



State of Florida
Department of Children and Families

Rick Scott
Governor

Mike Carroll
Secretary

Bob Gibson
Administrator

ADDENDUM # 1
INVITATION TO BID

North Florida Evaluation and Treatment Center

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

Invitation to Bid **ITB# ITBJA20180509** is hereby amended as follows: Information in 'red' will be additions and information in 'yellow' will be deletions from the original ITB.

EXHIBIT D1 – JANITORIAL PROCEDURES

Resident Living Areas (POD) - Daily Procedures (Monday-Friday; Between 8:00 A.M. and 4:00 P.M.)

1. Lobby, ~~Entrance Stairs and Catwalk and Hallways~~ (daily- clean as often as necessary during janitorial business hours to maintain standard cleanliness)

- ~~a. Wipe down all furniture;~~
- ~~b. Wipe down walls/ledges with disinfectant; and~~
- ~~c. Sweep and damp mop floors.~~
- a. Sweep and damp mop floors and stairs with disinfectant
- b. Dust high and low (railings, sign out boards, mesh screens, ceiling ventilation vents)
- c. Vacuum inside and outside entrance mats
- d. Clean inside and outside windows at entrance door and on catwalk
- e. Clean water fountain with disinfectant.
- f. Wipe down marks on entrance door
- g. Sweep outside entrance walkway
- h. Remove all building trash daily to facility secure trash trailers on campus

~~2. Entrances (daily- clean as often as necessary during janitorial business hours to maintain standard cleanliness)~~

- ~~a. High dust all doors and windows removing cob webs;~~
- ~~b. Sweep walkways and entrance areas; and~~
- ~~c. Vacuum carpets at all entrances.~~

North Florida Evaluation and Treatment Center Gainesville, FL 32641

2. Common Room (daily- clean as often as necessary after meals during janitorial business hours)

- a. Sweep and damp mop floor with disinfectant
- b. Clean tables, benches, counter-tops, sinks, with disinfectant
- c. Clean outside and top of refrigerator
- d. Clean inside and outside common room windows
- e. Wipe down marks on entrance door
- f. Wipe down with disinfectant resident wall telephone
- g. Empty trash and remove to secured trash trailers on campus and place clean liners in cans

3. Resident Building Pods (daily -clean as often as necessary during janitorial business hours)

- a. Vacuum carpet; Spot clean stains/spills
- b. Clean and disinfect shower floors, walls and ceilings, removing all soap scum, mildew and other foreign matters;
- c. Clean mirror in shower
- d. Sweep and wet mop shower step out hard floor
- e. Wipe down pod walls, storage cabinets, seating, pod entrance door, rear fire exit door and window ledges with disinfectant;
- f. Dust high/low surfaces including wall and ceiling ventilation vents
- g. Empty trash and place clean liners in all cans; remove trash to secured trash trailers on campus
- h. Disinfect trash cans daily/as needed;
- i. Sweep and mop rear floors with disinfectant;
- j. Replenish liquid hand/bodysoap in secured shower dispenser

4. Staff Control Room (daily and as necessary)

- a. Clean control room sinks and counter tops with disinfectant;
- b. Sweep and mop floors with disinfectant;
- c. Clean lower level staff restroom and adjoining foyer
- d. Replenish hand soap, toilet tissue, and hand towels.
- e. Dust all surfaces
- f. Clean control room windows inside and outside
- g. Empty control room and restroom trash and remove to secured trash trailers on campus. Place clean liners in cans.

