

**Attachment B: Specifications**  
**RFx #: 3000016011 – Janitorial/Custodial Services - DCFS**

**BID SPECIFICATIONS FOR JANITORIAL SERVICES:**

The Louisiana Department of Children and Family Services (DCFS) is soliciting bids for Janitorial Services for the following location. Below please find the specifications for the requested bid.

Department of Children and Family Services  
Child Welfare & Economic Stability Office  
1408 E. Lafayette Street  
P.O. Box 231  
Winnfield, LA 71483

This bid should be priced per day which is equal to one ((1) twenty-four (24) hour period.

All bidders should take into consideration the entire Scope of Work and Terms and Conditions as set forth below.

Services below will be performed from 4:30 PM to 7:00 PM / Monday - Friday

**SCOPE OF WORK FOR JANITORIAL SERVICES:**

- 1. These services to be provided throughout each day as needed, 5 days a week:**
  1. Clean and disinfect restroom fixtures, sinks, mirrors urinals and toilets; Empty trash cans and clean receptacles; refill dispensers as needed in restrooms; sweep and wet mop floors; spot clean walls and partitions.
  2. Clean kitchen including sinks, tables, countertops, cabinets, outside of appliances only.
  3. Clean water fountains.
  4. Clean up any spills.
  5. Empty all trash cans.
  6. Remove trash to outside designated area.
  7. Check & maintain security during and upon completion of work, locking all doors that are to be locked.
  
- 2. These services to be provided once daily, 5 days a week:**
  1. Spot clean entrance glass.
  2. Dust and damp mop floors.
  3. Sweep entrances, sift sand urns and pick-up any large trash.
  4. Vacuum carpet.
  5. Spot clean carpet if needed.
  6. Spot clean walls if needed.
  7. Dust furniture if needed.
  8. Check & maintain security during and upon completion of work, locking all doors that are to be locked.
  
- 3. These services to be provided weekly:**
  1. Air ducts/fan (visible) to be dusted
  2. Restroom is also to be dusted

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**4. These services to be provided semi-annually:**

1. Shampoo all carpets.

**5. These services to be provided annually:**

1. Strip, wax and buff tile floors.
  2. Wash exterior windows.
6. Vendor is to supply all labor, equipment, and cleaning supplies.
  7. Vendor will provide restroom supplies such as hand soap, toilet tissue, hand towels, trashcan liners, toilet seat covers, and air fresheners.
  8. It is required that at least one (1) on-site janitorial employee of awarded vendor be trained to clean up blood borne pathogens and other body fluids.
  9. Successful vendor shall designate a contact person to provide ongoing communication, coordinate servicing, answer questions and expedite service when requested.
  10. It will be the responsibility of DCFS staff to bring any problems to the attention of the contractor staff that will then be responsible for development of an appropriate response.
  11. The successful vendor shall continue service during periods of inclement weather. In cases of severe weather or road closures, DCFS contracting officer or designated representative may authorize exceptions. When an exception is authorized due to severe weather or road closures, the vendor shall make up missed janitorial services within twenty-four (24) hours after the severe weather has terminated or the roads are passable.
  12. These specifications should be used by the successful vendor to guide their cleaning schedules and may also be used as the basis for an inspection for internal control purposes and for communicating cleaning issues to DCFS.
  13. DCFS will not be responsible for theft of Janitorial equipment. Contractor will provide an inventory at beginning of contract.