



COCHISE COUNTY PROCUREMENT DEPARTMENT

1415 Melody Lane, Building C, Bisbee, AZ 85603
Phone: (520) 432-8390 | Fax: (520) 432-8397

19-11-SEA-01

Attachment 2 – Scope of Work

In accordance with 19-11-SEA-01, the Contractor shall provide all labor, materials, transportation and expertise required to accomplish janitorial services to the satisfaction of the County. The Contractor shall complete the following tasks:

Task 1	Daily Cleaning Tasks
Task 1.1	Sweep and mop tiled surfaces, wall to wall
Task 1.2	Vacuum all carpeted surfaces, wall to wall
Task 1.3	Clean and sanitize restrooms, kitchen, handrails, door knobs and lever, and all break room surfaces
Task 1.4	Provide and stock paper goods, hand soap, garbage bags, and any other disposable items used by facility personnel
Task 1.5	Clean and dust workspaces
Task 1.6	Wipe down surfaces in common areas and offices, to include conference room
Task 1.7	Empty and remove trash throughout facility, replacing bags in receptacles
Task 1.8	Spot clean any surfaces not included above, which may appear dirty, such as walls, baseboards, etc.
Task 1.9	Report any required maintenance to the Cochise County Facilities Management Department Point of Contact (POC)
Task 2	Weekly Cleaning Tasks
Task 2.1	Clean glass surfaces throughout the interior and exterior of the facility to include windows, mirrors and appliances
Task 3	Bi-Annual Cleaning Tasks
Task 3.1	Steam clean all carpeted floor surfaces, at the request of the County and according to a schedule approved by the SEACOM Director
Task 3.2	Strip and resurface all tiled floor surfaces, at the request of the County and according to a schedule approved by the SEACOM Director

Materials: The Contractor shall be responsible for supplying cleaning materials, as well as materials used for stocking disposable facility items, and any other supplies or items necessary in the performance of this Scope of Work.

The Contractor shall ensure tasks are completed 7 days a week, 2 hours daily, including Federal holidays. The Contractor shall perform all services in a manner which will reduce, as much as necessary, the impact to business operations of the facility, and ensure that they do not disturb dispatch operations.

The Contractor shall submit individuals who can pass a Federal Bureau of Investigation (FBI) background check required to gain access to the facility. If any employee of the Contractor fails any required background check(s), the Contractor shall reimburse the County for any costs associated with the failed background check.