

Scope of Work

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I. SCOPE OF SOLICITATION

Clemson University is seeking a vendor who will provide janitorial services for the Administrative Building and to the Office/Laboratory Building for the Baruch Institute of Coastal Ecology and Forest Science in Georgetown, SC. This will be a one year contract with the option to renew for four additional years.

II. INSTRUCTIONS TO OFFERORS

Regardless of specific requirements below or in this document, Offerors are required to submit their proposal electronically through the Clemson University online bidding system. To do so you must login (registering first) at <https://clemson.ionwave.net/Desktop.aspx?tid=1>, and follow specific instructions for this solicitation. You should register several days in advance of the bid closing date so you can be approved and login in time to submit a response.

1. The successful Offeror shall provide satisfactory evidence of all required insurance coverage and licenses PRIOR TO PERFORMANCE.
2. Be sure to see the Event Activities in the online bidding system for details on deadlines for questions and site visits by appointment only.

III. SCOPE OF WORK / SPECIFICATIONS

There are two buildings to be cleaned at Baruch. The Administrative Building is approximately 7,000 sq. ft. and is to be cleaned weekly. The Office/Laboratory Building is approximately 10,575 sq. ft. and is to be cleaned biweekly. Please see Appendix A for the specific cleaning regimen.

Baruch Institute will provide restroom supplies, paper products and can liners.

All Specialty Cleaning (Windows, Carpets, Upholstery and Floor Refinishing) will be performed as requested for an additional hourly price and billed independently.

All spray bottles shall be adequately labeled per OSHA regulations.

All Chemicals used shall be of a nature as to be classified as “Environmentally Friendly” or “Green” as defined by the U.S. Green Building Council and meet the qualifications required for LEED-EB.

All Equipment used shall be of a nature as to be classified as “Environmentally Friendly” or “Green” as defined by the U.S. Green Building Council and meet the qualifications required for LEED-EB.

All Tools used shall be of a nature as to be classified as “Environmentally Friendly” or “Green” as defined by the U.S. Green Building Council and meet the qualifications required by LEED-EB.

IV. APPENDICES TO SCOPE OF WORK

A – Appendix A –Services and Frequency Matrix