitive part of the facility/office, the Contractor agrees to pay for the total cost of re-securing the entire facility/office or the particular area affected. **It is extremely important that the contractor be responsible and accountable for the keys and security of the buildings and must follow RHSD policy ECA and ECA-R security.** The Contractor agrees to abide by and to require their employees to adhere to the District conditions as outlined below:

The Contractor (or Contractors authorized representative) shall not make or knowingly permit to be made, nor otherwise obtain, procure or provide any unauthorized copy or facsimiles of said key/keycard/code(s). The loss of any such key/keycard(s) referred to under this section shall immediately be verbally reported to the proper authority of the facility/office and followed up by a detailed written report of the circumstances resulting in the loss and forwarded to the District.

The Contractor or Contractor's representatives shall not permit any person the use of key/keycard/code(s) in their possession under any circumstance without the prior approval of the proper authority of the office.

The Contractor shall agree to pay a fee of two hundred fifty dollars (\$250.00) for each lost or misplaced master key. The Contractor shall agree to pay a fee of twenty-five dollars (\$25.00) for each lost or misplaced badge or single door key. Keys duplicated by commercial locksmiths or by other means are not acceptable and such keys shall be considered as lost.

At the beginning of each work period, the keys and access control cards must be signed out by each employee and they shall be returned to the appropriate site control system at each location in the same manner at the end of each work period. Keys and access control cards requested by the contractor for their employees will be approved by the Custodial Services Director of RHSD. In any event, the contractor shall be fully responsible for the security and appropriate use of the keys and access control cards that may be issued.

When electronic and/or manual keys and/or access control cards are issued to the Contractor's employees, it shall be the responsibility of the Contractor to inform RHSD Administration of all terminations of Contractor's employees. An assignment check must be performed and all fees paid to the RHSD before any items are reassigned to new or existing Contractor employee(s).

### **QUESTIONS/ISSUES/COMPLAINTS**

These shall first be addressed by the District Representative and or Contract Manager and the Contractor. If the issue/complaint is not resolved successfully, final action will be taken by the Purchasing Director or Chief Procurement Officer.

### **OFFICE AND WAREHOUSE SPACE**

Contractor shall provide their own office space for operations and warehouse space for equipment and/or supply storage for this Contract. Contractor must have an office space and a warehouse space centrally located within the District. This space must be maintained in an orderly and clean manner at all times. (Remains Contractor's property).

### **SECURITY OF FACILITIES**

The contractor shall be responsible for training of all staff under this contract in the security requirements of the District and shall be responsible for the enforcement of the same.

Additionally, each employee shall be informed of the following:

- a. The Contractor shall be responsible for safeguarding against loss, theft, or damage of all District property, materials, equipment, and accessories that might be exposed to the contractor's personnel.
- b. Guns, knives, or other dangerous weapons shall not be allowed on campus.
- c. Smoking, alcohol and drugs are prohibited on the campus.

The Contractor's personnel, upon entering the building and while at work or on RHSD property, shall:

- Secure and keep all outside doors and windows shut and locked while performing their duties.
- Keep fire doors operable.



- Monitor unauthorized entry and report same to the principal
- Perform a “fire watch” function.
- Upon completion of work secure doors and windows,
- Report to the principal actions of students or others that abuse school property.

The site management shall secure the buildings by making sure all exterior and interior doors are shut and locked and the security alarm system is armed. RHSD will not be responsible in any way for the contractor’s supplies, materials, equipment, or personal belongings that may be damaged or lost by fire, theft, accident, or otherwise.

## **ALARMS**

a. Each school is protected by an electrical surveillance system. Procedures to arm and disarm the system will be explained and provided to the Contractor’s Team. Security system codes will be provided only to contract management and those contractor employees deemed absolutely essential to have them.

b. Alarms caused by failure to disarm the system upon entry into the school or by carelessness on the part of the contractor’s employees can result in a deduction of \$100.00. (See Contractor Deduction Schedule)

## **ALARM ACTIVATION/DEACTIVATION**

In general, the Contractor’s will insure the school/building alarm systems are activated and the District’s Lead Site Custodian will insure the school/building alarm systems are deactivated as needed during their respective work shift. On the evening shift, the alarm and security is the responsibility of the Contractor. The contractor’s Team Leader must insure that all doors and windows in the school/buildings are secured. Prior to exiting the facility, the contractor’s Team Leader will insure the building is vacant. If school staff is in the facility at the end of the evening shift, the Team Leader should document the name of the person responsible to arm the facility.

## **ALARM SYSTEMS PROBLEMS**

During the normal school day, problems with the security system should be reported to the principal who will report it to the Facilities Services Department. After school hours, the contractor’s Team Leader shall report the problem to manager for his/her site for correction and then to the Custodial Services Director, if the problem cannot be corrected and the alarm system set.

## **UTILITIES**

The District shall provide the contractor with all normal utilities required for cleaning of buildings, excluding telephone, necessary for performing this contract (electricity, lights, water, and gas). Mechanical, heating, air conditioning, and telephone equipment rooms are considered off limits to contractor’s forces. No custodial supplies are to be stored in these areas. The RHSD’s representatives shall define exceptions. NO HVAC EQUIPMENT WILL BE ADJUSTED OR OPERATED BY THE CONTRACTOR’S FORCES. In the event of failure or trouble noted in any such items, the matter must be referred to the principal.

## **ENERGY CLAUSE**

If emergency mandatory energy conservation measures are applied to school facilities, the contractor will be expected to alter his work schedule as required for compliance. When the measures are lifted, the contractor will then be required to bring the facilities back up to previous standards within a reasonable period of time.

During the summer cleanup period and the winter cleanup period, or any break in the school schedule that allows no activity to be performed after 5:00PM, the District's desire is to have all custodial duties altered to a before 5:00 period for the custodial duties of the facilities to allow less energy consumption during the time period.

At all times, only minimum lighting is to be utilized during evening cleaning operations. The "lights out" method of identifying what areas are left to be cleaned is not acceptable. Lights shall remain off in all unoccupied spaces and turned on only while in the room during cleaning. All switchable, manually controlled lights and computers, televisions and HVAC, and any other energy consumption sources must be turned off before securing and leaving the facility. The contractor will comply with energy conservation requirements initiated by the RHSD Energy Manager.

## **INSURANCE**

Contractor shall keep in effect at all times the following insurance coverage:

1. Contractor's general liability insurance in the amount of \$1,000,000.00.
2. Worker Compensation

Contractor must submit an ACCORD Certificate within 10 days of notice of award with the certificate holder listed as:

Rock Hill School District

386 East Black Street

Rock Hill, SC 29730

It shall be the Contractor's responsibility to maintain this insurance coverage at all times, failure to do so shall result in cancellation of contract.

## **VI. SPECIAL CLEANING AND OTHER REQUIREMENTS**

### **SUMMER AND WINTER CLEANINGS**

The Contractor will provide two (2) semi-annual complete cleanups of the facilities at winter (December) and summer breaks (June- August) in accordance with the Custodial Manual. The Summer Cleanup period, at least a minimum of 25,000 hours, is a total restoration of all areas under the contract in the District while adhering to the Custodial Handbook. Winter cleanings shall be at least 4,000 hours.

1. Contractor shall provide the District the manpower needed to remove damaged/broken furniture, boxes, pallets, etc. from the premises at no additional charge to the District. This service will be on an "As Needed" basis.
2. The Contractor will be responsible for all pressure washing of traffic areas around and in the facilities and concrete areas and on the buildings or any structures in the District twice a year. Entranceways and courtyards will be done on an as needed basis, but a minimum of twice per year. All removal of graffiti will be the responsibility the Contractor.
3. All elementary wood stage floors are to be sanded completely down and coated with a minimum of 3 coats (This is to be done during the summer – must use commercial grade gym floor products) when requested by the District. All elementary wood stage floors are to be top buffed/sanded and recoated with 1 coat when requested by the District during the summer. Commercial grade gym floor products must be used.

It is the responsibility of the contractor to insure best practices for cleaning and disinfection. At any time the custodial services department has a request to increase services for any health related concerns, it will be expected that the contractor comply with the request at no additional cost to the RHSD. To help with controlling seasonal Influenza, the contractor is required to have training classes before each seasonal period to assure proper practices with all custodial staff. The District requires registered US EPA approved disinfectants to kill influenza and other infectious diseases and to adhere to all of the Center for Disease Control (CDC) guidelines for the District.

#### **KITCHEN PREP AREAS**

The kitchen preparation areas in all locations shall be cleaned by the Contractor. The work shall be performed during the winter and summer breaks when the kitchen is not in use. Kitchen Cleaning shall include the following:

- Dust ceilings, ceiling grids, and sprinkler heads
- Pull down and clean light coverings
- Dust and clean all ceiling vents
- Scrub all floors with a brush on a side-by-side/low speed
- Pressure washes all surfaces until clean
- Dust and clean with a germicidal disinfectant any surface including shelves, moldings, pipes, ducts, heating outlets, HVAC vents, etc. at all levels
- Dust and clean with a germicidal disinfectant and polish all glass/frames, mirrors, fixtures, all parts of the doors/frames and bright work

## **SCHOOL RELATED FUNCTIONS**

There are also school related functions that shall require custodial services as part of the cleaning contract. The functions include but are not limited to the following.

### **Polling places**

Opening, closing and securing of all polling places (schools) is a responsibility of the contractor and will be coordinated by District employees. District reserves the right to add or delete facilities as needed.

### **Rental**

Any outside group allowed to rent District facilities for events shall be charged for custodial services to set up for the event, be present during the event, and clean up after the event. The Contractor shall submit the invoice to the District for payment. The District, in turn, shall invoice the renter. The hourly rate for labor established in this contract shall be used.

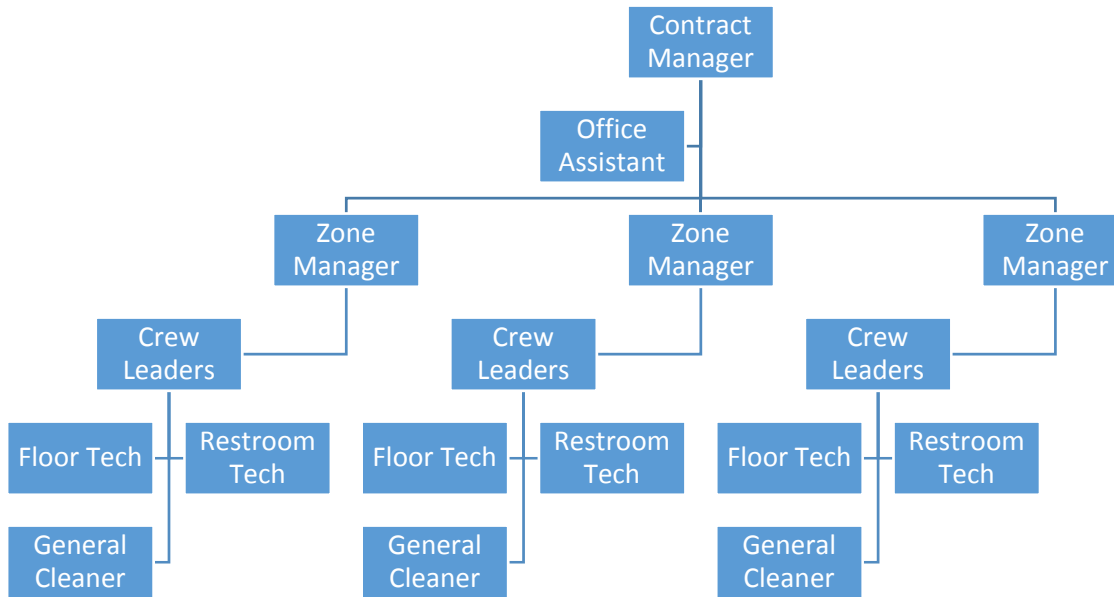
### **Athletic Events**

Clean facilities, prior to and after all home games and/or activities held at school athletic facilities. Areas include, but are not limited to, stadiums, ball fields, practice fields, press boxes, ticket booths, field houses and restrooms. Cleaning of areas must meet District approval. Contractor's day porters shall not be removed from schools during normal working hours to perform this task. Contractor shall schedule clean up the morning after the event.

## **VII. STAFFING AND WORKING HOURS**

The Contractor must provide full staffing services two hundred sixty (260) days. The District's current custodial hierarchy is below:

**SPACE INTENTIONALLY LEFT BLANK**



The District will require the following positions to be filled as the minimum acceptable to the District to manage this contract.

#### **Contract Manager**

The Contract Manager shall represent the Contractor, and be responsive and assigned only to the District. This should be a full time position filled by an experienced manager. The Contract Manager will supervise the three (3) Zone Managers for the purpose of maintaining and ensuring performance of the Scope of Work. At a minimum, the Contract Manager shall complete a monthly walk thru inspection of each facility. The Contract Manager must be available for emergencies that require custodial response at all times.

Contract Manager must have / be:

1. Cell phone use with a local number.
2. Email access.
3. ID Badge on premises.
4. On call for custodial concerns and emergency response 24/7.
5. Available for a facility walk thru with the District Representative as needed, upon request.
6. Must communicate with school principal, building director and District Representative in a prompt and timely manner.
7. Deliver Quality Control Reports to District Representative on or next business day after the 20th of month.
8. Deliver Inspection Reports and follow up report on Contractors' actions.

9. Deliver or email the Time Report for each facility DAILY with Facility name, contractor employees and daily hours.

### **Zone Managers shall**

1. Be responsible for the total cleaning package for their assigned schools.
2. Reside in York County to represent the contractor.
3. Be responsive to the Contract Manager and District Representative.
4. Have management or supervisory experience.
5. Be responsible for hiring, firing and training of all employees in their area.
6. Be responsible for maintaining supplies, equipment and inspecting the work in their area.
7. Be on call for custodial concerns.
8. Available to walk thru with Building Operations as needed.
9. Responsible for completing work orders in School Dude in a timely manner.

### **Crew Leader**

The Contractor shall designate one person at each location as "Crew Leader". Communications from the Principal or District Designee shall be directed to the Contractor's Crew Leader as needed. The Crew Leader at each location shall notify the principal or site manager of any condition, deterioration, damage, safety hazard, menace or inoperative device promptly upon discovery. The Principal shall notify the District Representative who will determine how to handle. The Contractor's Crew Leader shall be on-site to supervise all cleaning activity and the cleaning employees on that site, as well as perform cleaning projects as needed. This position shall be an eight (8) hour a day position. The daily work times of the Crew Leader shall be set by the contractor and meet district approval.

1. Crew Leader shall not be used for daily cleaning of areas at any time. Contractor should maintain floater employees to fill last minute absence. Contractor to state how many floater employees per manager.
2. Crew leader is to secure the facility, before evening shift and before end of shift.
3. Crew Leader must be familiar with the security and fire alarm systems
4. Crew leader must communicate with school principal or District Representative in a prompt and timely manner.

### **Day Porter**

Job Goal: To contribute to the efficient operation of the school by performing custodial duties. Cleaning shall include, but not be limited to the following:

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1. Open the building each morning and/or secure the building at the end of the day as directed by the Principal.
2. Check heat and cooling equipment for operation.
3. Inspect the building exterior for possible unauthorized entrance and/or vandalism
4. Dust mop tile halls and clean entrance mats after students are in the classroom.
5. Pick up paper and other debris from inside building, parking areas, and school grounds.
6. Sweep sidewalks.
7. Clean up after sick children.
8. Assist in setting up furniture for special events.

### **General Cleaner (GC)**

Job Goal: To contribute to the efficient operation of the school by performing custodial duties. Cleaning shall include, but not be limited to the following:

1. Empty and replace liners as needed in the waste containers. Disinfect waste containers a minimum of once a week.
2. Remove all trash to collection point.
3. Remove all trash to collection point.
4. Dust (vacuum), clean (use blue rag) with germicidal disinfectant on all counters and sinks and refill dispensers.
5. Sweep with a dust-grabbing mop and then spot mop with a neutral cleaner on all hard surface floors.
6. Vacuum and spot clean all carpet areas.
7. All entryway turf mats emptied and all fabric mats vacuumed.
8. Dust and spot clean all surfaces head level and below.
9. Be familiar with the emergency fire alarm system in your building.
10. Report any maintenance or safety needs observed in the building or on the outside property immediately to office personnel.
11. Take care of emergencies and any other cleaning related work as directed by the District Representative.

### **Floor Technician (FT)**

Job Goal: To contribute to the efficient operation of the school by performing custodial duties. Cleaning shall include, but not be limited to the following:

1. Sweep with dust grabbing mop and auto-scrub using neutral cleaner on all hard surface floors in hallways and common areas.
2. Vacuum and spot clean all carpet in common areas.
3. Empty all outside walk off mats and vacuum all carpet mats
4. Shampoo and germicidal disinfect all carpet.
5. Mondo flooring auto-scrub/side-by-side until all marks and dirt are removed. Disinfect all surfaces.
6. Sweep waxed floor with a dust-grabbing mop and auto-scrub using a finish restoring product. Buff all floors with a propane buffer. (After hours)

### **Restroom Technician (RT)**

Job Goal: To contribute to the efficient operation of the school by performing custodial duties. Cleaning shall include, but not be limited to the following:

1. Dust, clean with germicidal disinfectant and polish all surfaces head level and below.
2. Refill all dispensers as needed. (First Shift)
3. Remove all trash to collection point.
4. Treat with a germicidal disinfectant and enzyme and mop all restroom floors.
5. Dust, clean and polish all glass/frames, mirrors, fixtures, all parts of the doors/frames and bright work.
6. Check to be sure all plumbing is operational; that there are not stoppages or leaks, and report any maintenance needs to the office.

**Duties of any position under the Contractor that are not appropriate and shall not be required (regardless of who is making the request):**

1. Handling of money for ice cream sales.
2. Selling of ice cream.
3. Bus Duty.
4. Handling of "Exceptional and Special Children".
5. Delivering breakfasts and lunches to "Exceptional and Special Children".
6. Leaving work-site (campus) for errands.
7. Dumping food trays in the cafeteria.

### **OFFICE ASSISTANT**

Job Goal: To assist the Contract Manager, Zone Managers, and Crew Leaders.

1. Handling incoming calls and other communications.
2. Managing filing system.
3. Recording information as needed.
4. Updating personnel paperwork, maintaining documents and word processing.
5. Helping organize and maintain office common areas.
6. Performing general office clerk duties and errands.
7. Coordinating events as necessary.
8. Maintaining supply inventory.



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9. Maintaining office equipment as needed.
10. Creating, maintaining, and entering information into databases.

Contractor shall ensure that all employees shall wear a uniform (shirts) bearing the company's logo. Employees shall be clean, neat and have a professional appearance at all times. Contractor's employees will be required to sign in and out daily with date, signature and beginning and ending time. Failure to complete required sign in and out sheets daily may result in non-payment for those days.

The Contractor shall furnish the District with a list of all employees' names (including potential substitutes) who are to provide services at each location. This list should identify the supervisors and the work hours of each individual. The Contractor is responsible for keeping this list updated as personnel changes occur and for providing an updated list to the District Representative or designee and to Contractor Manager or his/her designee immediately following any change or at a minimum of every three (3) months.

All successful bidder employees that are not U.S. citizens shall have valid work permits. The successful bidder shall follow all guidelines of equal employment practices. The District reserves the right to direct the successful bidder to remove or replace any employee for just cause or convenience. The District reserves the right to replace a District or contracted employee at the employee's current hourly rate plus a percent equal to their benefits package at any time deemed necessary by the District.

The successful bidder shall have an English speaking employee on-site at all times that work is being performed on District property.