5. Laundry / Patio Area (outdoors) (Twice Weekly)

- a. Sweep and mop laundry area cement slab with disinfectant;
- b. Wipe down outside of washers and dryers
- c. Clean behind washers and dryers;
- d. Clean lint filters on dryers
- e. Clean outside ceiling light covers

North Florida Evaluation and Treatment Center Gainesville, FL 32641

- f. Empty trash containers in laundry and patio area and remove to secured trash trailers on campus. Place clean liners in can
- g.
- h. Sweep patio floor
- i. Wipe down patios sand chairs

6. Custodial Closet (daily)

- a. Ensure Odor Free
- b. Products labeled and stored properly
- c. Dust free
- d. Equipment stored properly
- e. Removal of used cloths and trash daily
- f. No storage of flammable materials per Fire Marshall safety regulations

Monthly

- a) Buff foyer and common room tile floors
- b) Machine scrub rear pod floor

Quarterly

- a) Clean (extraction method) pod carpet

Semi-annual

- a) Strip and refinish foyer and common room tile floor
- b) Machine scrub lobby stair treads, catwalk floor covering, control room floor covering

As Requested- Cleaning Vacant Resident Sleeping room

- a) Clean and disinfect sink and toilet
- b) Sweep and wet mop floor
- c) Machine scrub floor as needed. To be determined by Facility Manager
- d) High and low dust including light fixtures, window ledges, high reach ventilation vents
- e) Damp wipe to remove marks from walls and door

7. Weekend and State Holiday Bldg. 2 coverage (Sat, Sun, and State holidays beginning at 5pm)

Daily

Lobby- 1st floor

- a. Sweep and wet mop main lobby, vending area, pedestrian sally port, clinic entrance foyer, men's restroom and women's restroom ceramic floor (2,043 total sf)
- b. Damp wipe lobby and vending area tables and seating
- c. Clean and sanitize lobby men's and women's restrooms
- d. Clean entrance door glass inside and outside
- e. Vacuum outside and inside door mats
- f. Sweep outside patio
- g. Empty all trash containers and remove trash to outside dumpsters

Visitation Lounge -2nd floor

- a. sweep and wet mop visitation lounge sheet vinyl floor (1,503 total sf)
- b. Damp wipe visitation tables and seating
- c. Clean all microwaves
- d. Clean and sanitize visitor and resident restroom
- e. Clean water fountain
- f. Vacuum elevator carpet and polish stainless steel
- g. Empty all trash containers and remove trash to outside dumpsters. Replace with clean trash liners

8. Administration, Auxiliary Areas, Professional Offices, Service Areas- Daily, Weekly, Monthly, Quarterly, Semi Annual, Annual –See Statement of Work For Custodial Services DMS 12/13-040A

Facility Wide Semi-Annual

Strip, seal, and buff hard surface floors

Resident buildings (9 total):

Average foyer and connecting common room VCT tile flooring 1,032 total sf each building

Bldg. 2, Visitation Lounge- sheet vinyl flooring- 1,503 total sf

North Florida Evaluation and Treatment Center Gainesville, FL 32641

Bldg. 3 Cafeteria dining area- VCT tile- 1,620 total sf
Bldg. 2 Lobby ceramic tile (machine scrub only) 2,343 sf

Clean (Extraction Method) carpeting

Resident buildings (9 total)

22 total pods, 686 sf carpeting per pod

All Administration hallways and offices, campus auxiliary offices, Therapeutic areas,

General Cleaning Schedule – - Multi Purpose Building – Gymnasium and Classroom:

9. Daily

- i. Empty all waste containers, change liners and disinfect cans. Remove trash to designated trash trailers
- ii. Clean restrooms including sanitize toilets, urinals, sinks, shower, and surrounding areas; sweep and wet mop flooring.
- iii. Replenish hand soap, toilet tissue, toilet seat covers, and paper towels in restrooms

General Cleaning Schedule – - Multi Purpose Building – Gymnasium and Classroom:

10. Weekly

- i. Sweep and wet mop gym floor with approved padded surface cleaner
- ii. Empty all waste containers, change liners and disinfect cans. Remove trash to designated trash trailers
- iii. Clean restrooms including sanitize toilets, urinals, sinks, shower and surrounding areas;
- iv. Sweep and mop floors and sanitize restroom floors;
- v. Clean restroom mirrors; Wipe down special cleanable wall surfaces
- vi. Vacuum classroom and staff office carpet
- vii. Vacuum entrance mats to gym and classroom,
- viii. Clean and sanitize drinking fountains with approved antibacterial cleanser;
- ix. Damp wipe inside and outside of gym and classroom entrance doors to remove marks
- x. Dust window sills in classroom
- xi. Replenish hand soap, toilet tissue, and paper towels in restrooms
- xii. Wipe down portable metal bleachers with disinfectant
- xiii. Sweep outdoor gym and classroom entrance door walk way

North Florida Evaluation and Treatment Center Gainesville, FL 32641

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

Quarterly

Clean (Extraction method) classroom carpet

11. Semi-Annual

Machine clean gym padded floor surface with cleaning pad specified by flooring manufacturer

Bldg 3 Cafeteria Dining Area- Daily, Monthly Semi Annual

Daily

- a. Damp wipe all tables, counter surfaces, tray rails, and seating with disinfectant**
- b. Vacuum entrance and serving line mats**
- c. Empty all trash and remove to outside dumpsters. Replace cans with clean trash liners**
- d. Sweep and mop with disinfectant**
- e. Clean and disinfect restrooms**

Monthly

- a. Buff floor**

Semiannual

- b. Strip and seal floor**
- c. Clean and sanitize restroom walls and dividers**

12. Weekend and State Holiday Bldg. 2 coverage (Sat, Sun, and State holidays beginning at 5pm)

Lobby-1st floor

- a. Sweep and wet mop main lobby , vending area, pedestrian sally port, clinic entrance foyer, men's restroom and women's restroom ceramic floor (2,043 total sf)**
- b. Damp wipe lobby and vending area tables and seating**
- e. Clean and sanitize lobby men's and women's restrooms**

North Florida Evaluation and Treatment Center Gainesville, FL 32641

- d. Clean entrance door glass inside and outside
- e. Vacuum outside and inside door mats
- f. Sweep outside patio

Visitation Lounge - 2nd floor

- h. sweep and wet mop visitation lounge sheet vinyl floor (1,503 total sf)
- i. Damp wipe visitation tables and seating
- j. Clean all microwaves
- k. Clean and sanitize visitor and resident restroom
- l. Clean water fountain
- m. Vacuum elevator carpet and polish stainless steel

13. Administration, Auxiliary Areas, Professional Offices, Service Areas - Daily, Weekly, Monthly, Quarterly, Semi Annual, Annual - See Statement of Work For Custodial Services DMS 12/13-040A

14. Water Fountains (daily and as necessary)

- a. Clean water fountain with disinfectant;
- b. Apply thin coat of stainless steel cleaner on non porcelain sinks; and
- c. Wipe down to remove excess.

15. Residents' Bathrooms (daily - clean as often as necessary during janitorial business hours)

- a. Clean toilets and sinks with disinfectant;
- b. Clean showers and tubs by removing all soap scum, mildew and other foreign matters;
- c. Clean mirrors;
- d. Wipe down walls/ledges with disinfectant;
- e. Empty trash and place clean liners in all cans;
- f. Disinfect trash cans daily/as needed;

North Florida Evaluation and Treatment Center Gainesville, FL 32641

- g. Sweep and mop floors with disinfectant;
- h. Replenish hand soap, toilet tissue and hand towels; and
- i. Clean and/or replace showers curtains, as required.
- j. Free of offensive odors

16. Security Work Station/Staff Work Room (daily and as necessary)

- h. Wipe down walls/ledges with disinfectant;
- i. Clean sinks and counter tops with disinfectant;
- j. Sweep and mop floors with disinfectant; and
- k. Replenish hand soap, toilet tissue, and hand towels.
- l. Vacuum carpet, if applicable

17. Laundry Rooms (Twice Weekly)

- a. Sweep and mop floors with disinfectant;
- b. Wipe down walls/ledges with disinfectant;
- c. Clean behind washers and dryers;
- d. Clean sink (hopper) and vents;
- e. Clean outside light covers; and
- f. Dust/clean air conditioning vents.

