

Janitorial Services

1.0 SCOPE OF SERVICES

This request for bids outlines the duties required for Janitorial Services to the West Basin Water Recycling Plant (WBWRP), located at 1935 Hughes Way, El Segundo, CA. The facility is owned by the West Basin Municipal Water District (District) and is operated by United Water Services, Inc. (UWS).

A one story building plus two outlying restrooms and construction trailer (Approximately 15,000 sq. ft.)

- 1.1 The term of the janitorial service contract shall be twenty-four (24) months.
- 1.2 According to West Basin Resolution #3-93-625, the District will not do business with any firm that discriminates on the basis of race, religion, color, ancestry, age, gender, sexual orientation, disability, medical condition, or place of birth. In addition, the District requires that reasonable efforts be made to maintain a workforce profile and subcontracts with businesses that match the District's demographics.
- 1.3 Supplies: All cleaning supplies required to complete the scope of services shall be provided by the contractor and included in their BID price. Paper supplies and urinal screens shall be provided by the District.

Services:

Office Areas- Daily Services

- Empty all wastebaskets. Reline, as needed.
- Dust desks, tables, file cabinets, and counter tops.
- Remove fingerprints, stains and smudges from doors, and light switches.
- Disinfect phone receivers.
- Spot clean desktops, as needed.
- Sweep/dust and mop all tiled floors.
- Vacuum all carpeted floors.
- Spot clean all carpets.
- Wipe all conference room tables.
- Turn off all designated lights and lock all doors.
- Office Areas- Weekly Services
- Dust chairs, baseboards and windowsills.
- Keep all conference tables, wood furniture and desks dusted and polished.
- Vacuum all chairs and clean base of chairs and tables.

Office Areas- Monthly Services

- Perform high-reach dusting of partition tops, door tops and air vents.

- Clean hard-to-reach areas of all shelves, bookcases and cabinets.
- Dust all window blinds.
- Damp wipe all vinyl furniture.
- Detail vacuuming underneath chair mats.
- Dust, clean and polish doors and thresholds.
- Clean windows in offices.
- Clean fire hose cabinets and extinguishers.

Visitor Center- Daily Services

- Any requests in this area will be performed immediately.
- Empty all trash containers. Reline, as needed. Place for disposal in dumpster or other pre-designated locations.
- Dust desks, tables, file cabinets and counter tops.
- Remove fingerprints, smudges and stains from doors, light switches, woodwork, walls, doorknobs, baseboards and kickplates.
- Vacuum all carpets floors, concentrating on high traffic areas.
- Spot clean any glass partitions.
- Vacuum or damp wipe chalkboard sills.
- Vacuum all chairs and clean base of chairs and table

Restrooms- Daily Services

- Wipe all doors including stall partitions in all restrooms.
- Clean and disinfect all urinals and commodes.
- Clean and sanitize all wash basins.
- Clean and shine mirrors with glass solutions.
- Wipe down all dispensers (i.e. paper towels, hand soap and seat covers).
- Replenish all supplies to all dispensers from stock.
- Wet mop all floors with disinfecting solutions.
- Wipe all baseboards after mopping floors.
- Empty and remove all feminine napkin disposal units. Sanitize and replace bags.
- Dust and wipe down all restroom stall partitions.
- Spot clean walls.

Restrooms- Weekly Services

- Clean and dust vents.
- Mop and disinfect floors and wipe down all baseboards.
- Perform low dusting.
- Pour hot water down floor drains.

Restrooms- Monthly Services

- Vacuum all air conditioning and heating vents.
- Perform high dusting on ceilings and partition ledges.

- Thoroughly clean walls and polish partitions.
- Scrub and polish floors every four months.
- Strip and wax floors every six months.

Lobby & Entrance Areas- Nightly Services

- Vacuum carpeted areas.
- Clean glass front doors in lobby to remove dirt, handprints and smudges.
- Wipe down counters of receptionist desk.
- Empty wastebaskets and replace with new liners.
- Sweep and mop tiled floors.
- Spot clean carpets.
- Empty trash acceptable at entrance to lobby area and outside of control room.

Lobby & Entrance Areas- Weekly Services

- Perform high dusting (i.e. corners, light fixtures, wall decorations, etc.)
- Perform low dusting (i.e. chair legs, baseboards, plant pots, etc.)
- Clean and sanitize visitor's safety mats every six (6) months.

Common Areas- Daily Services

- Clean and sanitize drinking fountains and public telephones.
- Remove finger marks from doors, doorframes and light fixtures.
- Vacuum all areas of carpeting.
- Wet mop all composition floor areas and remove spots.
- Shake and vacuum all doormats.
- Scrape gum or other substance if any, from hallway and lobby areas.

Common Areas- Weekly Services

- Dust all hanging pictures, plaques and remove smudges.
- Polish chrome or brass.

Kitchen Areas- Nightly Services

- Vacuum carpeted floors.
- Wipe down tops of sinks and counters.
- Wipe down coffee maker, can opener, microwave, vending machines and any other appliances.
- Remove any food stains and/or spillage from walls, cupboard, counters and tables.
- Mop vinyl floors.

Kitchen Areas- Weekly Services

- Thoroughly wipe down all vinyl and metallic chairs.

- Thoroughly vacuum all upholstered chairs.
- Thoroughly mop vinyl floors and baseboards.
- Remove fingerprints stains and smudges from walls and cupboards.

Kitchen Areas- Monthly Services

- Scrub and polish floors every four (4) months.
- Strip and wax floors every six (6) months.

Laboratory- Daily Services

- Damp mop floors
- Dispose of any trash on landings.
- Stock towel dispensers.

Laboratory- Additional Services

- Scrub and polish floors every six (6) months.
- Strip and wax floors once (1) a year.

Facility Windows- Monthly

- Clean all plant windows, both internal and external.