Staffing plans listed by the successful contractor in response to this RFP will become the required staffing levels for each Rock Hill School District Facility. Successful contractor must present an Employee Roster listing for each individual facility and a floater roster of general cleaners, floor technicians, and restroom technicians prior to the start of the contract on May 4, 2020. All Working hours must meet District Approval. See example, following:  
Employee Roster

EMPLOYEE ROSTER PER LOCATION						
LOCATION	POSITION	EMPLOYEE NAME	START TIME	END TIME	DAILY HOURS	HOURLY RATE
Ebinport	Contract Manager					
	Zone Manager					
	Crew Leader					
	GC					
	GC					
	FT/RT					

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EMPLOYEE ROSTER FOR EACH MANAGER'S FLOATER (ONE ROSTER PER ZONE MANAGER)						
LOCATION	POSITION	EMPLOYEE NAME	START TIME	END TIME	DAILY HOURS	HOURLY RATE
Ebinport	Contract Manager					
	Zone Manager					
	Floater 1					
	Floater 2					
	Floater 3					

### REGULAR SCHEDULED WORK DAYS

The Contractor must provide the hours as indicated for each position at each location for all regular scheduled work days. Regular scheduled days are the days that a District twelve month employee will be scheduled to work. In a year it will come to approximately 260 days a year. The District may, in the summer, work a schedule of four days per week (10 hour work days).

### CONCENTRATED NIGHT CLEANING

Contractor's concentrated night cleaning must be undertaken after normal office/school hours. From time to time the school building or part thereof is used for meetings or program fulfillment before and after normal working hours. It is the Contractor's responsibility to perform all duties with the frequencies required by this contract regardless of the time vacated. (School principal is to provide a monthly activity calendar to assist the contractor with schedule.)

### SUMMER SCHOOL AND SUMMER PROGRAMS

The Contractor will be required to assume all daily custodial duties, at no additional charge to the District, in any District location covered by this contract during summer school classes, any summer programs or any summer service areas the district provides to its students.

### INCLEMENT WEATHER NOTICE AND DEDUCTIONS FOR DAYS FORGIVEN

In case of inclement weather, the Contract Manager will directly contact the District Representative and inform him of the status of cleaning in the facilities covered by this contract. The District Representative will notify the Contractor's Contract Manager of the scheduled make-up day(s). The District Representative will notify the Contractor's Contract Manager if school is cancelled due to inclement weather. If the Facilities Department reports to work, a Contractor's representative will be expected to be at each school to assist with clearing walkways and entranceways of snow and ice and to properly disperse ice melt in these areas. Days that are not made up or forgiven by the district must be credited back to the District at the proposed full service hourly rate multiplied by the number of daily hours stated in your proposal.

## **VIII. EMPLOYEE COMPENSATION**

Employee Compensation and Benefits All Day shift personnel must be full time (8 hours per day) employees. Contractor is to present an Employee Roster listing for each individual facility and Floater Roster for each Zone Manager. (See example: Staffing and Working Hours)

The minimum wage that shall be offered is as follows:

Crew Leader (elementary) - \$14.00

Crew Leader (middle) - \$15.00

Crew Leader (high) - \$16.00

General Cleaner (elementary) - \$12.30

General Cleaner (secondary) - \$12.00

Floor / Restroom Technician (elementary) - \$13.00

Floor/ Restroom Technician (middle) - \$14.00

Floor/ Restroom Technician (high) - \$15.00

The District reserves the right to renegotiate employee pay rate on an annual basis to ensure that employees are compensated on a competitive basis and to maintain continuity of employment at our schools and to reduce the turnover rate. The District expects the successful proposer to offer employees a wide range of benefit options.

### **PAYROLL**

The Contractor must supply time accountability for each facility. A copy of the time report documenting actual hours and times worked by each employee shall be submitted to the District Representative for each pay period. A periodic review of the time reports shall be conducted by the District.

Contractor shall give the District Representative access to its timekeeping method for observation as needed; this may include the need for online use. Please submit a time report layout that will be provided to the District. Each report must be site specific, (Example: Ebinport Elementary, Employee, clock in time, clock out, daily).

## **IX. PERFORMANCE DEDUCTIONS**

The following deductions shall be made from the monthly payment to the Contractor.

	Violations	Unit of Measure	Deduction Amount
	Each unsecured interior or exterior door	Each	\$25.00
	Each unsecured window	Each	\$25.00

	Unauthorized visitors in school building	Per Occurrence	\$100.00
	Failure to supply SLED check before employment	Per Occurrence	\$100.00
	Failure to supply TB test before employment	Per Occurrence	\$100.00
	Failure of contractor's employees to wear proper picture ID	Each	\$100.00
	Failure of contractor's employees to wear proper uniform or vest	Each	\$100.00
	Replacement of Access Control Card	Each	\$25.00
	Replacement of Key	Each	\$250.00
	Failure to arm or disarm security system, causing a false alarm	Per Occurrence	\$100.00 (plus any city/county fines)
	Absent building crew leader or day porter from their assigned facility or crew	Per Occurrence	\$100.00
	Failure to put fire alarm on Test	Per Occurrence	\$100.00 (plus any city/county fines)
	Weekly Inspection not being performed by Zone Manager	Each	\$100.00
	Exterior and interior mats not cleaned or missing	Each	\$25.00
	Bleachers not properly cleaned	Per Occurrence	\$100.00
	Trash on grounds, parking lot and athletics fields	Per Occurrence	\$50.00
	Propane tanks left on buffer or in the building	Per Occurrence	\$100.00
	Classrooms not cleaned properly	Per Occurrence	\$50.00
	Restrooms not cleaned properly	Per Occurrence	\$50.00
	Hallways and common areas not cleaned properly	Per Occurrence	\$25.00
	Wet floor sign not properly displayed	Per Occurrence	\$25.00
	Failure to correct complaint within timeframe	Per Hour	\$30.00 (if work is performed in-house) Actual cost (if outsourced)

## **X. EXPERIENCE**

The following are the mandatory requirements, at a minimum, that the Contractor must possess. Failure to have this qualification shall deem your proposal as non-responsive. The Contractor must:

- Have a minimum of five (5) years' experience in commercial custodial cleaning on a campus/location that is over three (3) million square feet.
- Have a satisfactory record of performance from at least five (5) public K-12 school districts or institutes of higher education in the past five (5) years. Contracts must be similar in size and scope.

## **XI. ELABORATION AND CLARIFICATION**

The District may ask any or all respondents to elaborate or clarify specific points or portions of their proposal. Clarification may take the form of written responses to questions or meetings to discuss the RFP and/or the

participant's response. If you do not ask questions or clarify any assumptions, the District will assume that you agree with and understand the requirements in the RFP. Any exceptions to the terms, conditions, provisions, and requirements delineated must be specifically noted and explained by the Contractor and must be submitted by **January 17, 2020** which is the last day for questions.

## **XII. MANDATORY RESPONSE REQUIREMENTS AND SUBMITTAL FORMAT**

Written proposals shall include all of the information required in this Request for Proposal, and may include any additional information that the respondent deems pertinent to the understanding and evaluation of the proposal. Submittals print size shall be 12 pt. font minimum, on 8½ by 11 one sided or two. Submittals shall include the following information divided by tabs:

### **A. Cover letter and Company Overview**

Name of primary contact

- i. Address
- ii. Telephone number
- iii. Email
- iv. State or Federal Certification Participation Program (Small, Women-owned, Minority, Veteran, or Disadvantaged or Historically Underutilized Business)

### **B. Executive Summary**

Explanation outlining your Company's qualifications for providing this type of service. This should include any highlights, benefits, conclusion, assumptions, or general recommendations of the proposal.

### **C. Proposed Scope of Work, Project Understanding and Approach**

The Contractor must clearly explain its understanding of the project and how its solution is the best overall value to the District. This explanation shall include the overall solution and project approach. Include, at a minimum, include the workforce model and custodial systems and work processes description as well as those responsibilities listed in the Section V-IX above.

- How would your company setup the RHSD Custodial Program based off of the current custodial hierarchy?

### **D. Qualifications and Experience**

The Contractor shall provide evidence of the company's capacity to deliver successful objectives of this project along with evidence of projects similar in size for other school districts. Provide a summary of the Contractor's qualifications to successfully executing this project. Include at a minimum the following:

- Unique qualifications- What unique qualifications does the Contractor have that will ensure project success?
- Project team- Contractor must demonstrate superior management, skills, and the

capability to supervise a sustained high quality level of performance.

- Vision- Contractor should clearly explain its role in the providing superior custodial cleaning and the vision for the safety of children. What current or future initiatives is the Contractor involved with that will enhance performance over time?

Provide five (5) references from other K-12 school districts or institutes of higher education, preferably in North or South Carolina, in the past five (5) years. Include the following:

- School name and location
- Name and contact information (phone and email address)
- Date of contract
- Contract Amount
- Total square footage cleaned under the contract

**Each reference is required to complete the Reference Questionnaire (Appendix II) and the questionnaire shall be submitted with your response.** Failure to return the Reference Questionnaire shall result in a lower evaluation. The list of references must include complete contact information (company name, contact person's name and signature, address, direct phone number and e-mail address) for individuals with knowledge of the Contractor completed work on projects that are substantially similar to the services as outlined in this RFP.

E. Technical

The Contractor shall provide a sample copy of the following information:

- Quality Control Report
- Inspection Report
- Time Report
- Safety Manual
- Any other report deemed necessary

F. Cost Proposal

The cost proposal Appendix III shall be submitted separately in a sealed envelope.

The District will not select this service on a low bid basis although the cost will be one of the factors considered in selecting a Contractor. The District reserves the right to negotiate final fees and scope of services with the selected Contractor. The Contractor shall indicate any additional work that it believes is needed and the cost of such work separately.

G. Value Added Information

Contractor may provide any unique elements not specified or proposed that will bring value to the contract.

H. Appendices

Appendix II- Reference Questionnaire

Appendix III- Cost Proposal  
Appendix IV- Non-Collusion  
Appendix V- Conflict of Interest

All responses should be submitted to Rock Hill School District no later than January 30, 2020 at 3:00 PM. Contractors shall deliver one (1) original **UNBOUND** copy, five (5) hard copies and one (1) USB drive of the information requested above. Proposals should be prepared simply and economically, providing a straight forward and concise response to satisfy the requirement of this Request for Proposal. All submittals must be clearly labeled on the outside of the envelope with the following wording: **"RFP#19-2017 Custodial Cleaning Services."** All late proposals will be rejected. The District is not responsible for late RFP's caused by delays in mail delivery or a delay in any other method of delivery.

### **XIII. EVALUATION CRITERIA**

The committee, comprised of District employees, will review each submittal based upon the criteria listed below. The written evaluation will produce a list of the top rated proposals (short list) that will be selected for possible interviews. Respondents may or may not be interviewed and the District reserves the right to conduct interviews at its sole discretion. Oral interviews, if necessary, will be conducted the week of February 18-19, 2020, in order to make a final decision. The short listed Contractors will be contacted by the Purchasing Director via telephone or e-mail to determine their interview date and time. Proposers should plan to have available, in person, key personnel who will be assigned to work on the proposed project. Individuals who fail to attend the interview may not be given a score which could jeopardize the Contractor's competitiveness. If awarded the project, all interview statements will become part of the final contract.

The evaluation criteria are as follows:

RFP Evaluation Criteria	Rating Percentage
<b>1. Cost</b>  This will be calculated separately after the panel evaluation.	Max 40%
<b>2. Experience and Qualification</b> Evaluation will include relevant experience and qualifications, key personnel, record of past performance (including references), quality of completed projects, and experience with similar projects.	Max 30%
<b>3. Project Approach and Understanding Plan</b> Proposers will be evaluated on the effectiveness of the Contractors organizational project management structure and their facility capabilities to be used in executing and managing the project. This will include the overall approach for coordinating and managing all work activities.	Max 15%

<b>4. Technical</b> Evaluation will include the review of the quality control, inspection, and time reports. In addition, any other reports provided will be evaluated.	Max 10%
<b>5. Value Added Information</b> Review of unique elements to be provided.	Max 5%
<b>6. Small, Women and Minority Owned Business Enterprise</b> Review of certifications.	Max 5%

#### **XIV. TENTATIVE SCHEDULE OF EVENTS**

Proposal Issue Date	December 20, 2019
Non-Mandatory Pre-Proposal Meeting	January 14, 2020 at 3:30PM
Last Day for Questions	January 17, 2020 at 12:00 PM
Proposal Due Date	January 30, 2020 at 3:00 PM
Interviews (If required)	February 18/19, 2020
Negotiations (if required)	February 25, 2020
Intent to Award (tentatively)	March 10, 2020
Contract Implementation	May 4, 2020

A **non- mandatory** pre-proposal conference will be held on January 14, 2020 at 3:30 pm at the Flexible Learning Center located at 1234 Flint Street Ext. Rock Hill, SC 29730.

#### **XV. AWARD CRITERIA**

It is to the sole discretion of the District to determine the award method. Awards will be made to the highest ranked, responsive and responsible offeror whose offer is determined to be the most advantageous to the District.

#### **XVI. GENERAL INFORMATION AND INSTRUCTIONS**

##### **A. Request for Proposal Process**



This RFP does not commit Rock Hill School District to pay for direct or indirect costs. Any costs associated with RFP preparation, pre-bid conferences, selection interviews, and any other company activity prior to award of a contract shall be at the Contractor's expense. Rooms, meals, travel, telephone, data processing (including programming), and secretarial costs associated with the project shall be at the Contractor's expense.

The RFP is not a bid. In the event that the District elects to negotiate a contract with the successful respondent, any contract shall contain at a minimum the terms and conditions as hereinafter stated. The District reserves the right, in its sole discretion to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The final selection and contract negotiation rests solely with the District.

## **B. Questions**

Requests for additional information and questions must be submitted to LaWana Robinson-Lee, Director at [LROBINSONLEE@RHMAIL.ORG](mailto:LROBINSONLEE@RHMAIL.ORG)

The deadline for additional information and questions is January 17, 2020 by 12:00 P.M. (EST). The District will not accept telephone calls or visits regarding this RFP. No interpretation shall be binding unless in writing from Rock Hill School District.

**No questions may be directed to or contacts made with members of the Rock Hill School Board, Superintendent, or any District staff not identified in this RFP as points of contacts during the period of time that this RFP is made public until the final selection is made, except as otherwise provided for herein. Violation of this prohibition will be subject to disqualification of the Contractor from further consideration.**

## **C. Confidentiality**

Unless otherwise required by law, and until the public opening of the proposals, all information, materials and other documents submitted by a respondent shall not be released or made available to any person or entity except District representatives assisting in this procurement process. Unless required by law, proprietary or financial information submitted to the District by a respondent will not be disclosed if the respondent visibly marks each part of the proposal that the respondent considers confidential, financial or proprietary information with the word "Confidential."

## **D. Respondent's Duty to Inspect, Advise and Declare All Costs**

Each respondent shall become fully acquainted with the District's requirements and the scope of the services to be provided. Respondents have a duty to request any information from the District as it deems necessary to prepare the RFP. Such requests shall be made in compliance with the Elaboration and Clarification section of the RFP. No change order will be granted or additional compensation permitted if it is based upon information that the respondent knew, or should have known, as part of the respondent's duty to become acquainted with the District's circumstances and requirements.

#### **E. Time for Receiving Proposals**

Proposals submitted online prior to the time of opening will be secure and kept unopened. The official whose duty it is to open them will decide when the specified time has arrived, and no response there-after will be considered.

#### **F. Submittal of Proposals**

All responses to this RFP must be clearly marked **RFP19-2017 Custodial Cleaning Services**. A minimum of one (1) original **UNBOUND** copy, five (5) hard copies and one (1) USB drive containing the proposal shall be submitted. All RFP's shall be submitted no later than January 30, 2020 at 3:00 P.M. and the USBs and hard copies shall be submitted to Rock Hill School District Purchasing Department, 2171 West Main Street, Rock Hill, SC 29732. All late proposals will be rejected. The District is not responsible for late RFP's caused by delays in mail delivery or a delay in any other method of delivery.

#### **G. Acceptance and Rejection**

Any proposals that do not conform to the essential requirements of the RFP shall be rejected. The District reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The District also reserves the right to accept or reject any or all proposals received in response to this RFP and to negotiate separately with competing respondents. The District is not obligated to enter into any contract on the basis of any submittal in response to this RFP. The District reserves the right to request additional information from any company submitting under this RFP if the District deems such information necessary to further evaluate the contractor's qualifications.

#### **H. Acceptance Period**

Any proposal in response to this solicitation shall be valid for 120 calendar days. At the end of this time the proposal may be withdrawn at the written request of the respondent if no award has been made. If the RFP is not withdrawn at that time, the proposal in its entirety, including the price structure, shall remain in effect.

#### **I. Cancellation of Proposals**

Proposals may be cancelled prior to the time fixed for opening. Negligence on the part of the bidder in submitting the proposal confers no right for the withdrawal of the proposal after it has been opened.

#### **J. Bidders Present**

At the time fixed for the opening of proposals, the proposer's name will be made public for the information of bidders and the general public. Offerors will not be permitted to examine the proposals until award is made.

#### **K. Conflict of Interest**

Respondents shall complete the Conflict of Interest Form listed in the Appendices. By submitting this proposal, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of

the District or any other conflict as may be set forth herein.

#### **L. Collusion**

More than one proposal from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the District believes that collusion exists among respondents, all proposals from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof, which have a direct or indirect ownership or profit sharing interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws as applicable to this RFP and any resulting contract.

By responding to this RFP, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item, and they certify the knowledge that this would constitute an illegal action.

**XVII. APPENDICES**

Appendix I- Locations

Appendix II- Reference Questionnaire

Appendix III- Cost Proposal

Appendix IV- Non-collusion Affidavit

Appendix V- Conflict of Interest

**APPENDIX I- LOCATIONS**

<b>Facility Name</b>	<b>Address</b>
Adult Education	1234 Flint Street Extension
Applied Technology Center	2399 West Main Street
Bellevue Elementary School	501 Bellevue Road
Carroll School	4789 Mobley Street Road
Castle Heights Middle School	2382 Firetower Road
Central Child Development Ctr	414 E. Black Street
Cherry Park Elementary School	1835 Eden Terrace
District Office	386 E. Black Street
Dutchman Creek Middle School	4757 Mount Gallant Road
Ebenezer Elementary School	242 Ebenezer Avenue
Ebinport Elementary School	2142 India Hook Road
Finley Road Elementary School	1089 Finley Road
Flexible Learning Center	1234 Flint Street Extension
Independence Elementary School	132 West Springdale Road
India Hook Elementary School	2068 Yukon Drive
Lesslie Elementary School	250 Neely Store Road
Mt. Gallant Elementary School	4664 Mount Gallant Road
Mt. Holly Elementary School	1800 Porter Road
Northside Elementary School	840 Annafreel Street
Northwestern High School	2503 West Main Street
Oakdale Elementary School	1129 Oakdale Road
Old Pointe Elementary School	380 Old Pointe School Road
Operations (Facilities Services)	2171 West Main Street
Rawlinson Road Elementary School	2631 West Main Street
Richmond Drive Elementary School	1162 Richmond Drive
Rock Hill High School	320 West Springdale Road
Rosewood Elementary School	2240 Rosewood Drive
Saluda Trail Middle School	2300 Saluda Street
South Pointe High School	801 Neely Road
Sullivan Middle School	1825 Eden Terrace
Sunset Park Elementary School	1036 Ogden Road
Sylvia Circle Family Learning Ctr	929 Sylvia Circle
Transportation	1060 Goldenrod Drive
York Road Elementary School	2254 West Main Street

**APPENDIX II- REFERENCE QUESTIONNAIRE**

Contractor Name: \_\_\_\_\_

Please answer the questions below in reference to the Contractor listed above. You are receiving this reference because the company has provided your district or institute of higher learning with custodial cleaning services within the past five (5) years. Your response to the questions below will be most helpful in the selection process. **(Please print legibly)**

1. Did your district/ institute of higher education receive custodial cleaning services from the Contractor?

\_\_\_\_\_

2. Did the Contractor provide this service for you in the past 5 years? If so, when did the contract begin and end?

\_\_\_\_\_

3. How many schools/locations did/does this contractor service?

\_\_\_\_\_

4. What is the approximate total square footage the Contractor was required to clean/maintain?

\_\_\_\_\_

5. Was contract manager or custodial supervisor readily available when needed? Did you experience any issues? If so, please explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Did you experience any performance-related issues during the contract? If so, please explain in detail.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Now after having these services performed by the Contractor, are there any things that you wish you had known in advance before contracting with them?