18. Custodial Closets (daily)

- a. Ensure Odor Free
- b. Products labeled and stored properly
- c. Dust free
- d. Equipment stored properly
- e. Removal of used cloths and trash daily

19. Mop Closets (daily)

- a. Ensure Odor Free
- b. Drains cleaned daily and free of debris
- c. Equipment stored properly

Administrative Buildings

20. Daily (Monday-Friday)

- a. Empty waste containers and change liners;
- b. Disinfect trash cans daily/as needed;
- c. Bathrooms;
 - Clean and sanitize toilets & sinks and surrounding areas;
 - Sweep and mop floors and sanitize restroom floors;
 - Clean mirrors;

Wash marks, grime, dirt and accumulated soil from walls in restrooms particularly in the vicinity of
—restroom fixtures;

Replenish hand soap, toilet tissue, and hand towels

All metal, porcelain and tiled surfaces will have a polished and clean appearance

- d. Sweep hallways, lobby and conference room;
- e. Vacuum mats and rugs in entrance/exit areas;
- f. Sweep outside doorway/walk areas;
- g. Wipe table tops in lobby and conference room; and
- h. Clean and sanitize drinking fountains with disinfectant
- i. Clean all glass doors and doorframes of all entryways and lobbies
- j. Clean and polish elevators, leaving no debris in grates, tracks or corners

21. Weekend and State Holiday Bldg. 2 coverage (Sat, Sun, and State holidays beginning at 5pm)

Lobby—1st floor

- a. Sweep and wet mop main lobby, vending area, pedestrian sally port, clinic entrance foyer, men's restroom and women's restroom ceramic floor (2,043 total sf)
- b. Damp wipe lobby and vending area tables and seating
- c. Clean and sanitize lobby men's and women's restrooms
- d. Clean entrance door glass inside and outside
- e. Vacuum outside and inside door mats
- f. Sweep outside patio

Visitation Lounge—2nd floor

- n. sweep and wet mop visitation lounge sheet vinyl floor (1,503 total sf)
- o. Damp wipe visitation tables and seating
- p. Clean all microwaves
- q. Clean and sanitize visitor and resident restroom
- r. Clean water fountain
- s. Vacuum elevator carpet and polish stainless steel

Weekly

- a. Mop hallways, lobby and conference room;
- b. Sweep and mop floors with disinfectant;
- c. Vacuum carpet areas; and
- d. Buff floors

North Florida Evaluation and Treatment Center Gainesville, FL 32641

- e. Maintain and clean janitorial closet
- f. Sweep all stairs and landings and remove spills

t. Monthly

- a. Remove marks from walls and doors, including kick plates;
- b. Wipe down chairs in lobby; and
- c. Replace scent cartridges and deodorizers with a new cartridge labeled with replacement date, re-set deodorizers, and replace batteries (as required).

u. Quarterly

- a. Wipe and clean door frames and furniture frames;
- b. Dust walls, pictures, blinds & window sills in lobby areas and hallways;
- c. Sweep down cobwebs around light fixtures and ceiling; and

- d. Wash ground level windows;
- e. Strip, and wax floors and
- f. Clean behind furniture and refrigerators.

