

College of Osteopathic Medicine at the Cherokee Nation

BID PACKAGE 01A: FINAL CLEAN - COMPLETE

Specification Section	Description
DIVISION 0	Procurement and Contracting Requirements
DIVISION 1	General Requirements
017700	Closeout Procedures – Part 3.1 – Final Cleaning
	All Project Specification on Finished Products, Project Manual Complete

(In addition to the Specification Sections listed, Bidders will include work from referenced specifications and other work normally associated with this trade whether referenced or not.)

Definition of Terms

Contractor = Bidder

Construction Manager = Cooper Flintco, LLC

Owner = Cherokee Nation Property Management, LLC

Architect = Childers / HKS

The scope of work of this bid package shall also include the following items, but without limiting the scope of work as provided above:

- 1.) Contractor shall employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
- 2.) Contractor shall provide final cleaning for the following two phases; Basement and First Level (Phase 1), Second, Third, Roof Levels, and Exterior/Site (Phase 2)
 - a. Phase 1: Mobilization for final cleaning of basement and first floor
 - i. Contractor is responsible for final cleaning of all areas found in the basement and first level.
 - ii. Contractor will be required to work for two weeks consisting of 10 hours a day, six days a week.
 - iii. First week a small crew (6 to 10 people), will be responsible for cleaning and recleaning basement and first level.
 - iv. Second week a full-size crew (12 or more people), will be responsible for final clean and recleaning as needed.
 - b. Phase 2: Mobilization for final cleaning Second, Third, and Roof Levels PLUS Exterior/Site
 - i. All areas found on the second, third, and roof levels.
 - ii. Contractor will be required to work for two weeks consisting of 10 hours a day, six days a week.
 - iii. First week a small crew (6 to 10 people), will be responsible for cleaning and recleaning second, third, and roof levels as needed.
 - iv. Second week a full-size crew (12 or more people), will be responsible for final clean and recleaning as needed for the second, third, and roof levels as needed. In addition to this, recleaning as needed for the basement and first floor to return these areas to final clean status.
 - v. During the duration of cleaning, a small crew (6 to 10 people), will be responsible for cleaning and recleaning the exterior of the building and project site.
- 3.) Contractor will provide 1 supervisor for each crew at all times.
- 4.) Contractor shall perform the following special cleaning for trades at completion of Work for the three phases of mobilization:
 - a. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - b. Remove labels that are not permanent.

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- c. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
 - d. Wipe surfaces of mechanical and electrical equipment, elevator equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - e. Remove marks, stains, fingerprints, soil and dirt from paint, stain and wall covering.
 - f. Remove spots, soil, paint and mastic from tile work and wash same.
 - g. Clean fixtures, equipment and piping; remove stains, paint, dirt and dust.
 - h. Remove temporary floor protections; clean and polish floors.
 - i. Clean concrete walks and slabs of plaster or cement droppings, paint and other objectionable materials to present a neat, clean appearance.
 - j. Clean exterior and interior metal surfaces, including doors and windows and their frames.
 - k. Remove oil, stains, dust, dirt, paint and the like from items required to have a polished finish; polish and leave without fingermarks or other blemishes.
 - l. Wash glass inside and outside.
 - m. Clean exposed interior and exterior hard surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances.
 - n. Avoid disturbing natural weather of exterior surfaces.
 - o. Remove debris and surface dust from limited access spaces, including roofs, access flooring, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - p. Remove debris and surface dust from ledges, sills, cabinets / casework (inside & out), shelves, doors, walls, exposed ductwork, piping, surface raceways, and conduit. Polish all woodwork and trim.
 - q. Remove debris and surface dust from shelving systems and cabinetry. Includes inside of all cabinets and drawers.
 - r. Sweep concrete floors broom clean in unoccupied / utilitarian spaces (i.e. mechanical / electrical rooms).
 - s. Sweep and mop all vinyl and rubber flooring and clean all rubber / vinyl base.
 - t. Sweep, mop, and buff all ceramic tile flooring. Clean all ceramic wall tile and base.
 - u. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - v. Clean all glass, windows, and window frames at interior and exterior of building including aluminum and hollow metal.
 - w. Removal all non-permanent labels and protective coatings / films.
 - x. Wipe and dust surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment.
 - y. Clean and polish all plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - z. Clean all restrooms to a sanitary condition including, but not limited to, cleaning and disinfecting plumbing fixtures, showers, accessories, countertops, etc. Wipe down partitions, walls, lockers, benches, and doors. Clean all ceramic tile, glass, and mirrors. Polish all bright metals.
 - aa. Clean all appliances and equipment.
 - bb. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - cc. Clean light fixtures including lenses, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use. Remove construction debris as needed from drop down light lenses.
 - dd. Remove snow and ice to provide safe access to building.
 - ee. Clean open structure area before grid installation.
 - ff. Clean project site, yard, and grounds, in areas disturbed by construction activities, including landscape development area, of rubbish, waste material, litter, and other foreign substances.
- 5.) All cleaning operations shall comply with all local laws and ordinances and Federal and local environmental and antipollution regulations.