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8. On a scale of 1 to 5, with 5 being the highest, how satisfied were you with the services performed? If rated less than 5, please state the reason.

1      2      3      4      5

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To be completed by the person completing this Reference Questionnaire

Reference Entity Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX IV: COST FORM- \*The District reserves the right to negotiate all costs.**

Location		Position	Minimum Hourly Rate (per specifications)	Annual Contracted Hours (D)	Proposed Wages (E)	Fringe/Benefits (F)	Total Cost (F +G)*D
Bellevue Elementary	Sq. 74,311 BIC	ELEM GC	\$ 12.30	2080			
Bellevue Elementary	Sq. 74,311 BIC	FT/RT	\$ 13.00	2080			
Bellevue Elementary	Sq. 74,311 BIC	ELEM GC	\$ 12.30	2080			
Castle Heights Middle	Sq. 176,678	GC	\$ 12.00	2080			
Castle Heights Middle	Sq. 176,678	GC	\$ 12.00	2080			
Castle Heights Middle	Sq. 176,678	GC	\$ 12.00	2080			
Castle Heights Middle	Sq. 176,678	FT/RT	\$ 14.00	2080			
Castle Heights Middle	Sq. 176,678	FT/RT	\$ 14.00	2080			
Castle Heights Middle	Sq. 176,678	GC	\$ 12.00	2080			
Independence Elementary	Sq. 61,690	ELEM GC	\$ 12.30	2080			
Independence Elementary	Sq. 61,690	FT/RT	\$ 13.00	2080			
Independence Elementary	Sq. 61,690	ELEM GC	\$ 12.30	2080			
Lesslie Elementary	Sq.55,812	ELEM GC	\$ 12.30	2080			
Lesslie Elementary	Sq.55,812	FT/RT	\$ 13.00	2080			
Lesslie Elementary	Sq.55,812	ELEM GC	\$ 12.30	2080			
Mt. Holly Elementary	Sq. 75,979	ELEM GC	\$ 12.30	2080			
Mt. Holly Elementary	Sq. 75,979	FT/RT	\$ 13.00	2080			
Mt. Holly Elementary	Sq. 75,979	ELEM GC	\$ 12.30	2080			
Northside Elementary	Sq.71,657	ELEM GC	\$ 12.30	2080			
Northside Elementary	Sq.71,657	FT/RT	\$ 13.00	2080			
Northside Elementary	Sq.71,657	ELEM GC	\$ 12.30	2080			
Oakdale Elementary	Sq. 71,422	ELEM GC	\$ 12.30	2080			
Oakdale Elementary	Sq. 71,422	FT/RT	\$ 13.00	2080			
Oakdale Elementary	Sq. 71,422	ELEM GC	\$ 12.30	2080			
Saluda Trail Middle	Sq. 162,919	GC	\$ 12.00	2080			
Saluda Trail Middle	Sq. 162,919	GC	\$ 12.00	2080			
Saluda Trail Middle	Sq. 162,919	GC	\$ 12.00	2080			
Saluda Trail Middle	Sq. 162,919	FT/RT	\$ 14.00	2080			
Saluda Trail Middle	Sq. 162,919	FT/RT	\$ 14.00	2080			
Saluda Trail Middle	Sq. 162,919	GC	\$ 12.00	2080			
Rock Hill High School	Sq. 318,512	GC	\$ 12.00	2080			
Rock Hill High School	Sq. 318,512	GC	\$ 12.00	2080			
Rock Hill High School	Sq. 318,512	GC	\$ 12.00	2080			
Rock Hill High School	Sq. 318,512	GC	\$ 12.00	2080			
Rock Hill High School	Sq. 318,512	SUP/FT (N)	\$ 16.00	2080			
Rock Hill High School	Sq. 318,512	FT/RT (N)	\$ 13.00	2080			
Rock Hill High School	Sq. 318,512	FT/RT (N)	\$ 13.00	2080			
Rock Hill High School	Sq. 318,512	FT/RT (N)	\$ 13.00	2080			
Rock Hill High School	Sq. 318,512	GC	\$ 13.00	2080			
Transportation	Sq.4,750	GC	\$ 12.00	1040			



Location	Position	HR/Rate	Annual Contracted Hours (D)	Proposed Wages (E)	Fringe/Benefits (F)	Total Cost (F +G)*D
Central Child Development / Parent Smart	GC	\$ 12.30	2080			
Central Child Development / Parent Smart	ELEM GC	\$ 12.30	2080			
Central Child Development / Parent Smart	FT/RT	\$ 13.00	2080			
Central Child Development / Parent Smart	ELEM GC	\$ 12.30	2080			
Ebenezer Elementary Sq. 44,439	ELEM GC	\$ 12.30	2080			
Ebenezer Elementary Sq. 44,439	FT/RT	\$ 13.00	2080			
Ebenezer Elementary Sq. 44,439	ELEM GC	\$ 12.30	2080			
Ebenezer Montessori Sq. 28,644	ELEM GC	\$ 12.30	2080			
Ebinport Elementray Sq. 65,175	ELEM GC	\$ 12.30	2080			
Ebinport Elementray Sq. 65,175	FT/RT	\$ 13.00	2080			
Ebinport Elementray Sq. 65,175	ELEM GC	\$ 12.30	2080			
Mt. Gallant Elementary Sq. 67,057	ELEM GC	\$ 12.30	2080			
Mt. Gallant Elementary Sq. 67,057	FT/RT	\$ 13.00	2080			
Mt. Gallant Elementary Sq. 67,057	ELEM GC	\$ 12.30	2080			
Dutchman Creek Middle Sg. 171,544	GC	\$ 12.00	2080			
Dutchman Creek Middle Sg. 171,544	GC	\$ 12.00	2080			
Dutchman Creek Middle Sg. 171,544	GC	\$ 12.00	2080			
Dutchman Creek Middle Sg. 171,544	FT/RT	\$ 14.00	2080			
Dutchman Creek Middle Sg. 171,544	FT/RT	\$ 14.00	2080			
Dutchman Creek Middle Sg. 171,544	GC	\$ 12.00	2080			
Rosewood Elementary Sq. 67,389 BIC	ELEM GC	\$ 12.30	2080			
Rosewood Elementary Sq. 67,389 BIC	FT/RT	\$ 13.00	2080			
Rosewood Elementary Sq. 67,389 BIC	ELEM GC	\$ 12.30	2080			
India Hook Elementary Sq. 75,979	ELEM GC	\$ 12.30	2080			
India Hook Elementary Sq. 75,979	FT/RT	\$ 13.00	2080			
India Hook Elementary Sq. 75,979	ELEM GC	\$ 12.30	2080			
South Pointe High Sq. 364,382	GC	\$ 12.00	2080			
South Pointe High Sq. 364,382	GC	\$ 12.00	2080			
South Pointe High Sq. 364,382	GC	\$ 12.00	2080			
South Pointe High Sq. 364,382	GC	\$ 12.00	2080			
South Pointe High Sq. 364,382	GC	\$ 12.00	2080			
South Pointe High Sq. 364,382	FT/RT	\$ 15.00	2080			
South Pointe High Sq. 364,382	FT/RT	\$ 15.00	2080			
South Pointe High Sq. 364,382	FT/RT	\$ 15.00	2080			
South Pointe High Sq. 364,382	SUP/FT (N)	\$ 16.00	2080			
South Pointe High Sq. 364,382	GC	\$ 12.00	2080			
Sullivan Middle School Sq. 155,788	GC	\$ 12.00	2080			
Sullivan Middle School Sq. 155,788	GC	\$ 12.00	2080			
Sullivan Middle School Sq. 155,788	GC	\$ 12.00	2080			
Sullivan Middle School Sq. 155,788	FT/RT	\$ 14.00	2080			
Sullivan Middle School Sq. 155,788	FT/RT	\$ 14.00	2080			
Sullivan Middle School Sq. 155,788	GC	\$ 12.00	2080			
Sylvia Circle	ELEM GC	\$ 12.30	2080			
Sylvia Circle	ELEM GC	\$ 12.30	2080			
Sylvia Circle	FT/RT	\$ 13.00	2080			
Sylvia Circle	FT/RT	\$ 13.00	2080			

Location	Position	HR/Rate	Annual Contracted Hours (D)	Proposed Wages (E)	Fringe/Benefits (F)	Total Cost (F +G)*D
Applied Technology Center Sq. 111,915	GC	\$ 12.00	2080			
Applied Technology Center Sq. 111,915	FT/RT	\$ 15.00	2080			
Cherry Park Elementary Sq. 97,493	ELEM GC	\$ 12.30	2080			
Cherry Park Elementary Sq. 97,493	ELEM GC	\$ 12.30	2080			
Cherry Park Elementary Sq. 97,493	FT/RT	\$ 13.00	2080			
Cherry Park Elementary Sq. 97,493	ELEM GC	\$ 12.30	2080			
Finley Road Elementary Sq. 64,140	ELEM GC	\$ 12.30	2080			
Finley Road Elementary Sq. 64,140	FT/RT	\$ 13.00	2080			
Finley Road Elementary Sq. 64,140	ELEM GC	\$ 12.30	2080			
Flexible Learning Center Sq. 134,224	GC	\$ 12.00	2080			
Flexible Learning Center Sq. 134,224	FT/RT	\$ 15.00	2080			
Northwestern High Sq. 319,573	GC	\$ 12.00	2080			
Northwestern High Sq. 319,573	GC	\$ 12.00	2080			
Northwestern High Sq. 319,573	GC	\$ 12.00	2080			
Northwestern High Sq. 319,573	GC	\$ 12.00	2080			
Northwestern High Sq. 319,573	GC	\$ 12.00	2080			
Northwestern High Sq. 319,573	FT/RT	\$ 15.00	2080			
Northwestern High Sq. 319,573	FT/RT	\$ 15.00	2080			
Northwestern High Sq. 319,573	FT/RT	\$ 15.00	2080			
Northwestern High Sq. 319,573	SUP/FT (N)	\$ 16.00	2080			
Northwestern High Sq. 319,573	GC	\$ 12.00	2080			
Old Pointe Elementary Sq. 86,284	ELEM GC	\$ 12.30	2080			
Old Pointe Elementary Sq. 86,284	FT/RT	\$ 13.00	2080			
Old Pointe Elementary Sq. 86,284	FT/RT	\$ 13.00	2080			
Old Pointe Elementary Sq. 86,284	ELEM GC	\$ 12.30	2080			
Operations Sq. 55,380	GC	\$ 12.00	1040			
Rawlinson Road Middle Sq. 151,033	GC	\$ 12.00	2080			
Rawlinson Road Middle Sq. 151,033	GC	\$ 12.00	2080			
Rawlinson Road Middle Sq. 151,033	GC	\$ 12.00	2080			
Rawlinson Road Middle Sq. 151,033	FT/RT	\$ 14.00	2080			
Rawlinson Road Middle Sq. 151,033	GC	\$ 12.00	2080			
Richmond Drive Elementary	ELEM GC	\$ 12.30	2080			
Richmond Drive Elementary	FT/RT	\$ 13.00	2080			
Richmond Drive Elementary	ELEM GC	\$ 12.30	2080			
Sunset Park Elementary Sq. 77,952	ELEM GC	\$ 12.30	2080			
Sunset Park Elementary Sq. 77,952	FT/RT	\$ 13.00	2080			
Sunset Park Elementary Sq. 77,952	ELEM GC	\$ 12.30	2080			
York Road Elementary Sq. 57,790 BIC	ELEM GC	\$ 12.30	2080			
York Road Elementary Sq. 57,790 BIC	FT/RT	\$ 13.00	2080			
York Road Elementary Sq. 57,790 BIC	ELEM GC	\$ 12.30	2080			
Grand Total for Labor						
Grand Total for Contract Management and Supervision (from Cost Summarization Part 1)						
Grand Total for Winter Clean Up (from Cost Summarization Part 2)						
Grand Total for Summer Clean Up (from Cost Summarization Part 2)						
Total Contract Price (*This amount will be evaluated)						

Cost Summarization Part 1	
Contract Management and Supervision	Annual Cost
Contract Manager (Total Cost for 1)	
Zone Manager (Total cost of all 3)	
<b>Grand Total</b>	

**\*The Grand Total must be placed on the cost form.**

## Cost Summarization Part 2

[illegible]

[illegible][illegible]

Cost Summarization Part 2										
School/ Location/ Square Footage	Total Winter Clean Up Hours per Location	Total Winter Clean Up Price	Total Winter Clean Up Price per Square Foot	Total Summer Clean Up Hours per Location	Total Summer Clean Up Price	Total Summer Clean Up Price per Square Foot	Elem. Wood Stage Floors Top sand & recoated with minimum 1 coat	Elem. Wood Stage Floors Sand completely down & coated with a minimum 3 coats	Cleaning & Restoration on Carpet Areas	Cafeteria Kitchen Preparation Area
South Stadium / 12,448										
Transportation / 4,750										
Grand Total										

\*The Grand Total for the Winter and Summer Clean must be placed on the cost form.

Cost Summarization Part 3	
Miscellaneous Areas	Unit Cost
Training all cost associated with all areas of training and seminars	\$
Work Order and/or Additional Labor Charge Rate Per Hour	\$
Grand Total	

\*The District reserves the right to negotiate these costs.

**APPENDIX IV- NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that:

- (1) He is \_\_\_\_\_ of \_\_\_\_\_, the Bidder that has submitted the attached RFP:
- (2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP:
- (3) Such RFP is genuine and is not a collusive or sham RFP:
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham in connection with the Contract for which the attached RFP has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the **District** or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed) \_\_\_\_\_

\_\_\_\_\_  
(Title)

**Subscribed and sworn to before me**

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**(Notary Public)**

My commission expires \_\_\_\_\_



**APPENDIX V- CONFLICT OF INTEREST**

I, \_\_\_\_\_ (Offeror/Contractor), on behalf of myself and my company, and my sub-Contractors, if applicable, certify the following, under penalty of perjury, that to the best of my knowledge and belief:

1. No circumstances currently exist that create a Conflict of Interest in my performing the services required by the Solicitation to which I am responding or the Agreement to be signed if I am the successful Offeror in response to this Solicitation, and
2. I understand and acknowledge that my failure to disclose any affiliation or relationship that creates or may create a Conflict of Interest shall be deemed a material misrepresentation and sufficient reason for Offeror and Offeror's company to be disqualified, suspended, and/or excluded from participating in this and any future solicitation and procurements as well as removal from the Rock Hill School District vendor database. It may further result in termination of any contractual relationship with Rock Hill School District (District) and may be grounds for disciplinary action, up to and including debarment by the District, fines, penalties, imprisonment, or civil suit to be brought against Offeror or Offeror's company.
3. That to my knowledge, no employee or official of the District, nor any public agency or official affected by this Solicitation or the Agreement to be signed if I am the successful Offeror, has any pecuniary interest in the business of the Offeror's company or Offeror's sub-Contractor(s), nor does Offeror or Offeror's sub-Contractor(s) have any interest that would conflict in any manner or degree with the performance related to this Solicitation or Agreement.
4. I warrant that I and my sub-Contractor(s), if any, have not employed or retained any company or person other than a bona fide employee working solely for the Offeror's company or sub-Contractor(s) in order to solicit or secure an agreement with Rock Hill School District, as related to this Solicitation or any resulting Agreement, and that I and my sub-Contractor(s), if any, have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Offeror's company or Offeror's sub-Contractor(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of any Agreement.
5. I warrant and represent that my offer identifies and explains below any unfair competitive advantage I or my company or sub-Contractor(s) may have in competing for the Agreement to result from this Solicitation and any actual or potential conflicts of interest that may arise from my participation in

this Solicitation or my receipt of an award. I acknowledge that the District intends by this statement to identify any and all potential conflicts of interest and unfair competitive advantages held by any Offeror, to prevent the existence of conflicting roles that might bias a consultant's judgment, and prevent one Offeror or company from having an unfair competitive advantage over other Offerors. The District, in its sole discretion, has the authority and responsibility to determine whether or not a conflict of interest or unfair competitive advantage exists, after a review of the relevant facts. I acknowledge and understand that if I or my company has an unfair competitive advantage or a conflict of interest; the District may withhold the award of this Agreement. Before withholding award on these grounds, an Offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered.

**List any Actual or Potential Conflicts of Interest below or check the box below to certify that none exists. Failure to fully disclose information may result in penalties and/or sanctions as outlined in #2 above.**

**Please check only one box below.**

☐

**No known actual or potential Conflicts of Interest are subject to disclosure.**

☐

**All identified actual or potential Conflicts of Interest and/or Unfair Competitive advantage(s) are stated below and submitted for further review by Rock Hill School District.**

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6. I warrant that should I become aware of an actual or potential conflict of interest involving my company or sub-Contractor(s), if any, in performing the services under the Agreement or responding to this Solicitation, I will notify the District immediately. I also warrant that should I become aware of any competitive advantage that my company or sub-Contractor(s) have in responding to this Solicitation or providing services under an Agreement related to this Solicitation, I will immediately notify the District of the discovery of a possible competitive advantage. I understand and acknowledge that this obligation to inform the District of the discovery of a conflict of interest or competitive advantage is a continuing obligation and extends throughout the Term of the Agreement for this procurement.
  
7. By signing this statement, I certify for myself and on behalf of my company and any of my sub-Contractor(s) that I have and will comply with, and have not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (Ethics Act). I acknowledge and understand that the District may rescind any Agreement and recover all amounts expended as a result of any action taken in violation of this provision. If I or my company or sub-Contractor(s) participate, directly or indirectly, in the evaluation or award of public Agreements, including without limitation, change orders, or task orders regarding a public Agreement, I shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the Purchasing Agent at the same time the law required the statement to be filed.

Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**XVIII. EXHIBITS**

EXHIBIT A- Equipment Listing

EXHIBIT B- Custodial Manual

## Exhibit A: Custodial In House Proposal - Equipment Cost

Elementary Schools	TomCat Carbon 28 " Walk Behind EDGE, Autoscrubber	Tomcat 20" Sport Walk Behind EDGE Autoscrubber	TomCat RS 28" Riding EDGE Autoscrubber	27" Pioneer 420 Propane High Speed Burnisher	27" Tomcat Battery Operated Ultra High Speed Burnisher	20" Tomcat Battery Operated Ultra High Speed Burnisher	20" Pioneer Low Speed	12 inch Windsor Sensor Upright Vac with tools	15 inch Windsor Sensor Upright vac with tools	18 inch Windsor XP Upright vac with tools	Large 16+ gal Wet/Dry Vac with attachments	Belt Driven Karcher Pressure Washer 3500 PSI	Karcher Cold Water Electric Pressure Washer	Large Hot Water/Steam Extractor	Pioneer 30" Propane Stripper	3 gallon carpet spotter 120psi
Bellevue	1					1	1	2	1							1
Sylvia Circle		1				1	1	2	1							1
Ebenezer Avenue	1					1	1	2	1							1
Ebinport	1					1	1	2	1							1
Finley Road	1					1	1	2	1							1
Independence	1					1	1	2	1							1
India Hook	1					1	1	2	1							1
Lesslie	1					1	1	2	1							1
Mount Gallant	1					1	1	2	1							1
Mount Holly	1					1	1	2	1							1
Northside	1					1	1	2	1							1
Oakdale	1					1	1	2	1							1
Old Pointe	1		1		1		1	2	1							1
Rosewood	1					1	1	2	1							1
Sunset Park	1					1	1	2	1							1
York Road	1					1	1	2	1							1
Cherry Park	1															1
CDC		1				1		2								

Middle Schools																
Castle Heights			1	1	1			2		1	1		1		1	
Dutchman Creek			1	1	1			2		1	1		1		1	
Rawlinson Road	1			1	1			2		1	1		1		1	
Saluda Trail			1	1	1			2		1	1		1		1	
Sullivan		1	1	1	1			2		1	1	1			1	
Flexible Learning	1							2		1	1				1	

High Schools																
Northwestern	3			1				2	1	1	1	1			2	
Rock Hill	3			1				2	1	1	1	1			2	
South Pointe			1	1	1			2	1	1	1	1		1	2	
ATC	1					1	1	2	1							1

TOTAL Machines	25	3	6	8	7	17	17	54	20	9	9	4	4	1	12	18
Price / machine	\$8,990.00	\$7,150.00	\$11,794.00	\$4,150.00	\$8,290.00	\$5,750.00	\$685.00	\$425.00	\$635.00	\$700.00	\$815.00	\$2,435.00	\$1,508.54	\$2,780.00	\$6,750.00	675
TOTAL PRICE	\$224,750.00	\$21,450.00	\$70,764.00	\$33,200.00	\$58,030.00	\$97,750.00	\$11,645.00	\$22,950.00	\$12,700.00	\$6,300.00	\$7,335.00	\$9,740.00	\$6,034.16	\$2,780.00	\$81,000.00	\$12,150.00

Total Cost	\$678,578.16
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## EXHIBIT B



**ROCK HILL**  
*Schools*  
YORK COUNTY DISTRICT THREE



# CUSTODIAL MANUAL

2171 West Main Street  
Rock Hill, SC 29731  
[www.rock-hill.k12.sc.us](http://www.rock-hill.k12.sc.us)

## CUSTODIAL CODE OF CONDUCT

The contractor agrees to be responsible for and shall provide management/supervision of all employees working at all locations in the RHSD. "Whenever any employee(s) is working, there shall be a designated supervisor directing his/her work."

The Contractor is expected to be a part of and working as a team member of the District's Custodial Services and Facilities Services Departments. The Contractor and all Contracted employees must abide by the following rules:

- A. Employees shall wear a picture identification badge and a distinct uniform, including pants and shirts provided by the contractor at all times while on the premises. The Employees must present themselves in a neat and clean appearance.
- B. Employees shall be of good integrity and character. A South Carolina Law Enforcement Division check and/or any SLED/background check necessary shall be conducted on each potential employee prior to employment. The contractor may not employ an individual with a felony or an excessive criminal record without written permission from the RHSD Personnel Department.
- C. Employees shall not disturb any papers, boxes, or other materials except that in trash receptacles or designated areas for trash or unless such material is properly identified as trash.
- D. Employees shall not open drawers, file cabinets or use any RHSD telephone, or use any equipment, kitchen or otherwise, unless given specific approval by the principal or his/her designees.
- E. Employees shall report any property loss or damage to their supervisor immediately. The supervisor and/or manager shall report such damage, immediately to the principal by email, specifying the location and extent of the damage.
- F. Employees will be expected to honor requests from the principal to rearrange or move furniture to accommodate changes in enrollment or to prepare for special activities.
- G. Employees shall not leave keys in doors or admit anyone into any building or office that is not a designated employee of the contractor. It is the responsibility of the contractor to lock all windows or exterior doors after students and teachers have left for the day. All windows or exterior doors shall remain locked while building is being cleaned. All windows or doors which were unlocked upon entry will be immediately locked. The contractor's supervisor must ensure that all windows or doors are locked and burglar alarms are set prior to leaving the premises. If unable to set alarms, supervisor must notify appropriate District Personnel (Principal and Facilities Services) and place a work order in School Dude.
- H. Employees shall not engage in idle or unnecessary conversation with school employees, other employees of the contractor or visitors to the building.
- I. Employees shall not remove any article or materials from the premises, regardless of the value. This is to include the contents of any item found in the trash containers in or around the premises. Trash items are to be placed in dumpsters or trashcans designated for that purpose.
- J. Employees shall abide by rules and regulations set forth by RHSD III administration and policies set forth by the District Board of Trustees which affects the performance of the work.
- K. The contractor's managers/supervisors/Team Leaders must possess the ability to communicate effectively, both orally and in writing, with the custodial staff and other employees. The manager shall make contact on a regular basis (minimum once a week) with the principal and once a day with the custodial and school staff to ensure adequate communication. He/she is responsible for reporting maintenance problems as they arise as well as other problems of mutual concern.
- L. All the contractor's employees must be bonded. The contractor must provide the District with proof of bond.
- M. The use or possession of alcoholic beverage or other non-prescription drugs will not be permitted on the contracted property. Contractor's employees who report for work showing evidence of any impaired conditions must not be permitted to remain on the premises.
- N. Contractor's employees shall not use any part of the building and/or grounds other than for purposes expressly stated in this agreement.

- O. Use of alcohol, drugs or tobacco is not permitted on District property. All District property is "Smoke Free".
- P. When stripping waxed floors the employees must wear the appropriate stripping shoes. These shoes will be provided by said contractor.
- Q. Contractor shall not use washers and dryers in the schools that are not intended for the Custodial Services Department.
- R. **Unauthorized Personnel** - Contractor's personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by RHSD or contractor).



## Duties of the Lead Site Custodian (LSC) and Day Porter

Job Goal: To assist with providing a clean and safe learning environment for the RHSD.

1. Open the building in the morning and secure the building at the end of the school day as directed by the Principal.
2. Check heat and cooling equipment to make sure they are in proper operation.
3. Inspect the building exterior for possible unauthorized entrance and/or vandalism.
4. Sweep with a dust-grabbing mop on tile halls, common areas, and clean/vacuum entrance mats after students are in the classroom. Treat with disinfectant on all surfaces in the stairwells/corridors/elevators (common areas). Do this a minimum of twice a day and more if needed.
5. Pick up trash and other debris on the school grounds.
6. Use a blower at outside entrance areas and walkways.
7. Clean and disinfect after sick children.
8. Assist in setting up furniture for special events.
9. Assist in receiving deliveries of storeroom materials.
10. Clean any spillage or soiled spots on all surfaces.
11. Empty all waste containers inside and outside the building and replace liners in the waste containers. Disinfect waste containers a minimum of once a week. Use odor-controlling products in dumpsters as need.
12. Damp wipe and polish all drinking fountains including mouth guards with germicidal disinfectant.
13. Clean, dust, disinfect all surfaces, and refill all dispensers in the gang restrooms and faculty restrooms.
14. Contractor's employees must dust electronic equipment such as copy machines, computers, or other electronic devices and shall not clean these items with chemicals except when specifically requested by the principal or Custodial Services Director.
15. Make minor repairs, tighten all loose screws and replace light bulbs as required.
16. Remove cobwebs and debris from outside overhangs, windows and walls.
17. In the event of an emergency, know where all water and gas cutoffs, fuse boxes, breaker boxes, and light switches are located.
18. Be familiar with the emergency fire alarm system in your building.
19. Report any maintenance or safety needs observed in the building or on the outside property immediately to office personnel.
20. Take care of emergencies and any other cleaning related work as directed by the Principal or Custodial Services Director.
21. **These areas are cleaned by District Staff Only** – Four Areas to team clean each day including normal areas taken care of by day porter staff guideline and also follow the General Cleaner guideline for all rooms and restroom cleaning: (1) Principal's and Assistant Principal's Office areas to include office space in that area (2) Library/Media Center (3) Teachers Lounges (4) Teachers Work Rooms
22. **Shard space to be cleaned by both District and Contracted Staff** - Gang Restrooms and Faculty Restrooms and Locker Rooms. *District Staff and Contractor* will maintain these areas daily by following the Custodial Handbook Daily Guidelines. The *Contracted Staff* will follow the Daily and Weekly and Monthly Guidelines for restroom/locker room care. (Instructions for restroom care can be found in the Custodial Handbook)

### Cafeteria/Student Break Areas "Green Color Code" (During School)

1. During lunch sweep and police spills and major pieces of litter from the floor.
2. Clean tables and seats with a germicidal disinfectant spray bottle and a clean GREEN rag. *Do not use a bucket with water and chemicals to clean tables.*
3. Sweep with a dust-grabbing mop and auto-scrub using neutral cleaner on all hard surface floors.
4. Dust and spot clean walls and all surfaces with germicidal disinfectant.
5. Take out waste receptacles or liners when lunch is over and clean waste cans with germicidal disinfectant odor-controlling solution.

## **Crew Leader**

1. Shutdown and secure the building at closing of the day as directed by the Principal or the District Representative.
2. Check heat and cooling equipment to make sure they are in proper operation.
3. Inspect the building exterior for possible unauthorized entrance and/or vandalism.
4. Use a blower at outside entrance areas and walkways.
5. Clean and disinfect after sick children.
6. Assist in setting up furniture for special events.
7. Empty all waste containers inside and outside the building and replace liners in the waste containers. Disinfect waste containers a minimum of once a week. Use odor-controlling products in dumpsters as need.
8. Damp wipe and polish all drinking fountains including mouth guards with germicidal disinfectant.
9. Clean, dust, disinfect all surfaces, and refill all dispensers in the gang restrooms and faculty restrooms.
10. Make minor repairs, tighten all loose screws and replace light bulbs as required.
11. Remove cobwebs and debris from outside overhangs, windows and walls.
12. In the event of an emergency, know where all water and gas cutoffs, fuse boxes, breaker boxes, and light switches are located.
13. Be familiar with the emergency fire alarm system in your building.
14. Report any maintenance or safety needs observed in the building or on the outside property immediately to office personnel.
15. Take care of emergencies and any other cleaning related work as directed by the Principal or District Representative.
16. Remove all trash to collection point.
17. Supervise all Contracted Staff to assure that all task are being completed and quality of work is being performed.
18. Fill in as needed for staff that may be out of work at their assigned location.
19. Be trained to perform and have full understanding all job task for all slotted positions at their assigned location.

## General Cleaner

### All Rooms Daily Task “Blue Color Code”

20. Empty and replace liners as needed in the waste containers. Disinfect waste containers a minimum of once a week.
21. Remove all trash to collection point.
22. Dust (vacuum), clean (use blue rag) with germicidal disinfectant on all counters and sinks and refill dispensers.
23. Sweep with a dust-grabbing mop and then spot mop with a neutral cleaner on all hard surface floors.
24. Vacuum and spot clean all carpet areas.
25. All entryway turf mats emptied and all fabric mats vacuumed.
26. Dust and spot clean all surfaces head level and below.
27. Be familiar with the emergency fire alarm system in your building.
28. Report any maintenance or safety needs observed in the building or on the outside property immediately to office personnel.
29. Take care of emergencies and any other cleaning related work as directed by the Principal or Custodial Services Director.

### All Rooms Weekly

1. Polish/clean with a germicidal disinfectant on all glass/frames, mirrors, switch covers, fixtures, all parts of the doors/frames and bright work. (Blue Rag) – Every Tuesday
2. Clean all telephones with a mild sanitizing disinfectant. (Blue Rag) - Every Thursday
3. Dust (vacuum), clean with germicidal disinfectant and polish all surfaces 90” and below. – Every Thursday
4. Sweep outside door and nearby sidewalk to keep soil out of the classroom. – Every Friday

### All Rooms Monthly

1. Dust (vacuum) and clean with a germicidal disinfectant on all surfaces 90” and above including all HVAC components, etc. – Every Monday

## Restroom and Locker Room Tech

### *From the Custodial Manual:*

**21. Shared space to be cleaned by both District and Contracted Staff** - Gang Restrooms and Faculty Restrooms and Locker Rooms. **District Staff and Contractor** will maintain these areas daily by following the Custodial Manual Daily Guidelines. The **Contracted Staff** will follow the Daily and Weekly and Monthly Guidelines for restroom/locker room care. (Instructions for restroom care can be found in the Custodial Manual)

### *My Intent:*

When I state share a responsibility that means we work together as a **TEAM**. For example if a restroom inspection is performed on August 2nd and another inspection is done on August 3<sup>rd</sup> with the same cleaning issues then the **TEAM** is not doing their job. If first shift notices an issue and they clean it, then let the second shift lead know about the concern. Now if first shift comes back in the next day and the same type of issue is occurring then you need to contact your Budd Manager about a second shift cleaning concern along with bringing the Principal or the principal's Designee into the concern. If the second shift lead and the Budd Manager fail to correct the issue then contact the Budd Operations Manager with your concern. **All cleaning concerns must be in writing through our SchoolDude work order system.**

My daily expectations for first shift with regards to line item 22 is to police the areas throughout the day and pick up paper and spot mop and spot clean fixtures and spray the areas with enzyme and disinfectant and replace products and remove trash from these areas, on a daily basis. *See below*

My daily expectations for second shift with regards to line item 22 is to thoroughly wipe down fixtures and thoroughly wipe down partitions and thoroughly mop the floors **or** wash them down with a water hose and have them ready for school the next day. *See below*

### *From the Custodial Manual:*

**Restrooms and Locker rooms - Daily "Color Code Index Red"** *(This is for gang restrooms and faculty restrooms and locker room areas with shared responsibilities. Classroom restrooms are to be cleaned by the second shift).*

1. Dust, clean with germicidal disinfectant and polish all surfaces head level and below. **(Second Shift)**
2. Refill all dispensers as needed. **(First Shift)**
3. Remove all trash to collection point. **(First Shift)**
4. Treat with a germicidal disinfectant and enzyme **First Shift and Second Shift** and (mop all restroom floors **Second Shift**)
5. Dust, clean and polish all (glass/frames, mirrors **First Shift**), (fixtures, all parts of the doors/frames and bright work. **Second Shift**)
6. Check to be sure all plumbing is operational; that there are not stoppages or leaks, and report any maintenance needs to the office. **(First Shift and Second Shift)**

### **Restroom and Locker Room Restoration (These duties are to be performed by second shift)**

**All Restrooms and Locker rooms - Weekly "Color Code Index Red" (Including classroom restrooms)**

1. Treat with a germicidal disinfectant from an approved applicator and scrub all restroom floors with a deck brush and rinsed and vacuumed with an approved machine. – **Every [WEEK DAY HERE]**
2. All surfaces including but not limited to shelves, moldings, pipes, ducts, heating outlets, HVAC vents must be free from dust. – **Every [WEEK DAY HERE]**
3. The restrooms and athletic locker room areas must be on a scheduled time to be fully restored to a gleaming appearance once per week.

### **All Restrooms and locker rooms - Monthly**

1. Treat with a germicidal disinfectant and pressure wash all surfaces to include all fixtures and vents until clean.

***All cleaning concerns must be in writing through our SchoolDude work order system.***

## Floor Tech

### Daily Task

1. Sweep with dust grabbing mop and auto-scrub using neutral cleaner on all hard surface floors in hallways and common areas.
2. Vacuum and spot clean all carpet in common areas.
3. Empty all outside walk off mats and vacuum all carpet mats.

### Common areas/Hallways - Monday, Wednesday and Friday (after school)

Sweep with a dust grabbing mop and auto-scrub using a finish restoring product on all hard surface floors.

Buff all floors with a propane buffer. (After hours)

Treat with germicidal disinfectant and scrub with a cleaner on all surfaces in the stairwells/corridors (common areas).

### All rooms with floor finish – Friday

1. Sweep with a dust grabbing mop and auto-scrub using a finish restoring product on all hard surface floors.
2. Buff the floor with a propane buffer. (After hours)

### All rooms with carpet – Friday

1. Shampoo and germicidal disinfect all carpet.

### Multipurpose rooms floor – Monday, Wednesday and Friday

1. Mondo flooring auto-scrub/side-by-side until all marks and dirt are removed. Disinfect all surfaces.
2. Sweep waxed floor with a dust-grabbing mop and auto-scrub using a finish restoring product. Buff all floors with a propane buffer. (After hours)
3. Shampoo and germicidal disinfect all carpet.

### What the Custodial Staff should not do.

1. Handling money
2. Selling products or tickets
3. Bus duty or directing traffic
4. Handling of students
5. Delivering food to teachers or students
6. Leaving the school/facility for any reason without permission

Keep the Custodial Staff on cleaning issues as much as possible.

***Have our teachers inspecting cleaning for their areas  
and entering work request for cleaning deficiencies.***

Report Cleaning Deficiencies to  
Schooldude Maintenance Direct Work Order  
System ([www.Schooldude.com](http://www.Schooldude.com))  
Updated: 8-29-14



# Additions to Manual

## Semi-Annual Cleaning



## SEMI-ANNUALLY (WINTER BREAK)

### TO BE PERFORMED BY THE CLEANING CONTRACTOR

**Winter Cleanup Period** is a total restoration of all areas of the District's Facilities and Properties. Waxed floors during Winter Cleanup will require a top scrub and recoat adhering to the Custodial Handbook.

#### **Building** (Any area other than restrooms)

- A. Dust, clean and treat with germicidal disinfectant and polish all surfaces (such as file cabinets, desk and chairs but not limited to these items) of any room.
- B. Dust book facings.
- C. Damp clean all window blinds.
- D. Wash all interior and exterior windows.
- E. Wash all wall surfaces and baseboards to remove all marks, dust and dirt.
- F. Empty and replace liners in the waste containers. Disinfect waste containers.
- G. Remove all trash to collection point.
- H. Dust, clean with germicidal disinfectant on all counters and sinks and refill dispensers as needed.
- I. Vacuum and hot extract clean all carpet areas. (Just hot tap water is not sufficient)
- J. All entryway turf mats emptied and all fabric mats vacuumed and wash all mats.
- K. Dust and clean with a germicidal disinfectant any surface including shelves, moldings, pipes, ducts, heating outlets, HVAC vents, etc at any level.
- L. Polish/clean with a germicidal disinfectant on all glass/frames, mirrors, switch covers, fixtures, all parts of the doors/frames and bright work.
- M. Clean all telephones with a mild sanitizing disinfectant.
- N. Sweep outside door and nearby sidewalk to keep soil out of the classroom.
- O. During the Christmas clean-up period you may top scrub and recoat floor surfaces with a minimum of 3 coats of wax. It may be necessary to strip certain floor areas during the Christmas cleaning period. When stripping and waxing you must use high quality products and asbestos tile floors are to be cleaned in compliance with AHERA regulations. If the floor surface has been stripped apply a minimum of 5 coats for VCT or like tile in a classroom. Apply a minimum of 8 coats for terrazzo or like tile. Apply a minimum of 7 coats for VCT or like tile in the hallways/common areas. **\*Make sure not to leave excessive amounts of water on the tile floors for long periods of time.**
- P. All Mondo or like type surfaces are to be cleaned and restored by Mondo's process of maintenance for these types of floor areas.

#### **Restrooms**

- M. Remove all trash to collection point.
- N. Check to be sure all plumbing is operational; that there are not stoppages or leaks, and report any maintenance needs to the office.
- O. Dust and clean with a germicidal disinfectant on all surfaces at any level.
- P. Treat with a germicidal disinfectant and scrub all restroom floors with a brush on a side-by-side/low speed.
- Q. Pressure washes all surfaces until clean.
- R. Dust and clean with a germicidal disinfectant any surface including shelves, moldings, pipes, ducts, heating outlets, HVAC vents, etc at any level.
- S. Dust, clean with a germicidal disinfectant and polish all glass/frames, mirrors, fixtures, all parts of the doors/frames and bright work.
- T. Treat with a germicidal disinfectant.
- U. Refill all dispensers as needed.