Clinic Area

v. Daily (Monday - Friday)

- a. Wipe down walls/ledges with disinfectant;
- b. Clean sinks and counter tops with disinfectant;
- c. Sweep and mop floors with disinfectant;
- d. Vacuum carpet areas as required;
- e. Empty trash and place clean liners in all cans;
- f. Disinfect trash cans daily/as needed;
- g. Replenish hand soap, toilet tissue, and hand towels;
- h. Bathrooms;
 - Clean and sanitize toilets & sinks and surrounding areas;
 - Sweep and mop floors and sanitize restroom floors;
 - Clean mirrors;
 - Wash marks, grime, dirt and accumulated soil from walls in restrooms particularly in the vicinity of
 - restroom fixtures;
 - Replenish hand soap, toilet tissue, and hand towels

14. Weekly

- a. Mop halls and lobbies;
- m. Wipe down walls/ledges with disinfectant; and
- a. Mop classrooms and office floors with disinfectant;

22. Monthly

- a. Remove marks from walls and doors, including kick plates;

North Florida Evaluation and Treatment Center Gainesville, FL 32641

- b. Wipe down chairs in classrooms & lobbies and door & furniture frames with disinfectant
- c. Clean behind furniture and refrigerators.

23. Quarterly

- a. Dust pictures, blinds and window sills;
- b. Wash windows at ground level
- c. Vacuum fabric seats in offices and lobbies;
- d. Sweep down cobwebs around light fixtures and ceiling;
- e. Buff floors

24. Semi-Annual

- a. Strip, wax and buff floors

Resident buildings (9 total):

Average foyer and connecting common room VCT tile flooring 1,032 total sf each building (twice a year stripping and waxing)

Bldg. 2, Visitation Lounge sheet vinyl flooring 1,503 total sf

Bldg. 3 Cafeteria dining area VCT tile 1,620 total sf

Dietary Building / Main Dining Rooms (7 days a week)

25. Daily (Monday – Friday)

- a. Wipe down walls/ledges with disinfectant, as needed;
- b. Clean sinks and counter/table tops with disinfectant;
- c. Sweep and mop floors with disinfectant (mornings and afternoons)
- d. Empty trash and place clean liners in all cans; and
- e. Disinfect trash cans daily/as needed.
- f. High dust all door jams, decorations and ceilings;
- g. Dust all windows, screens and blinds;
- h. Dust/clean air conditioning vents; and
- i. Dust all sprinkler heads.

26. Weekly

- a. Mop halls and lobbies;
- b. Wipe down walls/ledges with disinfectant; and
- c. Mop classrooms and office floors with disinfectant;

27. Monthly

- a. Remove marks from walls and doors, including kick plates;
- b. Wipe down chairs in classrooms & lobbies and door & furniture frames with disinfectant
- c. Clean behind furniture and refrigerators.

28. Quarterly

North Florida Evaluation and Treatment Center Gainesville, FL 32641

- a. Dust pictures, blinds and window sills;
- b. Wash windows at ground level
- c. Vacuum fabric seats in offices and lobbies;
- d. Sweep down cobwebs around light fixtures and ceiling;
- e. Buff floors

29. Semi-Annual

- a. Strip, wax and buff floors

Bio-hazardous Waste Pick-up Schedule: TBA

General Cleaning Schedule – Recovery Treatment Areas

30. Daily

- a. Empty waste containers and change liners;
- b. Disinfect trash cans daily/as needed;
- c. Bathrooms:
 - Clean and sanitize toilets & sinks and surrounding areas;
 - Sweep and mop floors and sanitize restroom floors;
 - Clean mirrors; wash marks, grime, dirt and accumulated soil from walls particularly in the vicinity of restroom fixtures with disinfectant; and
 - Replenish hand soap, toilet tissue, and hand towels.
- d. Sweep classrooms/hallway and lobby areas;
- e. Vacuum mats/rugs— internal/external
- f. Wipe table tops in classrooms and lobbies; and
- g. Clean and sanitize drinking fountains with disinfectant.

31. Weekly

- a. Mop halls and lobbies;
- b. Wipe down walls/ledges with disinfectant; and
- c. Mop classrooms and office floors with disinfectant.

32. Monthly

- a. Remove marks from walls and doors, including kick plates;
- b. Wipe down chairs in classrooms & lobbies and door & furniture frames with disinfectant
- c. Clean behind furniture and refrigerators.