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- 6.) Cleaning shall be performed in prompt manner as directed by Cooper Flintco so as to promote general progress of the project phases and shall not delay or hinder the work of Cooper Flintco or the project's contractors. The time of performance is of the essence.
- 7.) Consult with Cooper Flintco for all cleaning and maintenance data on finished products.
- 8.) Cleaning firm is to furnish manpower, materials, supervision, licensing, permits, testing, and equipment necessary to perform work per this proposal and as coordinated with Cooper Flintco.
- 9.) Trash shall be placed in an on-site dumpster provided by Cooper Flintco.
- 10.) Cleaning firm's field supervisory personnel shall attend weekly project coordination meetings while performing work on the site.
- 11.) Cleaning firm shall furnish protection of adjacent surfaces to prevent damage or additional cleaning.
- 12.) Cleaning firm is responsible for providing cribbing or leveling required for the operation of any hoisting equipment scaffolding, etc. as required for the work included in this package.
- 13.) Cleaning firm is to provide for its employees all necessary safety railing and fall protection as required by the authorities having jurisdiction and Cooper Flintco's standard safety policies and procedures.
- 14.) Cleaning firm will furnish temporary barricades, flagmen and traffic control as required for work of this proposal.
- 15.) Cleaning firm shall furnish all scaffolding, work platforms, equipment and supplies as required to complete all work performed of this proposal and per Cooper Flintco's standard safety policies and procedures.
- 16.) Cleaning firm shall work with Cooper Flintco to prepare a job specific safety plan including written hazard analysis prior to starting work.
- 17.) Cleaning firm is to engage an experience, licensed exterminator to make a final inspection and rid Project of rodents, insects, and other pests. Prepare a report.
- 18.) Cleaning firm shall furnish Cooper Flintco with a site specific MSDS book applicable to the materials and products being utilized on the project site.
- 19.) Cleaning firm shall participate in Cooper Flintco's site specific safety orientation, identification, & recognition program.
- 20.) Cleaning firm shall include the cost of insurance in this proposal. Cost for all insurance (general liability, workmen's compensation, and auto insurance) shall be carried by the contractor.
- 21.) Cleaning firm shall submit daily reports summarizing areas cleaned, cleaning activities completed, and quantities (square feet) cleaned in each area each day for confirmation and approval by Cooper Flintco's field staff. These reports shall be the basis for approval of invoices submitted to Cooper Flintco for payment on a weekly basis and confirmation of completed services.
- 22.) Once cleaning is completed and accepted by Cooper Flintco, additional cleaning or re-cleaning if necessary shall not be performed without prior written authorization from Cooper Flintco. Upon completion of any additional cleaning or re-cleaning a report summarizing additional services with quantities of manpower, and units shall be provided to Cooper Flintco for review and approval for application of below unit cost.
- 23.) Complete project plans and specifications including floor finish plans of each area along with the complete finish schedule are being provided for your use in preparing your proposal.
- 24.) Contractor to provide professional liability insurance, as required per the specifications for all delegated design and professional engineering.

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BID PACKAGE 01A:

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LUMP SUM PRICING

Lump sum pricing shall be per scope of cleaning work as defined above and general bid package requirements. If awarded this lump sum number will be the contract amount for the entire score of work for interior and exterior, including windows as identified above and per plans and specifications.

DESCRIPTION

QTY

UNIT

UNIT PRICE

EXTENSION

FINAL CLEANING AS DEFINED ABOVE:

1

LS

\$ _____

\$ _____

TOTAL:

\$ _____

BREAKOUT COST FOR TAX EXEMPT MATERIAL

Material cost is included in base bid above and is for informational purposes.

@ _____ Dollars

\$ _____

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NATIVE AMERICAN CERTIFICATIONS

TERO Certified "Indian Owned Business" with majority owners Cherokee citizens	YES/NO (Please circle)
TERO Certified "Indian Owned Business"	YES/NO (Please circle)
"Major Cherokee Employer" as certified by TERO	YES/NO (Please circle)

LABOR RATES		
DESCRIPTION (All rates are inclusive of overhead and profit)	UNIT	UNIT COST
Foreman labor rate – fully burdened (includes vehicles, tools, etc.)	Per HR	
Journeyman labor rate – fully burdened (includes vehicles, tools, etc.)	Per HR	
Apprentice labor rate – fully burdened (includes vehicles, tools, etc.)	Per HR	

DELINEATION OF NATIVE AMERICAN PARTICIPATION			
	COMPANY	TRADE	TERO CERTIFIED (YES or NO)
1-			
2-			
3-			
4-			
5-			
USE THIS AREA FOR ADDITIONAL COMMENTS REGARDING THE USE OF NATIVE AMERICAN COMPANIES OR THE EMPLOYMENT OF NATIVE AMERICANS:			

Company: _____

Contact Name: _____

Phone: _____

Email: _____

Fax: _____

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