## **SEMI-ANNUALLY (SUMMER CLEAN-UP)**

### **TO BE PERFORMED BY THE CLEANING CONTRACTOR**

**Summer Cleanup Period** shall be accomplished between the day after the last teacher's in-service day for the end of the normal school year and a week (5 working days) before the return of the teachers for the start of the next normal school year at the end of the summer break. Before the summer cleaning can begin, the contractor must have all locations cleaned from the past school days and ready for the summer cleaning process.

#### **Building (Any area other than restrooms)**

- A. Open the building in the morning and secure the building at the end of the day or as directed by the Principal.
- B. Inspect the building exterior for possible unauthorized entrance and/or vandalism anytime your employees are on the property.
- C. AIR QUALITY ISSUES - Check cooling equipment to make sure of proper operation. If the air temperature is above 84 degrees or below 75 degrees someone needs to adjust the temperature. Anytime the wax is not drying in a timely manner or carpet is being cleaned let someone know ASAP. To notify personnel of air quality issues please have a work order put in to correct the problem if no one is available to place a work order then call (803)981-1155.
- D. Vacuum and hot extract clean all carpet areas and rugs. (Just hot tap water is not sufficient)
- E. Strip and wax all tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations). Apply a minimum of 4 to 5 coats for VCT or like tile in a classroom. Apply a minimum of 6 coats for terrazzo or like tile. Apply a minimum of 5 to 6 coats for VCT or like tile in the hallways/common areas. The number of waxed coats must be approved by the District Coordinator.
  - a. After applying the 3<sup>rd</sup> or 4<sup>th</sup> coat of wax you must high speed buff the floor area then apply the remaining coat/coats of wax to the floor surface.
  - b. Make sure not to leave excessive amounts of water and stripper on the tile floors.
  - c. You cannot throw water and stripper down with a bucket; the solution must be measured and applied to the floor per the manufacture's specifications per square foot with an applicator. If any tile or floor is damaged and the Contractor's employee did not use the right stripping process then the Contractor will assume all responsibility for any damage and replacement of the floor surface.
- F. All elementary wood stage floors are to be sanded completely down and coated with a minimum of 3 coats (This is to be done during the summer of 2015 – must use commercial grade gym floor products)
- G. All elementary wood stage floors are to be top buffed/sanded and recoated with 1 coat (This is to be done the summer of 2017 and then every other year thereafter - must use commercial grade gym floor products).
- H. All Mondo or like type surfaces are to be cleaned and restored by Mondo's process of maintenance for these types of floor areas.

#### **Restrooms/Locker rooms (All other than gang restrooms and faculty restrooms)**

- I. Remove all trash to collection point.
- J. Check to be sure all plumbing is operational; that there are not stoppages or leaks, and report any maintenance needs to the office.
- K. The Budd Group must move the lift to each location as needed to dust and clean with a germicidal disinfectant any surface including shelves, moldings, pipes, ducts, heating outlets, HVAC vents, etc at any level by the District custodians.



- L. The Budd Group must move the lift to each location as needed to dust, clean with a germicidal disinfectant and polish all glass/frames, mirrors, fixtures, all parts of the doors/frames and bright work by the District custodians.

**GENERAL COMMENTS:**

- A. All tile, terrazzo and finished concrete floors shall use the thermal wave cleaning system or like processes (burnishing method).
- B. All rooms in the cleaning specs does include but not limited to Locker rooms, elevators, closets and staircases. The term all rooms refer to any area other than a hallway in the facility.
- C. All wood floors shall use Hillyard's or the equivalent processes recommended for sealing the wood and maintenance programs for wood floors. (District to provide finish product)
- D. The contractor shall schedule their cleaning processes around at the facilities used for programs to accommodate the District during the normal school year, summer and any breaks. Cleaning must be done after areas are used for the day in these cases.
- E. The District reserves the right to change any equipment or product that is not satisfactory to the District.
- F. Just hot tap water is not sufficient for cleaning carpet and tile & grout surfaces. You must use a machine made for this type of cleaning situation and process as needed.
- G. The District reserves the right to have more coats of wax applied in areas deemed necessary. The District will require the Contractor to recoat any floor surface in most cases a maximum of once a month, but it may be an as needed situation. (District to provide wax & stripper)
- H. All General Mops (wet and dust) must be micro-fiber. The wet micro-fiber mop looks very similar to the traditional wet mop.
- I. All Waxing Mops must be the flat moping system.
- J. The RHSD is evaluating the benefits of polishing all terrazzo floor surfaces.
- K. The Contractor will be responsible for all pressure washing of traffic areas around and in the facilities and ground level up to 12 feet in height on the buildings or any structures in the District a minimum of once a year. All entranceways and courtyards will be done on an as needed basis throughout the 180 day school year. All removal of graffiti will be the shared responsibility between the contractor and the District at all times. All pressure washing equipment must stay in the District warehouse unless signed out with the warehouse manager.
- L. It is the Contractor's sole responsibility to provide all safety equipment and labor and training (safety and task and process) necessary to perform all areas of this contract deemed appropriate by the District.

## **SEMI-ANNUALLY (SUMMER CLEAN-UP)**

### **TO BE PERFORMED BY LSC'S & ALL DISTRICT CUSTODIANS**

#### **Building (Any area other than restrooms)**

- A. Open the building in the morning and secure the building at the end of the day or as directed by the Principal.
- B. Inspect the building exterior for possible unauthorized entrance and/or vandalism.
- C. AIR QUALITY ISSUES - Check cooling equipment to make sure of proper operation. If the air temperature is above 84 degrees or below 75 degrees someone needs to adjust the temperature. Anytime the wax is not drying in a timely manner or carpet is being cleaned let someone know ASAP. To notify personnel of air quality issues please have a work order put in to correct the problem if no one is available to place a work order then call (803)981-1155.
- D. Sweep with a dust-grabbing mop on tile halls, common areas, and clean/vacuum. Treat with disinfectant on all surfaces in the stairwells/corridors/elevators (common areas). Do this as needed or a minimum of once a week.
- E. All entryway turf/rubber mats emptied and all fabric mats vacuumed daily or as needed.
- F. Pick up trash and other debris on the school grounds as needed or at least once a week.
- G. Use a blower at outside entrance areas and walkways as needed or at least once a week.
- H. When any summer program is in session or the office areas being used by staff during the summer break period you are to maintain those areas during your assigned work schedule. You should follow the normal cleaning standards set in place during the normal school year (follow the Custodial Handbook for the areas being cleaned).
- I. Dust and clean in all areas with a germicidal disinfectant any ducts, heating outlets, HVAC vents, etc. at any height.
- J. Damp clean all window blinds.
- K. Wash all interior and exterior windows at any height.
- L. Sweep outside doors and nearby sidewalks to keep soil out of the classrooms and building.
- M. The District Custodians will pressure wash all traffic areas at each location during the summer break period only.
- N. Assist the school staff with cleaning and maintenance needs.

#### **Restrooms (Gang restrooms and Faculty restrooms)**

- O. Remove all trash to collection point.
- P. Check to be sure all plumbing is operational; that there are not stoppages or leaks, and report any maintenance needs to the office.
- Q. Dust and clean with a germicidal disinfectant any surface including shelves, moldings, pipes, ducts, heating outlets, HVAC vents, etc at any level.
- R. Dust, clean with a germicidal disinfectant and polish all glass/frames, mirrors, fixtures, all parts of the doors/frames and bright work.
- S. Refill all dispensers as needed.

## **GENERAL CLARIFICATIONS FOR THE CONTRACTOR**

- A. All tile, terrazzo and finished concrete floors shall use the thermal wave cleaning system or like processes (burnishing method).
- B. All General Mops (wet and dust) must be micro-fiber. The wet micro-fiber mop looks very similar to the traditional wet mop.
- C. All Waxing Mops must be the flat moping system.
- D. The RHSD is evaluating the benefits of polishing all terrazzo floor surfaces. If the RHSD moves in this direction, it will be expected that the Contractor will provide services within this said Contract.
- E. All rooms in the cleaning specs does include but not limited to locker rooms, elevators, closets and staircases. The term "all rooms" refers to any area other than a hallway in the facility.
- F. All wood floors shall use Hillyard's or the equivalent processes recommended for sealing the wood and maintenance programs for wood floors. (District to provide finish product provided through the vendor that receives the chemical contract).
- G. The contractor shall schedule their cleaning processes around school functions. The facilities used for programs to accommodate the District during the normal school year, summer and any breaks.
- H. The District reserves the right to change any equipment and/or product and/or cleaning system that is not satisfactory to the District.
- I. Just hot tap water is not sufficient for cleaning carpet and tile & grout surfaces. You must use a machine with its on heating capability made for this type of cleaning situation and process as needed.
- J. VCT or like tile minimum 5 coats in the classrooms and a minimum of 6 coats in the hallways/common areas and must maintain this at all times. It may take more coats of wax on terrazzo or like tile surfaces to get the needed end result. The District reserves the right to have more coats of wax applied in areas deemed necessary. The District will require the Contractor to recoat any floor surface, in most cases a maximum of once a month, but it may be an "as needed" situation. (District to provide wax & stripper)
- K. The battery buffer/burnisher must have a 20" or greater pad burnishing path. It must have 2000 rpm's or greater. Variable pad pressure of 10 – 65 lbs. It must be a 48v machine with AGM maintenance free batteries. It must have 3 hours run time or greater. The sound level must be 70dba or lower.
- L. It is the Contractor's sole responsibility to provide all equipment necessary to perform all tasks in this contract deemed appropriate by the District.
- M. All batteries used in the equipment must be AGM maintenance free batteries.

## Summer Cleaning Checklist All Rooms/Hallways/Restrooms/Cafeteria

General Notes - Do not remove any decorations hanging from the ceiling or that is placed on the walls.

Date Completed

### Ceiling Area

- \_\_\_\_\_ Remove all strings, paper clips, glue and any other like items
- \_\_\_\_\_ Dust and wipe clean the HVAC vents, tile and tile grid and speakers and promethium projector and any other like items
- \_\_\_\_\_ Open up the light fixtures and clean the light lens and frames inside and outside

### Wall Area

- \_\_\_\_\_ Dust and wipe clean speakers, projector screens, TV's/Components, security sensors, exit signs, promethium screen (no chemicals used on boards), chalkboards, outlet and light switch covers, and other like items
- \_\_\_\_\_ Dust and remove tape and glue and then scrub to remove all marks (If the wall/walls needs to be painted, document the room number and have a work order placed in School Dude)

### Windows

- \_\_\_\_\_ Wash all interior and exterior windows at any height glass and sills/frame.
- \_\_\_\_\_ Wash all blinds (you may want to remove the blind to wash it)

### Cabinets/Cubbies/Sinks/Stall Partitions

- \_\_\_\_\_ Dust and scrub clean to remove all marks, tape and glue. If clear of items clean the inside of cabinets as well. (If the cabinets need to be painted, document the room number and have a work order placed in School Dude)

### Doors

- \_\_\_\_\_ Dust and scrub clean to remove all marks, tape and glue. (Both sides of all doors)
- \_\_\_\_\_ Dust and wash the door frames

### Furniture

- \_\_\_\_\_ Wash clean and disinfect all furniture inside and outside to remove marks, gum, glue and tape. (This is all areas including the feet or wheels of the furniture)
- \_\_\_\_\_ Pressure wash cafeteria tables (Also any desk and chairs that need pressure washing)

### Entranceways/Sidewalks/Walkway Cover/Mats

- \_\_\_\_\_ Pressure wash (Remove cobwebs and any types of nest)

### *LSC Summer Clean-Up Checklist:*

#### *Planning:*

- Plan the job
  - The time frame to complete the entire cleaning of the location
  - The daily cleaning schedule
- Gather necessary tools for stripping hard surface flooring
  - Floor scrappers (long handle or short hand held)
  - Rags
  - Mop bucket and mop (cotton) to apply stripper
  - Wet vacuum
  - Low speed/Side-by-side
  - Doodle bug (frame, handle and pads)
  - Stripping pads for the low speed
  - Drop/Extension cords
  - Mop bucket and mop (cotton) for rinsing the floor
  - Mop bucket with liner and mop (rayon) to apply wax
  - Auto-scrubber should not be used for stripping floor wax, it is only used for the last rinse sequence
- Do we have all the right safety equipment (PPE) and supplies
  - Stripping Shoes
  - Safety Glasses
  - Gloves
  - Know the location of your GHS book
- Is all equipment in good working order
  - Wet vacuum (squeegee blades, vacuum hose, waste drain hose and motor suction)
  - Low speed/Side-by-side (electrical cord inspection, will it turn on and drive block quality)
  - Auto-scrubber (squeegee blades, drive brushes, drain hose, vacuum hose, water level in the batteries and is powering up)
  - Buffer (check oil level and air filter)
  - Make sure all equipment is cleaned at the end of each day to stay in like new condition
- Notify any teachers, principals staff the room or hall that will be “down” for the day/week
- Remove all furniture from area
  - Furniture Stays in the room (Side by side) - Place it near the door area then after three quarters of the room has been stripped and half the room has been waxed the furniture will be moved to the other half so the room can be completed. You will then tie in the waxed room with the hallway area.
  - Furniture out of the room – Place all furniture outside the room in a manner not to block traffic flow (3 feet walk way). The room must be completely stripped and waxed up to 3 feet of the doorway. Then this is to be tied in when the hallway is being waxed.
- Sweep, and or dust mop area on hard floor surfaces
- Remove stains and gum on all carpet flooring, wood flooring, and rubber flooring

### *Stripping:*

- Place appropriate “Wet Floor” Signs and/or caution tape to block entry to wet area
- Tape and place plastic to cover all items such as furniture and carpet or any other surface that could be damaged by the wax stripping process
- Mix the stripper per instruction on the container
- Apply the stripper with cotton mop (do not use hand buckets to throw stripper down and don’t use too much water as to get under cabinets)
- Let stripper sit approximately 10 to 15 minutes
- Agitate the floor with low speed/Side-by-side
- Remove the stripping slurry with the wet vacuum only or hand mop it up
- Rinse the floor at least twice and let dry before applying wax per waxing instructions – **To notify personnel of air quality issues please have a work order put in to correct the problem if no one is available to place a work order then call (803)981-1155.**

### *Floor Refinishing/Waxing:*

- *Floor Refinishing - To notify personnel of air quality issues please have a work order put in to correct the problem if no one is available to place a work order then call Bryan Gordon at (803)981-1155 or e-mail [BGordon@rock-hill.k12.sc.us](mailto:BGordon@rock-hill.k12.sc.us) and for back up number call 981-1150 before starting this process:*
- Make sure tools/equipment are clean before and after the summer cleaning
- Waxing process use a rayon mop head
  - Shake out new rayon mop head then soak new rayon mop head in warm water before applying wax
  - At the end of each day wash the mop head with warm water then place in a clean trash liner (use stripper if necessary to get the mop head and handle free from all wax)
- Wax mop bucket
  - Line mop bucket with trash can liner before placing wax in the mop bucket
  - Daily empty excess wax back into the original wax container then dispose of trash liner and then wash out the mop bucket with warm water (use stripper if necessary to get the bucket free from all wax)
- Dip the mop gently into wax bucket and press out excess finish before apply to the floor surface
- Apply finish from one corner farthest from the exit in medium to thin coats
  - No more than **2 coats** of wax within **12 inches** to the wall - First coat of wax will be applied up to the wall then apply 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> coat and on the 5<sup>th</sup> for classrooms and 6<sup>th</sup> for hallways/common areas coat of wax to the wall
  - Rooms - Should apply 4 coats of wax then buff with a white pad and then add the final coat
  - Hallways/Common areas – Should apply 4 coats of wax then buff with a white pad and then add the 5<sup>th</sup> and the 6<sup>th</sup> final coat
- Let finish dry for 20-30 minutes or until dry before applying additional coats
- ONLY use (pour) as much finish in the bucket or container as you may need for each application or day
- All equipment must be cleaned free from wax and stripper residue at the end of the work day.

***Other Summer Cleaning Task:***

- General cleaning duties – Refer to the Custodial Handbook in the section on General Cleaning
- Tools needed for general cleaning task
  - Micro fiber rags
  - Gloves
  - Mop bucket
  - Micro fiber wet mop
  - Wet mop hard surface floors with neutral floor cleaner (PP-1802)
  - Spray bottle with clean water
  - Spray bottle with all-purpose cleaner (PP-104)
  - Spray bottle with glass cleaner (PP-1432)
  - Spray bottle with disinfectant (PP-232)
  - Back pack vacuum use on
    - Walls
    - Ceiling
    - Inside ceiling light covers
    - Floor
    - Vents
    - Furniture
    - TVs
    - Computers – Vacuum all components of the computer
    - Inside desk



### *Carpet Cleaning Process:*

- Carpet Cleaning – Refer to the Custodial Handbook and the task list section also see the general comments section of the task list: ***Be sure you put in a work order for the air to be turned on or call Bryan Gordon 981-1155 or e-mail [BGordon@rhmail.org](mailto:BGordon@rhmail.org) and for back up call 981-1150 before starting this process:***
  - These task must be done to all areas of the building and completed by 5 working days prior to the return of the teachers
- Tools needed for carpet cleaning task
  - Chewing gum remover
  - Spotting Kit
  - Vacuum
  - Hot water extractor
  - Rags
  - Putty scrapper
  - High traffic carpet pre treatment
- All equipment must be cleaned free from any residue at the end of the work day.



# Additions to Manual

Specific Cleaning Procedures  
& Workflow Charts



### Gym Mat Cleaning

#### Cleaning Procedures

##### Gym Mat Cleaning



#### Routine Cleaning Procedures



1. **Dust mop floor.** Use a previously treated or microfiber dust mop to remove dust and debris from the area.



2. **Damp mop or autoscrub floor with Hillyard Re-Juve-Nal 16.** Place "Wet Floor" signs. Begin mopping at the far side of the room using a standard damp mop or microfiber wet mopping pads. Work towards the entrance.

### Gym Mat Cleaning



**Dust mop floor**



**Damp mop with Hillyard Re-Juv-Nal 16.**



### Cleaning Procedures

#### Locker Room Cleaning

#### Locker Room Cleaning



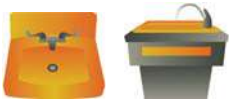
#### Routine Cleaning Tasks

1. Empty trash / spray interior / spot clean exterior / reline
2. Dust using dusting cloth or extension duster
3. Disinfect drinking fountain(s) - (10 min. dwell time)
4. Spot clean vertical and horizontal surfaces
5. Spot clean glass
6. Sweep floor. Pick up with lobby broom and dust pan
7. Damp mop floor with disinfectant

*Work in circuits not circles; beginning at your cart, working through the area (combining tasks so you're doing more than one thing at a time / having everything you need when and where you need it), and finishing at your cart. The direction of the circuit, i.e. right to left, or left to right, isn't important, the objective is to establish a routine so nothing is missed. In the long run, it can be effective to reverse directions occasionally to obtain a different perspective.*

#### Routine Cleaning Procedures

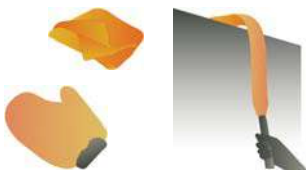
##### A. First Circuit



1. **Apply Disinfectant:** Before emptying the trash, apply disinfectant cleaner to drinking fountains (don't spray the spigots directly), sinks, counters and dispensers. Apply enough disinfectant cleaner so it will remain wet on the surface for 10 minutes to achieve 100% germ kill.



**Trash:** If there is only paper in the trash can, empty it. If there are liquids, food or other items that have soiled the liner, change it. If the liner leaked, empty the liquid, spray the inside and wipe dry or if necessary, rinse the inside of the trash can and allow it to air-dry before relining. Wipe down the exterior of the trash can to remove spots or stray marks. If the liner must be tied to fit snugly, tuck the tail under for a neat appearance.



2. **Dust:** Always work from the top of the room downward to prevent re-soiling of previously cleaned surfaces.