33. Quarterly

- a. Dust pictures, blinds and window sills;

North Florida Evaluation and Treatment Center Gainesville, FL 32641

- b. Wash windows at ground level
- c. Vacuum fabric seats in offices and lobbies;
- d. Sweep down cobwebs around light fixtures and ceiling;
- e. Buff floors

34. Semi-Annual

- a. Strip, wax and buff floors

Ancillary Buildings

35. Daily (Monday-Friday) and Upon Request

- a. Clean and sanitize toilets & sinks and surrounding areas;
- b. Sweep and mop floors and sanitize restroom floors
- c. clean mirrors;
- d. wash marks, grime, dirt and accumulated soil from walls particularly in the vicinity of restroom fixtures with disinfectant; and
- e. keep soap, towels, toilet tissue supplied and filled.
- f. Sweep hallways, offices and lobbies;
- g. Sweep outside doorway/walk area;
- h. Empty waste containers change liners and disinfect;
- i. Bathrooms:
 - Clean and sanitize toilets & sinks and surrounding areas;
 - Sweep and mop floors and sanitize restroom floors;
 - Clean mirrors;
 - Wash marks, grime, dirt and accumulated soil from walls in restrooms particularly in the vicinity of —restroom fixtures; and
 - Replenish hand soap, toilet tissue, and hand towels.
- j. Vacuum mats and rugs; and
- k. Clean and sanitize drinking fountains with disinfectant.
- l. Maintain and clean janitorial closet.

36. Monthly

- a. Remove marks from walls and doors, including kick plates;
- b. Wipe down chairs in classrooms & lobbies and door & furniture frames with disinfectant
- c. Clean behind furniture and refrigerators (if applicable)

37. Quarterly

- a. Wipe table tops and chairs in lobby;
- b. clean door frames and furniture frames;
- c. Dust walls in lobby and hallways, dust pictures, blinds and window sills;

North Florida Evaluation and Treatment Center Gainesville, FL 32641

- d. Sweep down cobwebs around light fixtures and ceiling;
- e. Remove marks from walls, doors, including kick plates;
- f. Mop hallways, offices and lobbies;
- g. Buff floors;
- h. Clean behind furniture and refrigerators

38. Semi-Annual

- a. Wash windows at ground level
- b. Strip and wax floors

General Cleaning Schedule -- Gymnasium:

39. Weekly

- i. Sweep lobby and gym floor
- ii. Empty all waste containers, change liners and disinfect
- iii. Clean bathrooms;
- iv. Clean and sanitize toilets & sinks and surrounding areas;
- v. Sweep and mop floors and sanitize restroom floors;
- vi. Clean mirrors;
- vii. Vacuum mats in halls, lobbies;
- viii. Clean and sanitize drinking fountains with approved antibacterial cleanser;

40. Monthly or as Requested

- a. Wipe and clean door frames;
- b. Dust walls in lobby, hallways, pictures, window sills;
- c. Buff tile floors;
- d. Sweep down cobwebs around light fixtures and ceiling in lobby;
- e. Remove marks from all walls and doors, including kick plates;
- f. Sweep outside doorway/walk area;
- g. Wash marks, grime, dirt and accumulated soil from walls in restrooms particularly in the vicinity of restroom fixtures; and replenish hand soap, toilet tissue, and hand towels.
- h. Check and replace batteries and scents in deodorizers;
- i. Sweep under bleachers and dry mop stage and gym floor

41. Semi-Annual

- a. Mop gym floor; and
- b. Strip, wax and buff hallways and lobbies
- c. Clean behind furniture and refrigerators.
- d. Wash windows

North Florida Evaluation and Treatment Center Gainesville, FL 32641

***Approved Chemical/Supplies to be Used (applies to entire campus)**

(Substitutions must be authorized by Infection Control Director)

Paper Supplies(Contractor to supply and replenish all paper good supplies with the exception of toilet seat covers).