Use an extension duster to reach high and low surfaces. Use a dusting cloth or mitt on mid-level surfaces. This will save strain on your body from bending low or stretching high.

### Locker Room Cleaning

#### Cleaning Procedures

#### Locker Room Cleaning

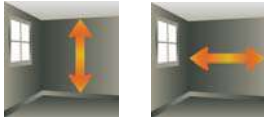
#### Routine Cleaning Procedures

##### A. First Circuit (continued)



3. **Disinfect:** Plan ahead and apply disinfectant cleaner to all surfaces of the drinking fountain(s) except the spout – inside, outside, and surrounding wall areas before emptying the trash. Allow 10 minutes dwell time, then respray to have enough liquid to clean. Wipe surfaces until clean and streak free. Apply surface treatments as applicable.

Optionally, spray all surfaces of the drinking fountain except the spout and wipe immediately to clean and remove any streaks. Re-spray the drinking fountain and allow to air dry to complete the 10 minute dwell time requirement for disinfectant cleaners. Return later and apply surface treatments as applicable.



4. **Spot Disinfect Vertical and Horizontal Surfaces.** Spot disinfect Vertical and Horizontal Surfaces. Spray disinfectant cleaner on spots and stray marks on walls, window frames, door handles, door facings, door frames, light switches, shelves, cabinets, counters, and other surfaces. Wipe to remove soils leaving no residue or streaks.

Optionally, wring a cloth in a utility pail filled with disinfectant cleaner. Fold the cloth to make an 8-sided cleaning cloth. Wipe visible soils, turn the cloth to a clean side and re-wipe. Allow to air dry.



5. **Spot clean glass,** including entry windows, door glass, display case glass, glass tabletops and any other glass in the room. Lightly spray glass cleaner on fingerprints, smudges, etc. and wipe to remove the spot and to dry the surface streak-free.

##### B. Second Circuit



6. **Sweep floor** with push broom, a warehouse, kitchen or angle broom. Pick up debris with your lobby set. Push brooms with flagged bristles capture even fine dust, and should be cleaned regularly to remove lint and hair. Use the broom with a sideways motion to sweep behind low fixtures and along wall edges pulling debris toward you and away from corners and edges. It may help to press down on the handle to flatten the bristles in order to sweep underneath very low items.



7. **Damp mop floor with Disinfectant:** Place "wet floor" signs and damp mop floor using a dedicated standard damp mop and bucket/wringer or microfiber damp mopping pads with disinfectant cleaner. Begin mopping at the corner farthest from the door and work outwards. Pour about half a gallon of cleaning solution from the mop bucket down each floor drain to prevent sewer gasses from backing up into the room. Leave signage in place until floor is completely dry.

## Specific Workflow Charts

### Locker Room Cleaning



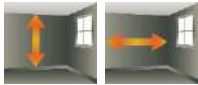
**Empty trash / spray interior / spot clean exterior / reline**



**Dust using dusting cloth or extension duster**



**Disinfect drinking fountain(s) - (10 min. dwell time)**



**Spot disinfect vertical and horizontal surfaces**



**Spot clean glass**



**Sweep floor. Pick up with lobby broom and dust pan**



**Damp mop floor with disinfectant**



### Cleaning Procedures

#### Weight Room Cleaning

#### Weight Room Cleaning



#### Routine Cleaning Tasks

1. Empty trash / spray interior / spot clean exterior / reline
2. Dust using dusting cloth or extension duster
3. Disinfect sinks and counters / drinking fountains (10 min. dwell time)
4. Check and refill dispensers / disinfect dispensers
5. Clean mirrors
6. Spot clean glass
7. Spot clean vertical and horizontal surfaces
8. Spot clean carpet and walk-off mats
9. Vacuum carpet and walk-off mats
10. Dust mop floor
11. Damp mop or autoscrub floor

*Work in circuits not circles; beginning at your cart, working through the area (combining tasks so you're doing more than one thing at a time / having everything you need when and where you need it), and finishing at your cart. The direction of the circuit, i.e. right to left, or left to right, isn't important, the objective is to establish a routine so nothing is missed. In the long run, it can be effective to reverse directions occasionally to obtain a different perspective.*

#### Routine Cleaning Procedures

##### A. First Circuit



1. **Apply Disinfectant:** Before emptying the trash, apply disinfectant cleaner to any drinking fountains, sinks, counters and dispensers. Apply enough disinfectant cleaner so it will remain wet on the surface for 10 minutes.

**Trash:** If there is only paper in the trash can, empty it. If there are liquids, food or other items that have soiled the liner, change it. If the liner leaked, empty the liquid, spray the inside and wipe dry or if necessary, rinse the inside of the trash can and allow it to air-dry before relining. Wipe down the exterior of the trash can to remove spots or stray marks. If the liner must be tied to fit snugly, tuck the tail under for a neat appearance.

**Pick up Debris:** Use your Lobby Set to pick up debris that is too large, too heavy or would otherwise be inappropriate to pick up with your vacuum cleaner such as stones, large pieces of paper, soda cans, pencils, pens, etc.



### Weight Room Cleaning

#### Cleaning Procedures

#### Weight Room Cleaning

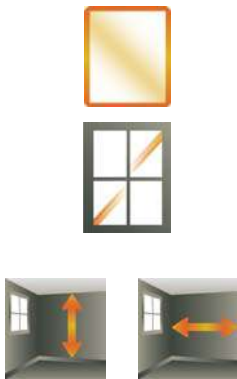
##### Routine Cleaning Procedures

##### A. First Circuit (continued)



2. **Dust:** Always work from the top of the room downward to prevent re-soiling of previously cleaned surfaces.  
Use an extension duster to reach high and low surfaces. Use a dusting cloth or mitt on mid-level surfaces. This will save strain on your body from bending low or stretching high.
3. **Disinfect:** By now ten minutes have passed. Re-spray the drinking fountains, sinks, and counters as necessary to have enough liquid to clean the surfaces, and wipe until clean and free of streaks and water spots. Apply a surface treatment to stainless steel surfaces as applicable.
4. **Dispensers:** Check and refill dispensers as necessary. Spray and wipe the outside of dispensers with disinfectant cleaner.

##### B. Second Circuit



5. **Clean mirrors** with glass cleaner and a paper towel, or disinfectant cleaner and a squeegee.
6. **Spot clean glass**, including entry windows, door glass, display case glass, glass tabletops and any other glass in the room. Lightly spray glass cleaner on fingerprints and smudges. Wipe to remove the spot and to dry the surface streak-free.
7. **Spot clean Vertical and Horizontal Surfaces.** Remove spots and stray marks from walls, window frames, door facings, door frames, shelves, display cases, cabinets, counters, and other surfaces. (Use disinfectant to clean door handles, light switches and other "hot-spots").

##### C. Third Circuit



8. **Spot clean carpet and walk-off mats.** Use a freezing aerosol gum remover to remove fresh gum. Use a liquid gum dissolver to remove older gum. To remove spills and spots, use one of the following methods:
  - a) On smaller spots (3" across or less) apply carpet spot remover to spills and other carpet spots until the surface is damp, not wet. Fold a clean, dry cloth into an 8-sided cloth, place over the spot, place a heavy weight on the cloth and go do something else for 20 to 30 minutes. When you return, remove the weight, turn the cloth over to a dry side, and step on the pad with your toe once or twice. This will remove 95% of all fresh spills and spots.

### Weight Room Cleaning

#### Cleaning Procedures

#### Weight Room Cleaning

#### Routine Cleaning Procedures

##### C. Third Circuit (continued)

- b) For larger spots, apply carpet spotter to the soil, agitate by tapping with a carpet spotting brush or scraping with a bone scraper. Blot the spot by hand with a clean, dry cloth, working from the outside in. Do not rub or scrub spots.
- c) For larger spots, after applying carpet spotter to the soil and allowing 5 minutes contact time, quickly go over the soiled area with a standard speed floor machine (a buffer) and a dry quick-dry bonnet to remove the surface soil. Don't scrub the soil into the carpet, just quickly absorb the soil. Turn the bonnet over to dry.
- d) Large, heavy spills may require the repeated use of an extractor over the course of several days to completely remove all foreign material from the carpet.
- e) Remove spots on upholstery when spot cleaning carpet. Use the hand spotting method. Always test upholstery for color fastness before spot cleaning. Test by using a white cloth, moistened with the cleaning solution, and one finger – rub an inconspicuous area (the back or underside) vigorously for 20 to 30 seconds. If the upholstery color transfers to the cloth, do not use the product to clean the upholstery.



- 9. **Vacuum** carpeting and walk-off mats avoiding any previously spotted areas that remain damp.
- 10. **Dust mop floor.** Use a previously treated or microfiber dust mop to remove dust and debris from the area. Dust mop under furniture and along the edges of the room, paying particular attention to the corners. Work from the inside of the corner outward to move soil away from, not into the corner. Dust mopping into the corner can pack the soil into the corner and create a "rounded" corner. Use a putty knife if necessary to remove soil and move it out where the dust mop can pick it up.
- 11. **Damp mop or autoscrub floor.** Place "Wet Floor" signs. Begin mopping at the far side of the room using a standard damp mop or microfiber wet mopping pads. Work towards the entrance.  
  
Begin autoscrubbing the floor at one side of the entrance making one complete pass around the outside of the room. Then, beginning at the far side of the room, make straight passes across the entire width of the room, finishing at the doorway.

### Weight Room Cleaning











# Additions to Manual

## Job Cards



		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Cafeteria Cleaning</b>		
Routine Tasks:			Product	Application Method
Empty large trash receptacles/spray interior/spot clean exterior/reline			Supro <sup>®</sup> <sub>x</sub>	<b>33</b> Trigger Sprayer
Spot clean and tear down tables and chairs or cafeteria tables			ReJuvNal <sup>®</sup>	<b>16</b> Trigger Sprayer
Vacuum carpeted areas and walk-off mats				
Dust mop or sweep floor				
Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time)			ReJuvNal <sup>®</sup>	<b>16</b> Trigger Sprayer
Check and refill dispensers / disinfect dispensers			ReJuvNal <sup>®</sup>	<b>16</b> Trigger Sprayer
Dust using dusting cloth / extension duster. Spot clean glass			GS Glass Clnr	<b>27</b> Trigger Sprayer
Spot clean vertical and horizontal surfaces			Supro <sup>®</sup> <sub>x</sub>	<b>33</b> Trigger Sprayer
Clean door handle and door facing on both sides			ReJuvNal <sup>®</sup>	<b>16</b> Trigger Sprayer
Spot clean carpet and walk-off mats			Carpet Spotter	<b>15</b> Trigger Sprayer
Damp mop or autoscrub floor			Top Clean <sup>®</sup>	<b>10</b> Mop Bucket/Autoscrubber
Set up tables and chairs or cafeteria tables				
Equipment Needed:			Precautions:	
Housekeeping Cart	Vacuum Cleaner	Hand Soap	Always wear appropriate Personal Protective Equipment.	
Dust Mop / Push Broom	Extension Duster	Paper Towels	Display wet floor signs during damp mopping until floor dries.	
Lobby Broom & Dust Pan	Trash Can Liners	Appropriate PPE	Never place hand inside of trash container; pull liner out, then tie.	
Mop Bucket/Wringer	Cleaning Cloths/Wipers	"Wet Floor" Signs	Allow disinfectant/cleaner to dwell on surfaces for 10 minutes	
Damp Mop or Autoscrubber	Putty Knife		Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	

		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Cafeteria Cleaning</b>		
Routine Tasks:			Product	Application Method
Empty large trash receptacles/spray interior/spot clean exterior/reline			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Spot clean and tear down tables and chairs or cafeteria tables			ReJuvNal <sup>®</sup>	16 Trigger Sprayer
Vacuum carpeted areas and walk-off mats				
Dust mop or sweep floor				
Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time)			ReJuvNal <sup>®</sup>	16 Trigger Sprayer
Check and refill dispensers / disinfect dispensers			ReJuvNal <sup>®</sup>	16 Trigger Sprayer
Dust using dusting cloth / extension duster. Spot clean glass			GS Glass Clnr	27 Trigger Sprayer
Spot clean vertical and horizontal surfaces			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Clean door handle and door facing on both sides			ReJuvNal <sup>®</sup>	16 Trigger Sprayer
Spot clean carpet and walk-off mats			Carpet Spotter	15 Trigger Sprayer
Damp mop or autoscrub floor			Top Clean <sup>®</sup>	10 Mop Bucket/Autoscrubber
Set up tables and chairs or cafeteria tables				
Equipment Needed:			Precautions:	
Housekeeping Cart	Vacuum Cleaner	Hand Soap	Always wear appropriate Personal Protective Equipment.	
Dust Mop / Push Broom	Extension Duster	Paper Towels	Display wet floor signs during damp mopping until floor dries.	
Lobby Broom & Dust Pan	Trash Can Liners	Appropriate PPE	Never place hand inside of trash container; pull liner out, then tie.	
Mop Bucket/Wringer	Cleaning Cloths/Wipers	"Wet Floor" Signs	Allow disinfectant/cleaner to dwell on surfaces for 10 minutes	
Damp Mop or Autoscrubber	Putty Knife		Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	



## ROCK HILL SCHOOL DISTRICT #3 Cafeteria Cleaning



Periodic Tasks:			Product		Application Method
Remove mineral deposits from sinks / drinking fountains (Allow dwell time)			ReJuvNal®	16	White Hand Pad
Clean glass			GS Glass Clnr	27	Trigger Sprayer
Clean air vents			Supro <sup>®</sup> <sub>x</sub>	33	Trigger Sprayer
Wipe walls			Supro <sup>®</sup> <sub>x</sub>	33	Trigger Sprayer
Wipe down equipment			Supro <sup>®</sup> <sub>x</sub>	33	Trigger Sprayer
Apply mop-on restorer			Restorer	23	Mop Bucket
Burnish floor					
Apply carpet prespray			Carpet Pre-Spray	14	Pump Up Sprayer
Bonnet clean carpet			Bonnet Cleaner	13	Mop Bucket
Extract carpet			Carpet pH Rinse	35	Carpet Extractor
Equipment Needed:			Precautions:		
Housekeeping Cart	Std. Spd. Floor Machine	Appropriate PPE	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.		
Cleaning Cloths/Wipers	Carpet Bonnets	"Wet Floor" Signs			
Mop Bucket/Wringer	Carpet Extractor				
Damp Mop	Putty Knife				
Burnisher					

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## ROCK HILL SCHOOL DISTRICT #3 Cafeteria Cleaning









Periodic Tasks:			Product		Application Method
Remove mineral deposits from sinks / drinking fountains (Allow dwell time)			ReJuvNal®	16	White Hand Pad
Clean glass			GS Glass Clnr	27	Trigger Sprayer
Clean air vents			Supro <sup>®</sup> <sub>x</sub>	33	Trigger Sprayer
Wipe walls			Supro <sup>®</sup> <sub>x</sub>	33	Trigger Sprayer
Wipe down equipment			Supro <sup>®</sup> <sub>x</sub>	33	Trigger Sprayer
Apply mop-on restorer			Restorer	23	Mop Bucket
Burnish floor					
Apply carpet prespray			Carpet Pre-Spray	14	Pump Up Sprayer
Bonnet clean carpet			Bonnet Cleaner	13	Mop Bucket
Extract carpet			Carpet pH Rinse	35	Carpet Extractor
Equipment Needed:			Precautions:		
Housekeeping Cart	Std. Spd. Floor Machine	Appropriate PPE	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.		
Cleaning Cloths/Wipers	Carpet Bonnets	"Wet Floor" Signs			
Mop Bucket/Wringer	Carpet Extractor				
Damp Mop	Putty Knife				
Burnisher					
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	 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Classroom Cleaning</b>	
Routine Tasks:	Product	Application Method
Empty trash / spray interior / spot clean exterior / reline	Supro <sup>®</sup> <sub>x</sub> <b>33</b>	Trigger Sprayer
Dust using dusting cloth / extension duster		
Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time)	ReJuvNal <sup>®</sup> <b>16</b>	Trigger Sprayer
Check and refill dispensers / disinfect dispensers	ReJuvNal <sup>®</sup> <b>16</b>	Trigger Sprayer
Erase chalkboards / white boards, as instructed / clean tray	Supro <sup>®</sup> <sub>x</sub> <b>33</b>	Trigger Sprayer
Spot clean vertical and horizontal surfaces	Supro <sup>®</sup> <sub>x</sub> <b>33</b>	Trigger Sprayer
Spot clean glass	GS Glass Clnr <b>27</b>	Trigger Sprayer
Straighten student desks / tables / chairs		
Spot clean student desks / tables / chairs	Supro <sup>®</sup> <sub>x</sub> <b>33</b>	Trigger Sprayer
Spot clean carpet and walk-off mats	Carpet Pre-Spray <b>14</b>	Trigger Sprayer
Vacuum carpet and walk-off mats		
Dust mop and damp mop floor	Top Clean <sup>®</sup> <b>10</b>	Mop Bucket
Equipment Needed:	Precautions:	
Housekeeping Cart      Damp Mop      Putty Knife Dust Mop      Extension Duster      Hand Soap Lobby Broom      Vacuum Cleaner      Paper Towels Lobby Dust Pan      Trash Can Liners      Appropriate PPE Mop Bucket/Wringer      Cleaning Cloths/Wipers      "Wet Floor" Signs	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	

	 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Classroom Cleaning</b>	
Routine Tasks:	Product	Application Method
Empty trash / spray interior / spot clean exterior / reline	Supro <sup>®</sup> <sub>x</sub> <b>33</b>	Trigger Sprayer
Dust using dusting cloth / extension duster		
Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time)	ReJuvNal <sup>®</sup> <b>16</b>	Trigger Sprayer
Check and refill dispensers / disinfect dispensers	ReJuvNal <sup>®</sup> <b>16</b>	Trigger Sprayer
Erase chalkboards / white boards, as instructed / clean tray	Supro <sup>®</sup> <sub>x</sub> <b>33</b>	Trigger Sprayer
Spot clean vertical and horizontal surfaces	Supro <sup>®</sup> <sub>x</sub> <b>33</b>	Trigger Sprayer
Spot clean glass	GS Glass Clnr <b>27</b>	Trigger Sprayer
Straighten student desks / tables / chairs		
Spot clean student desks / tables / chairs	Supro <sup>®</sup> <sub>x</sub> <b>33</b>	Trigger Sprayer
Spot clean carpet and walk-off mats	Carpet Pre-Spray <b>14</b>	Trigger Sprayer
Vacuum carpet and walk-off mats		
Dust mop and damp mop floor	Top Clean <sup>®</sup> <b>10</b>	Mop Bucket
Equipment Needed:	Precautions:	
Housekeeping Cart      Damp Mop      Putty Knife Dust Mop      Extension Duster      Hand Soap Lobby Broom      Vacuum Cleaner      Paper Towels Lobby Dust Pan      Trash Can Liners      Appropriate PPE Mop Bucket/Wringer      Cleaning Cloths/Wipers      "Wet Floor" Signs	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	

	<div style="text-align: center;">   <b>ROCK HILL SCHOOL DISTRICT #3</b>  <b>Classroom Cleaning</b> </div>		
Periodic Tasks:		Product	Application Method
Remove mineral deposits from sinks / drinking fountains (Allow dwell time)		ReJuvNal <sup>®</sup>	16 White Hand Pad
Clean air vents		Supro <sub>x</sub>	33 Trigger Sprayer
Clean glass		GS Glass Clnr	27 Trigger Sprayer
Clean whiteboards		Supro <sub>x</sub>	33 Trigger Sprayer
Apply mop-on restorer		Restorer	23 Mop Bucket
Burnish floor			
Apply carpet prespray		Carpet Pre-Spray	14 Pump Up Sprayer
Bonnet clean carpet		Carpet Pre-Spray	14 Mop Bucket
Extract carpet		Carpet Pre-Spray	14 Carpet Extractor
Equipment Needed:			Precautions:
Housekeeping Cart	Carpet Bonnets	Appropriate PPE	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min. <div style="text-align: right;">© Hillyard Inc.</div>
Cleaning Cloths/Wipers	Burnisher	"Wet Floor" Signs	
Mop Bucket/Wringer	Carpet Extractor		
Damp Mop	Putty Knife		
Std. Spd. Floor Machine			

	<div style="text-align: center;">   <b>ROCK HILL SCHOOL DISTRICT #3</b>  <b>Classroom Cleaning</b> </div>		
Periodic Tasks:		Product	Application Method
Remove mineral deposits from sinks / drinking fountains (Allow dwell time)		ReJuvNal <sup>®</sup>	16 White Hand Pad
Clean air vents		Supro <sub>x</sub>	33 Trigger Sprayer
Clean glass		GS Glass Clnr	27 Trigger Sprayer
Clean whiteboards		Supro <sub>x</sub>	33 Trigger Sprayer
Apply mop-on restorer		Restorer	23 Mop Bucket
Burnish floor			
Apply carpet prespray		Carpet Pre-Spray	14 Pump Up Sprayer
Bonnet clean carpet		Carpet Pre-Spray	14 Mop Bucket
Extract carpet		Carpet Pre-Spray	14 Carpet Extractor
Equipment Needed:			Precautions:
Housekeeping Cart	Carpet Bonnets	Appropriate PPE	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min. <div style="text-align: right;">© Hillyard Inc.</div>
Cleaning Cloths/Wipers	Burnisher	"Wet Floor" Signs	
Mop Bucket/Wringer	Carpet Extractor		
Damp Mop	Putty Knife		
Std. Spd. Floor Machine			





## ROCK HILL SCHOOL DISTRICT #3 Hallway Cleaning






Routine Tasks:			Product	Application Method
Empty trash containers / spray interior / spot clean exterior / reline			Supro <sup>®</sup> <sub>x</sub> 33	Trigger Sprayer
Dust using dusting cloth / extension duster				
Disinfect drinking fountain(s) - (10 min. dwell time)			ReJuvNal <sup>®</sup> 16	Trigger Sprayer
Spot clean vertical and horizontal surfaces			Supro <sup>®</sup> <sub>x</sub> 33	Trigger Sprayer
Straighten tables and chairs				
Spot clean tables and chairs			Supro <sup>®</sup> <sub>x</sub> 33	Trigger Sprayer
Spot clean glass			GS Glass Clnr 27	Trigger Sprayer
Spot clean carpet and walk-off mats			Carpet Spotter 15	Trigger Sprayer
Vacuum carpet and walk-off mats				
Dust mop floor				
Damp mop or autoscrub floor			Top Clean <sup>®</sup> 10	Mop Bucket
Equipment Needed:			Precautions:	
Housekeeping Cart	Damp Mop	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Dust Mop	Autoscrubber	Appropriate PPE		
Lobby Broom	Vacuum	"Wet Floor" Signs		
Lobby Dust Pan	Cleaning Cloths/Wipers			
Mop Bucket/Wringer	Extension Duster			



## ROCK HILL SCHOOL DISTRICT #3 Hallway Cleaning






Routine Tasks:			Product	Application Method
Empty trash containers / spray interior / spot clean exterior / reline			Supro <sup>®</sup> <sub>x</sub> 33	Trigger Sprayer
Dust using dusting cloth / extension duster				
Disinfect drinking fountain(s) - (10 min. dwell time)			ReJuvNal <sup>®</sup> 16	Trigger Sprayer
Spot clean vertical and horizontal surfaces			Supro <sup>®</sup> <sub>x</sub> 33	Trigger Sprayer
Straighten tables and chairs				
Spot clean tables and chairs			Supro <sup>®</sup> <sub>x</sub> 33	Trigger Sprayer
Spot clean glass			GS Glass Clnr 27	Trigger Sprayer
Spot clean carpet and walk-off mats			Carpet Spotter 15	Trigger Sprayer
Vacuum carpet and walk-off mats				
Dust mop floor				
Damp mop or autoscrub floor			Top Clean <sup>®</sup> 10	Mop Bucket
Equipment Needed:			Precautions:	
Housekeeping Cart	Damp Mop	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Dust Mop	Autoscrubber	Appropriate PPE		
Lobby Broom	Vacuum	"Wet Floor" Signs		
Lobby Dust Pan	Cleaning Cloths/Wipers			
Mop Bucket/Wringer	Extension Duster			




		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Hallway Cleaning</b>			
Periodic Tasks:			Product	Application Method	
Remove mineral deposits from drinking fountains (Allow dwell time)			ReJuvNal®	16	White Hand Pad
Clean glass			GS Glass Clnr	27	Trigger Sprayer
Clean air vents			Supro <sub>x</sub> ®	33	Trigger Sprayer
Clean vertical and horizontal surfaces			Supro <sub>x</sub> ®	33	Trigger Sprayer
Extract upholstery			Carpet pH Rinse	35	Carpet Extractor
Wipe walls			Supro <sub>x</sub> ®	33	Trigger Sprayer
Apply mop-on restorer			Restorer	23	Mop Bucket
Burnish floor					
Apply carpet prespray			Carpet Pre-Spray	14	Pump Up Sprayer
Bonnet clean carpet			Bonnet Cleaner	13	Mop Bucket
Extract carpet			Carpet pH Rinse	35	Carpet Extractor
Equipment Needed:			Precautions:		
Housekeeping Cart	White Hand Pads	Appropriate PPE	Always wear appropriate Personal Protective Equipment.		
Mop Bucket/Wringer	Std. Spd. Floor Machine	"Wet Floor" Signs	Display wet floor signs during damp mopping until floor dries.		
Damp Mop	Carpet Bonnets		Never place hand inside of trash container; pull liner out, then tie.		
Putty Knife	Burnisher		Allow disinfectant/cleaner to dwell on surfaces for 10 minutes		
Cleaning Cloths/Wipers	Carpet Extractor		Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.		




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		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Hallway Cleaning</b>			
Periodic Tasks:			Product	Application Method	
Remove mineral deposits from drinking fountains (Allow dwell time)			ReJuvNal®	16	White Hand Pad
Clean glass			GS Glass Clnr	27	Trigger Sprayer
Clean air vents			Supro <sub>x</sub> ®	33	Trigger Sprayer
Clean vertical and horizontal surfaces			Supro <sub>x</sub> ®	33	Trigger Sprayer
Extract upholstery			Carpet pH Rinse	35	Carpet Extractor
Wipe walls			Supro <sub>x</sub> ®	33	Trigger Sprayer
Apply mop-on restorer			Restorer	23	Mop Bucket
Burnish floor					
Apply carpet prespray			Carpet Pre-Spray	14	Pump Up Sprayer
Bonnet clean carpet			Bonnet Cleaner	13	Mop Bucket
Extract carpet			Carpet pH Rinse	35	Carpet Extractor
Equipment Needed:			Precautions:		
Housekeeping Cart	White Hand Pads	Appropriate PPE	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.		
Mop Bucket/Wringer	Std. Spd. Floor Machine	"Wet Floor" Signs			
Damp Mop	Carpet Bonnets				
Putty Knife	Burnisher				
Cleaning Cloths/Wipers	Carpet Extractor				
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		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Locker Room Cleaning</b>		
<b>Routine Tasks:</b>		<b>Product</b>		<b>Application Method</b>
Empty trash / spray interior / spot clean exterior / reline		ReJuvNal®	16	Trigger Sprayer
Dust using dusting cloth or extension duster				
Disinfect drinking fountain(s) - (10 min. dwell time)		ReJuvNal®	16	Trigger Sprayer
Spot disinfect vertical and horizontal surfaces		ReJuvNal®	16	Trigger Sprayer
Spot clean glass		GS Glass Clnr	27	Trigger Sprayer
Sweep floor. Pick up with lobby broom and dust pan				
Damp mop floor with disinfectant		ReJuvNal®	16	Mop Bucket
<b>Equipment Needed:</b>			<b>Precautions:</b>	
Housekeeping Cart	Damp Mop	Appropriate PPE	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Push Broom	Cleaning Cloths/Wipers	"Wet Floor" Signs		
Lobby Broom	Extension Duster			
Lobby Dustpan	Putty Knife			
Mop Bucket/Wringer				

		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Locker Room Cleaning</b>		
<b>Routine Tasks:</b>		<b>Product</b>		<b>Application Method</b>
Empty trash / spray interior / spot clean exterior / reline		ReJuvNal®	16	Trigger Sprayer
Dust using dusting cloth or extension duster				
Disinfect drinking fountain(s) - (10 min. dwell time)		ReJuvNal®	16	Trigger Sprayer
Spot disinfect vertical and horizontal surfaces		ReJuvNal®	16	Trigger Sprayer
Spot clean glass		GS Glass Clnr	27	Trigger Sprayer
Sweep floor. Pick up with lobby broom and dust pan				
Damp mop floor with disinfectant		ReJuvNal®	16	Mop Bucket
<b>Equipment Needed:</b>			<b>Precautions:</b>	
Housekeeping Cart	Damp Mop	Appropriate PPE	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Push Broom	Cleaning Cloths/Wipers	"Wet Floor" Signs		
Lobby Broom	Extension Duster			
Lobby Dustpan	Putty Knife			
Mop Bucket/Wringer				




		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Locker Room Cleaning</b>		
<b>Periodic Tasks:</b>		<b>Product</b>		<b>Application Method</b>
Remove mineral deposits from drinking fountains (Allow dwell time)		ReJuvNal®	16	White Hand Pad
Pour 1 gal. disinfectant solution down floor drains		ReJuvNal®	16	RTU
Clean air vents		ReJuvNal®	16	Trigger Sprayer
Disinfect lockers		ReJuvNal®	16	Trigger Sprayer
Extract upholstery		Unsentent Deep Action II®		Carpet Extractor
Apply mop-on restorer		Restorer	23	Mop Bucket
Burnish floor				
Apply carpet prespray		Carpet Pre-Spray	14	Pump-Up Sprayer
Bonnet clean carpet		Bonnet Cleaner	13	Mop Bucket
Extract carpet		Neutralizer	18	Carpet Extractor
Scrub unfinished floor, pick up solution with wet-vac, rinse floor		ReJuvNal®	16	Mop Bucket
<b>Equipment Needed:</b>		<b>Precautions:</b>		
Housekeeping Cart	White Hand Pads	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.		
Extension Duster	Std. Speed Floor Machine			
Cleaning Cloths/Wipers	Wet/Dry Vac			
Mop Bucket/Wringer	Appropriate PPE			
Damp Mop	"Wet Floor" Signs			
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		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Locker Room Cleaning</b>		
<b>Periodic Tasks:</b>		<b>Product</b>		<b>Application Method</b>
Remove mineral deposits from drinking fountains (Allow dwell time)		ReJuvNal®	16	White Hand Pad
Pour 1 gal. disinfectant solution down floor drains		ReJuvNal®	16	RTU
Clean air vents		ReJuvNal®	16	Trigger Sprayer
Disinfect lockers		ReJuvNal®	16	Trigger Sprayer
Extract upholstery		Unsentent Deep Action II®		Carpet Extractor
Apply mop-on restorer		Restorer	23	Mop Bucket
Burnish floor				
Apply carpet prespray		Carpet Pre-Spray	14	Pump-Up Sprayer
Bonnet clean carpet		Bonnet Cleaner	13	Mop Bucket
Extract carpet		Neutralizer	18	Carpet Extractor
Scrub unfinished floor, pick up solution with wet-vac, rinse floor		ReJuvNal®	16	Mop Bucket
<b>Equipment Needed:</b>		<b>Precautions:</b>		
Housekeeping Cart	White Hand Pads	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.		
Extension Duster	Std. Speed Floor Machine			
Cleaning Cloths/Wipers	Wet/Dry Vac			
Mop Bucket/Wringer	Appropriate PPE			
Damp Mop	"Wet Floor" Signs			
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		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Locker Room Cleaning</b>		
<b>Routine Tasks:</b>		<b>Product</b>		<b>Application Method</b>
Empty trash / spray interior / spot clean exterior / reline		ReJuvNal®	16	Trigger Sprayer
Dust using dusting cloth or extension duster				
Disinfect drinking fountain(s) - (10 min. dwell time)		ReJuvNal®	16	Trigger Sprayer
Spot disinfect vertical and horizontal surfaces		ReJuvNal®	16	Trigger Sprayer
Spot clean glass		GS Glass Clnr	27	Trigger Sprayer
Sweep floor. Pick up with lobby broom and dust pan				
Damp mop floor with disinfectant		ReJuvNal®	16	Mop Bucket
<b>Equipment Needed:</b>			<b>Precautions:</b>	
Housekeeping Cart	Damp Mop	Appropriate PPE	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Push Broom	Cleaning Cloths/Wipers	"Wet Floor" Signs		
Lobby Broom	Extension Duster			
Lobby Dustpan	Putty Knife			
Mop Bucket/Wringer				

		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Locker Room Cleaning</b>		
<b>Routine Tasks:</b>		<b>Product</b>		<b>Application Method</b>
Empty trash / spray interior / spot clean exterior / reline		ReJuvNal®	16	Trigger Sprayer
Dust using dusting cloth or extension duster				
Disinfect drinking fountain(s) - (10 min. dwell time)		ReJuvNal®	16	Trigger Sprayer
Spot disinfect vertical and horizontal surfaces		ReJuvNal®	16	Trigger Sprayer
Spot clean glass		GS Glass Clnr	27	Trigger Sprayer
Sweep floor. Pick up with lobby broom and dust pan				
Damp mop floor with disinfectant		ReJuvNal®	16	Mop Bucket
<b>Equipment Needed:</b>			<b>Precautions:</b>	
Housekeeping Cart	Damp Mop	Appropriate PPE	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Push Broom	Cleaning Cloths/Wipers	"Wet Floor" Signs		
Lobby Broom	Extension Duster			
Lobby Dustpan	Putty Knife			
Mop Bucket/Wringer				



		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Locker Room Cleaning</b>		
<b>Periodic Tasks:</b>		<b>Product</b>		<b>Application Method</b>
Remove mineral deposits from drinking fountains (Allow dwell time)		ReJuvNal®	16	White Hand Pad
Pour 1 gal. disinfectant solution down floor drains		ReJuvNal®	16	RTU
Clean air vents		ReJuvNal®	16	Trigger Sprayer
Disinfect lockers		ReJuvNal®	16	Trigger Sprayer
Extract upholstery		Unsentent Deep Action II®		Carpet Extractor
Apply mop-on restorer		Restorer	23	Mop Bucket
Burnish floor				
Apply carpet prespray		Carpet Pre-Spray	14	Pump-Up Sprayer
Bonnet clean carpet		Bonnet Cleaner	13	Mop Bucket
Extract carpet		Neutralizer	18	Carpet Extractor
Scrub unfinished floor, pick up solution with wet-vac, rinse floor		ReJuvNal®	16	Mop Bucket
<b>Equipment Needed:</b>		<b>Precautions:</b>		
Housekeeping Cart	White Hand Pads	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.		
Extension Duster	Std. Speed Floor Machine			
Cleaning Cloths/Wipers	Wet/Dry Vac			
Mop Bucket/Wringer	Appropriate PPE			
Damp Mop	"Wet Floor" Signs			
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		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Locker Room Cleaning</b>		
<b>Periodic Tasks:</b>		<b>Product</b>		<b>Application Method</b>
Remove mineral deposits from drinking fountains (Allow dwell time)		ReJuvNal®	16	White Hand Pad
Pour 1 gal. disinfectant solution down floor drains		ReJuvNal®	16	RTU
Clean air vents		ReJuvNal®	16	Trigger Sprayer
Disinfect lockers		ReJuvNal®	16	Trigger Sprayer
Extract upholstery		Unsentent Deep Action II®		Carpet Extractor
Apply mop-on restorer		Restorer	23	Mop Bucket
Burnish floor				
Apply carpet prespray		Carpet Pre-Spray	14	Pump-Up Sprayer
Bonnet clean carpet		Bonnet Cleaner	13	Mop Bucket
Extract carpet		Neutralizer	18	Carpet Extractor
Scrub unfinished floor, pick up solution with wet-vac, rinse floor		ReJuvNal®	16	Mop Bucket
<b>Equipment Needed:</b>		<b>Precautions:</b>		
Housekeeping Cart	White Hand Pads	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.		
Extension Duster	Std. Speed Floor Machine			
Cleaning Cloths/Wipers	Wet/Dry Vac			
Mop Bucket/Wringer	Appropriate PPE			
Damp Mop	"Wet Floor" Signs			
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## ROCK HILL SCHOOL DISTRICT #3 Media Center Cleaning



Routine Tasks:			Product	Application Method
Empty trash / spray interior / spot clean exterior / reline			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Dust using dusting cloth or extension duster				
Disinfect drinking fountain(s) - (10 min. dwell time)			ReJuvNal <sup>®</sup>	16 Trigger Sprayer
Erase chalkboards / whiteboards, as instructed / clean tray			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Straighten desks / tables / chairs			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Spot clean desks / tables / chairs			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Spot clean vertical and horizontal surfaces			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Spot clean glass			GS Glass Clnr	27 Trigger Sprayer
Spot clean carpet and walk-off mats			Carpet Spotter	15 Trigger Sprayer
Vacuum carpet and walk-off mats				
Dust mop floor				
Damp mop floor			Top Clean <sup>®</sup>	10 Mop Bucket
Equipment Needed:			Precautions:	
Housekeeping Cart	Damp Mop	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Dust Mop	Trash Can Liners	Appropriate PPE		
Lobby Broom	Vacuum Cleaner	"Wet Floor" Signs		
Lobby Dust Pan	Cleaning Cloths/Wipers			
Mop Bucket/Wringer	Extension Duster			



## ROCK HILL SCHOOL DISTRICT #3 Media Center Cleaning



Routine Tasks:			Product	Application Method
Empty trash / spray interior / spot clean exterior / reline			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Dust using dusting cloth or extension duster				
Disinfect drinking fountain(s) - (10 min. dwell time)			ReJuvNal <sup>®</sup>	16 Trigger Sprayer
Erase chalkboards / whiteboards, as instructed / clean tray			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Straighten desks / tables / chairs			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Spot clean desks / tables / chairs			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Spot clean vertical and horizontal surfaces			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Spot clean glass			GS Glass Clnr	27 Trigger Sprayer
Spot clean carpet and walk-off mats			Carpet Spotter	15 Trigger Sprayer
Vacuum carpet and walk-off mats				
Dust mop floor				
Damp mop floor			Top Clean <sup>®</sup>	10 Mop Bucket
Equipment Needed:			Precautions:	
Housekeeping Cart	Damp Mop	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Dust Mop	Trash Can Liners	Appropriate PPE		
Lobby Broom	Vacuum Cleaner	"Wet Floor" Signs		
Lobby Dust Pan	Cleaning Cloths/Wipers			
Mop Bucket/Wringer	Extension Duster			



## ROCK HILL SCHOOL DISTRICT #3 Media Center Cleaning



Periodic Tasks:			Product	Application Method
Remove mineral deposits from drinking fountains (Allow dwell time)			ReJuvNal® 16	White Hand Pad
Clean air vents			ReJuvNal® 16	Trigger Sprayer
Clean glass			GS Glass Clnr 27	Trigger Sprayer
Clean whiteboards			Supro <sub>x</sub> 33	Trigger Sprayer
Clean desks / tables / chairs			ReJuvNal® 16	Trigger Sprayer
Extract upholstery			Carpet pH Rinse 35	Carpet Extractor
Wipe walls			ReJuvNal® 16	Trigger Sprayer
Apply mop-on restorer			Restorer 23	Mop Bucket
Burnish floor				
Apply carpet prespray			Carpet Pre-Spray 14	Pump-Up Sprayer
Bonnet clean carpet			Bonnet Cleaner 13	Mop Bucket
Extract carpet			Carpet pH Rinse 35	Carpet Extractor
Equipment Needed:			Precautions:	
Housekeeping Cart	Std. Spd. Floor Machine	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Cleaning Cloths/Wipers	Carpet Bonnets	White Hand Pads		
Mop Bucket/Wringer	Burnisher	Appropriate PPE		
Damp Mop	Carpet Extractor	"Wet Floor" Signs		

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## ROCK HILL SCHOOL DISTRICT #3 Media Center Cleaning



Periodic Tasks:			Product	Application Method
Remove mineral deposits from drinking fountains (Allow dwell time)			ReJuvNal® 16	White Hand Pad
Clean air vents			ReJuvNal® 16	Trigger Sprayer
Clean glass			GS Glass Clnr 27	Trigger Sprayer
Clean whiteboards			Supro <sub>x</sub> 33	Trigger Sprayer
Clean desks / tables / chairs			ReJuvNal® 16	Trigger Sprayer
Extract upholstery			Carpet pH Rinse 35	Carpet Extractor
Wipe walls			ReJuvNal® 16	Trigger Sprayer
Apply mop-on restorer			Restorer 23	Mop Bucket
Burnish floor				
Apply carpet prespray			Carpet Pre-Spray 14	Pump-Up Sprayer
Bonnet clean carpet			Bonnet Cleaner 13	Mop Bucket
Extract carpet			Carpet pH Rinse 35	Carpet Extractor
Equipment Needed:			Precautions:	
Housekeeping Cart	Std. Spd. Floor Machine	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Cleaning Cloths/Wipers	Carpet Bonnets	White Hand Pads		
Mop Bucket/Wringer	Burnisher	Appropriate PPE		
Damp Mop	Carpet Extractor	"Wet Floor" Signs		

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## ROCK HILL SCHOOL DISTRICT #3 Office Cleaning






Routine Tasks:			Product	Application Method
Empty trash / spray interior / spot clean exterior / reline			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Dust using dusting cloth / extension duster (1/4 of area)				
Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time)			ReJuvNal <sup>®</sup>	16 Trigger Sprayer
Check and refill dispensers / disinfect dispensers			ReJuvNal <sup>®</sup>	16 Trigger Sprayer
Erase chalkboards / whiteboards, as instructed / clean tray				
Spot clean vertical and horizontal surfaces			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Spot clean glass			GS Glass Clnr	27 Trigger Sprayer
Straighten desks / tables / chairs				
Spot clean desks / tables / chairs			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Spot clean carpet and walk-off mats			Carpet Spotter	15 Trigger Sprayer
Vacuum carpet and walk-off mats				
Dust mop and damp mop floor			Carpet pH Rinse	35 Mop Bucket
Equipment Needed:			Precautions:	
Housekeeping Cart	Damp Mop	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Dust Mop	Trash Can Liners	Hand Soap		
Lobby Broom	Vacuum Cleaner	Paper Towels		
Lobby Dust Pan	Cleaning Cloths/Wipers	Appropriate PPE		
Mop Bucket/Wringer	Extension Duster	"Wet Floor" Signs		






## ROCK HILL SCHOOL DISTRICT #3 Office Cleaning






Routine Tasks:			Product	Application Method
Empty trash / spray interior / spot clean exterior / reline			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Dust using dusting cloth / extension duster (1/4 of area)				
Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time)			ReJuvNal <sup>®</sup>	16 Trigger Sprayer
Check and refill dispensers / disinfect dispensers			ReJuvNal <sup>®</sup>	16 Trigger Sprayer
Erase chalkboards / whiteboards, as instructed / clean tray				
Spot clean vertical and horizontal surfaces			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Spot clean glass			GS Glass Clnr	27 Trigger Sprayer
Straighten desks / tables / chairs				
Spot clean desks / tables / chairs			Supro <sup>®</sup> <sub>x</sub>	33 Trigger Sprayer
Spot clean carpet and walk-off mats			Carpet Spotter	15 Trigger Sprayer
Vacuum carpet and walk-off mats				
Dust mop and damp mop floor			Carpet pH Rinse	35 Mop Bucket
Equipment Needed:			Precautions:	
Housekeeping Cart	Damp Mop	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Dust Mop	Trash Can Liners	Hand Soap		
Lobby Broom	Vacuum Cleaner	Paper Towels		
Lobby Dust Pan	Cleaning Cloths/Wipers	Appropriate PPE		
Mop Bucket/Wringer	Extension Duster	"Wet Floor" Signs		




		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Office Cleaning</b>		
<b>Periodic Tasks:</b>		<b>Product</b>	<b>Application Method</b>	
Remove mineral deposits from sinks / drinking fountains (Allow dwell time)		ReJuvNal®	16	White Hand Pad
Clean glass		GS Glass Clnr	27	Trigger Sprayer
Clean whiteboards		Supro <sub>x</sub>	33	Trigger Sprayer
Clean desks / tables / chairs		Supro <sub>x</sub>	33	Trigger Sprayer
Clean air vents		Supro <sub>x</sub>	33	Trigger Sprayer
Clean vertical and horizontal surfaces		Supro <sub>x</sub>	33	Trigger Sprayer
Extract upholstery		Carpet pH Rinse	35	Carpet Extractor
Apply mop-on restorer		Restorer	23	Mop Bucket
Burnish floor				
Apply carpet prespray		Carpet Pre-Spray	14	Pump Up Sprayer
Bonnet clean carpet		Carpet pH Rinse	35	Mop Bucket
Extract carpet		Carpet pH Rinse	35	Carpet Extractor
<b>Equipment Needed:</b>			<b>Precautions:</b>	
Housekeeping Cart	Std. Spd. Floor Machine	Carpet Extractor	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Cleaning Cloths/Wipers	Carpet Bonnets	Appropriate PPE		
White Hand Pads	Burnisher	"Wet Floor" Signs		
Mop Bucket/Wringer	Putty Knife			
Damp Mop				




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		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Office Cleaning</b>		
<b>Periodic Tasks:</b>		<b>Product</b>	<b>Application Method</b>	
Remove mineral deposits from sinks / drinking fountains (Allow dwell time)		ReJuvNal®	16	White Hand Pad
Clean glass		GS Glass Clnr	27	Trigger Sprayer
Clean whiteboards		Supro <sub>x</sub>	33	Trigger Sprayer
Clean desks / tables / chairs		Supro <sub>x</sub>	33	Trigger Sprayer
Clean air vents		Supro <sub>x</sub>	33	Trigger Sprayer
Clean vertical and horizontal surfaces		Supro <sub>x</sub>	33	Trigger Sprayer
Extract upholstery		Carpet pH Rinse	35	Carpet Extractor
Apply mop-on restorer		Restorer	23	Mop Bucket
Burnish floor				
Apply carpet prespray		Carpet Pre-Spray	14	Pump Up Sprayer
Bonnet clean carpet		Carpet pH Rinse	35	Mop Bucket
Extract carpet		Carpet pH Rinse	35	Carpet Extractor
<b>Equipment Needed:</b>			<b>Precautions:</b>	
Housekeeping Cart	Std. Spd. Floor Machine	Carpet Extractor	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Cleaning Cloths/Wipers	Carpet Bonnets	Appropriate PPE		
White Hand Pads	Burnisher	"Wet Floor" Signs		
Mop Bucket/Wringer	Putty Knife			
Damp Mop				




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		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Restroom Cleaning</b>			
<b>Daily Tasks:</b>			<b>Product</b>		<b>Application Method</b>
Sweep floor. Pick up with lobby broom and dust pan					
Empty trash containers / spray interior / spot clean exterior / reline			ReJuvNal®	16	Trigger Sprayer
Check / empty / disinfect and reline sanitary receptacles			ReJuvNal®	16	Trigger Sprayer
Dust using dusting cloth / extension duster					
Check and refill restroom dispensers / disinfect dispensers			ReJuvNal®	16	Trigger Sprayer
Spray all fixtures/dispensers with disinfectant (10 min. dwell time)			ReJuvNal®	16	Trigger Sprayer
Spot disinfect walls / partitions / vertical and horizontal surfaces			ReJuvNal®	16	Trigger Sprayer
Scrub urinals and toilets with bowl swab or brush-flush for clean water			ReJuvNal®	16	Trigger Sprayer
Rinse the bowl swab, the toilet seat, and the rest of the fixture					
Damp wipe sinks / counters and outsides of all fixtures / dispensers			ReJuvNal®	16	Trigger Sprayer
Clean mirrors			GS Glass Clnr	27	Trigger Sprayer
Damp mop floor with disinfectant			ReJuvNal®	16	Mop Bucket
<b>Equipment Needed:</b>			<b>Precautions:</b>		
Housekeeping Cart	Mop Bucket/Wringer	Paper Towels	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.		
Push Broom	Dedicated Damp Mop	Toilet Tissue			
Lobby Broom	Trash Can Liners	Appropriate PPE			
Lobby Dust Pan	Cleaning Cloths/Wipers	"Wet Floor" Signs			
Extension Duster	Hand Soap				




		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Restroom Cleaning</b>			
<b>Daily Tasks:</b>			<b>Product</b>		<b>Application Method</b>
Sweep floor. Pick up with lobby broom and dust pan					
Empty trash containers / spray interior / spot clean exterior / reline			ReJuvNal®	16	Trigger Sprayer
Check / empty / disinfect and reline sanitary receptacles			ReJuvNal®	16	Trigger Sprayer
Dust using dusting cloth / extension duster					
Check and refill restroom dispensers / disinfect dispensers			ReJuvNal®	16	Trigger Sprayer
Spray all fixtures/dispensers with disinfectant (10 min. dwell time)			ReJuvNal®	16	Trigger Sprayer
Spot disinfect walls / partitions / vertical and horizontal surfaces			ReJuvNal®	16	Trigger Sprayer
Scrub urinals and toilets with bowl swab or brush-flush for clean water			ReJuvNal®	16	Trigger Sprayer
Rinse the bowl swab, the toilet seat, and the rest of the fixture					
Damp wipe sinks / counters and outsides of all fixtures / dispensers			ReJuvNal®	16	Trigger Sprayer
Clean mirrors			GS Glass Clnr	27	Trigger Sprayer
Damp mop floor with disinfectant			ReJuvNal®	16	Mop Bucket
<b>Equipment Needed:</b>			<b>Precautions:</b>		
Housekeeping Cart	Mop Bucket/Wringer	Paper Towels	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.		
Push Broom	Dedicated Damp Mop	Toilet Tissue			
Lobby Broom	Trash Can Liners	Appropriate PPE			
Lobby Dust Pan	Cleaning Cloths/Wipers	"Wet Floor" Signs			
Extension Duster	Hand Soap				




		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Restroom Cleaning</b>		
<b>Periodic Tasks:</b>		<b>Product</b>	<b>Application Method</b>	
Remove mineral deposits from toilets (Allow dwell time)		ReJuvNal®	16	Bowl Brush / Swab
Remove mineral deposits from urinals (Allow dwell time)		ReJuvNal®	16	Bowl Brush / Swab
Remove mineral deposits from sinks (Allow dwell time)		ReJuvNal®	16	White Hand Pad
Scrub toilets with bowl brush/swab. Flush to rinse.		ReJuvNal®	16	Bowl Brush / Swab
Scrub urinals with bowl brush/swab. Flush to rinse.		ReJuvNal®	16	Bowl Brush / Swab
Scrub sinks with white hand pad and rinse.		ReJuvNal®	16	White Hand Pad
Wipe walls / partitions		ReJuvNal®	16	Trigger Sprayer
Pour 1 gal. disinfectant solution down floor drains		ReJuvNal®	16	Mop Bucket
Clean air vents		ReJuvNal®	16	Trigger Sprayer
Clean glass		GS Glass Clnr	27	Trigger Sprayer
Scrub unfinished floor, pick up solution with wet-vac, rinse floor		ReJuvNal®	16	Mop Bucket
Burnish floor				
<b>Equipment Needed:</b>			<b>Precautions:</b>	
Housekeeping Cart	Cleaning Cloths/Wipers	Wet/Dry Vac	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Push Broom	White Hand Pads	Appropriate PPE		
Lobby Broom/Dust Pan	Bowl Brush / Swab	"Wet Floor" Signs		
Mop Bucket/Wringer	Std. Spd. Floor Machine			
Dedicated Damp Mop	Burnisher			

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		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Restroom Cleaning</b>		
<b>Periodic Tasks:</b>		<b>Product</b>	<b>Application Method</b>	
Remove mineral deposits from toilets (Allow dwell time)		ReJuvNal®	16	Bowl Brush / Swab
Remove mineral deposits from urinals (Allow dwell time)		ReJuvNal®	16	Bowl Brush / Swab
Remove mineral deposits from sinks (Allow dwell time)		ReJuvNal®	16	White Hand Pad
Scrub toilets with bowl brush/swab. Flush to rinse.		ReJuvNal®	16	Bowl Brush / Swab
Scrub urinals with bowl brush/swab. Flush to rinse.		ReJuvNal®	16	Bowl Brush / Swab
Scrub sinks with white hand pad and rinse.		ReJuvNal®	16	White Hand Pad
Wipe walls / partitions		ReJuvNal®	16	Trigger Sprayer
Pour 1 gal. disinfectant solution down floor drains		ReJuvNal®	16	Mop Bucket
Clean air vents		ReJuvNal®	16	Trigger Sprayer
Clean glass		GS Glass Clnr	27	Trigger Sprayer
Scrub unfinished floor, pick up solution with wet-vac, rinse floor		ReJuvNal®	16	Mop Bucket
Burnish floor				
<b>Equipment Needed:</b>			<b>Precautions:</b>	
Housekeeping Cart	Cleaning Cloths/Wipers	Wet/Dry Vac	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Push Broom	White Hand Pads	Appropriate PPE		
Lobby Broom/Dust Pan	Bowl Brush / Swab	"Wet Floor" Signs		
Mop Bucket/Wringer	Std. Spd. Floor Machine			
Dedicated Damp Mop	Burnisher			




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		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Weight Room Cleaning</b>			
Routine Tasks:			Product	Application Method	
Empty trash / spray interior / spot clean exterior / reline			Supro <sup>®</sup> <sub>x</sub>	33	Trigger Sprayer
Dust using dusting cloth or extension duster					
Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time)			ReJuvNal <sup>®</sup>	16	Trigger Sprayer
Check and refill dispensers / disinfect dispensers			ReJuvNal <sup>®</sup>	16	Trigger Sprayer
Clean mirrors			GS Glass Clnr	27	Trigger Sprayer
Spot clean glass			GS Glass Clnr	27	Trigger Sprayer
Spot clean vertical and horizontal surfaces			ReJuvNal <sup>®</sup>	16	Trigger Sprayer
Spot clean carpet and walk-off mats			Carpet Spotter	15	Trigger Sprayer
Vacuum carpet and walk-off mats					
Dust mop floor					
Damp mop or autoscrub floor			Top Clean <sup>®</sup>	10	Mop Bucket
Equipment Needed:			Precautions:		
Housekeeping Cart	Autoscrubber	Putty Knife	Always wear appropriate Personal Protective Equipment.		
Dust Mop	Vacuum Cleaner	Hand Soap Lobby	Display wet floor signs during damp mopping until floor dries.		
Broom & Dust Pan	Extension Duster	Paper Towels	Never place hand inside of trash container; pull liner out, then tie.		
Mop Bucket/Wringer	Trash Can Liners	Appropriate PPE	Allow disinfectant/cleaner to dwell on surfaces for 10 minutes		
Damp Mop	Cleaning Cloths/Wipers	"Wet Floor" Signs	Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.		

		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Weight Room Cleaning</b>			
Routine Tasks:			Product	Application Method	
Empty trash / spray interior / spot clean exterior / reline			Supro <sup>®</sup> <sub>x</sub>	33	Trigger Sprayer
Dust using dusting cloth or extension duster					
Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time)			ReJuvNal <sup>®</sup>	16	Trigger Sprayer
Check and refill dispensers / disinfect dispensers			ReJuvNal <sup>®</sup>	16	Trigger Sprayer
Clean mirrors			GS Glass Clnr	27	Trigger Sprayer
Spot clean glass			GS Glass Clnr	27	Trigger Sprayer
Spot clean vertical and horizontal surfaces			ReJuvNal <sup>®</sup>	16	Trigger Sprayer
Spot clean carpet and walk-off mats			Carpet Spotter	15	Trigger Sprayer
Vacuum carpet and walk-off mats					
Dust mop floor					
Damp mop or autoscrub floor			Top Clean <sup>®</sup>	10	Mop Bucket
Equipment Needed:			Precautions:		
Housekeeping Cart	Autoscrubber	Putty Knife	Always wear appropriate Personal Protective Equipment.		
Dust Mop	Vacuum Cleaner	Hand Soap Lobby	Display wet floor signs during damp mopping until floor dries.		
Broom & Dust Pan	Extension Duster	Paper Towels	Never place hand inside of trash container; pull liner out, then tie.		
Mop Bucket/Wringer	Trash Can Liners	Appropriate PPE	Allow disinfectant/cleaner to dwell on surfaces for 10 minutes		
Damp Mop	Cleaning Cloths/Wipers	"Wet Floor" Signs	Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.		



		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Weight Room Cleaning</b>		
<b>Periodic Tasks:</b>		<b>Product</b>		<b>Application Method</b>
Remove mineral deposits from drinking fountain (Allow dwell time)		ReJuvNal®	16	White Hand Pad
Clean glass		GS Glass Clnr	27	Trigger Sprayer
Clean vertical and horizontal surfaces		ReJuvNal®	16	Trigger Sprayer
Wipe down equipment		ReJuvNal®	16	Trigger Sprayer
Wipe walls with disinfectant		ReJuvNal®	16	Trigger Sprayer
Apply mop-on restorer		Restorer	23	Mop Bucket
Burnish floor				
Apply carpet prespray		Carpet Pre-Spray	14	Pump-Up Sprayer
Bonnet clean carpeting		Bonnet Cleaner	13	Mop Bucket
Extract carpet		Neutralizer	18	Carpet Extractor
Scrub unfinished floor, pick up solution with wet-vac, rinse floor				
<b>Equipment Needed:</b>		<b>Precautions:</b>		
Housekeeping Cart	Carpet Bonnets	Wet/Dry Vac	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Cleaning Cloths/Wipers	Burnisher	Appropriate PPE		
Mop Bucket/Wringer	Carpet Extractor	"Wet Floor" Signs		
Damp Mop	Putty Knife			
Std. Spd. Floor Machine	White Hand Pads			
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		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Weight Room Cleaning</b>		
<b>Periodic Tasks:</b>		<b>Product</b>		<b>Application Method</b>
Remove mineral deposits from drinking fountain (Allow dwell time)		ReJuvNal®	16	White Hand Pad
Clean glass		GS Glass Clnr	27	Trigger Sprayer
Clean vertical and horizontal surfaces		ReJuvNal®	16	Trigger Sprayer
Wipe down equipment		ReJuvNal®	16	Trigger Sprayer
Wipe walls with disinfectant		ReJuvNal®	16	Trigger Sprayer
Apply mop-on restorer		Restorer	23	Mop Bucket
Burnish floor				
Apply carpet prespray		Carpet Pre-Spray	14	Pump-Up Sprayer
Bonnet clean carpeting		Bonnet Cleaner	13	Mop Bucket
Extract carpet		Neutralizer	18	Carpet Extractor
Scrub unfinished floor, pick up solution with wet-vac, rinse floor				
<b>Equipment Needed:</b>		<b>Precautions:</b>		
Housekeeping Cart	Carpet Bonnets	Wet/Dry Vac	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Cleaning Cloths/Wipers	Burnisher	Appropriate PPE		
Mop Bucket/Wringer	Carpet Extractor	"Wet Floor" Signs		
Damp Mop	Putty Knife			
Std. Spd. Floor Machine	White Hand Pads			
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