



Roosevelt Island Operating Corporation

ANDREW M. CUOMO
Governor

SUSAN G. ROSENTHAL
President & CEO

BOARD OF DIRECTORS
RuthAnne Visnauskas, Chair, Commissioner of NYSHCR
Robert F. Mujica Jr., Director of BUDGET
Conway S. Ekpo
Jeffrey R. Escobar
David Kapell
David Kraut
Howard Polivy
Michael Shinozaki

Agenda Item V, 5. April 23, 2020

PROPOSED RESOLUTION

AUTHORIZATION TO ENTER INTO CONTRACT WITH
NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC./
AHRC, NYC CHAPTER OF NYSARC, INC.
FOR CLEANING SERVICES AT RIOC'S FACILITIES

RESOLVED by the Board of Directors of the Roosevelt Island Operating Corporation of the State of New York ("RIOC"), as follows:

- Section 1. that RIOC is hereby authorized to enter into contract with New York State Industries for the Disabled, Inc./ AHRC, NYC Chapter of NYSARC, Inc. for cleaning services at RIOC's facilities, upon such terms and conditions substantially similar to those outlined in the Memorandum from Mary C. Cunneen to Susan G. Rosenthal/Board of Directors dated April 14, 2020, attached hereto;
- Section 2. that the President/Chief Executive Officer or her designee is hereby authorized to take such actions and execute such instruments as she deems necessary to effectuate the foregoing; and
- Section 3. that this resolution shall take effect immediately.



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MEMO

TO: Susan G. Rosenthal/CEO and the Board of Directors

FROM: Mary C. Cunneen, Director of Organizational Effectiveness and Special Projects

DATE: April 14th, 2020

RE: NYSID custodial services contract

Background

RIOC has contracted with the New York State Industry for the Disabled/AHRC for janitorial services at our indoor facilities since 2016. The firm is considered a preferred vendor through the NYS OGS purchasing system and provides opportunities for disabled individuals to learn skills necessary for job performance and the ability to gain steady employment. Their status as a preferred vendor obviates the competitive procurement process detailed in Article XI, Section 162 of State Finance Law. Thus far, our experience NYSID/AHRC's performance has been positive. Inquiries or issues have been addressed in a timely matter satisfactory to RIOC.

Request

Due to the increase in the standards of performance and the amount of facilities (8) serviced, the contract sum has increased from previous years, see below. A supervisor and janitorial staff will be on site each day (M - F) to perform all tasks necessary to maintain thoroughly sanitized facilities for all who access them. Information regarding RIOC's standards of performance can be found on the attached document.

Current services	\$332,447.00 Annually
Renewal	\$511,683.36 Annually (*\$42,640.28/monthly)

Locations serviced:

Cultural Center	548 Main Street
Warehouse	680 Main Street
Sports Park	250 Main Street
Youth Center	506 Main Street
Blackwell House	500 Main Street
Main Office	591 Main Street
Public Safety	550 Main Street
Good Shepherd	543 Main Street

Recommendation and approval

We are seeking approval to enter into contract with NYSID/AHRC for cleaning services at RIOC's facilities for a one-year term, effective May 1st, 2020, with two additional one-year options to renew at the rate of \$511,683.36 annually (Note: NYS DOL may adjust prevailing wage rates on an annual basis).



CORPORATE OFFICES:
11 Columbia Circle Drive, Albany, NY 12203
Phone: (518) 463-9706 Fax: (518) 463-9708

NEW YORK CITY SALES OFFICE:
352 Seventh Avenue, Suite 201, New York, NY 10001
Phone: (212) 889-6618 Fax: (212) 545-1316

April 15, 2020

Mr. Sean Hume
Assistant Director- Intergovernmental Relations
New York State Office of General Services
Procurement Services
38th Floor - Corning Tower
Empire State Plaza
Albany, NY 12242

Dear Mr. Hume:

New York State Industries for the Disabled, Inc. (NYSID) is applying for price approval pursuant to Section 162 (6) of the New York State Finance Law for the proposed services listed below.

The NYSID member agency on whose behalf this application is being submitted is duly authorized by the New York State Education Department- Adult Career & Continuing Education Services- Vocational Rehabilitation (SED ACCES-VR) to perform as a preferred source. All of the forms stipulated on the Preferred Source Service Application Overview Form are enclosed.

NYSID hereby certifies compliance with all relevant provisions of the New York State Labor Law. NYSID further certifies that the actual composition of the work force meets the standard utilized in verifying the percentage of individuals comprising this project.

Member Agency: AHRC, NYC Chapter of NYSARC, Inc.
 Address: 252 West 29th Street, Suite 700
New York, NY 10001

Procuring Agency: Roosevelt Island Operating Corporation (RIOCI)
 Address: 591 Main Street
Roosevelt Island, NY 10044

Contact Person: Mary Cunneen Title: Director of Parks
 Phone #: (212) 832-4563 Email: Mary.cunneen@rioc.ny.gov

Service Performed: Janitorial, Floor Maintenance and Window Cleaning
 Location: 8 RIOCI locations as per attached statement of work
 Term: 5/1/2020 through 4/30/2021 with two 1 year options to renew

Proposed Price: \$511,683.36 per year

OGS Notes:

Price can be adjusted based on prevailing wage and supplemental benefits increases as published by the NYS DOL.

Sincerely,

Meredith Hartman
Vice President, Contract Administration

cc: Jim Ring

Locations included in services:

Sportspark
Blackwell House
Youth Center
Good Shepherd Chapel
Cultural Center
Public Safety Department
Main Office
Bus Garage / Warehouse

STANDARDS OF PERFORMANCE

These standards are an outline of general expectations of cleanliness, but are not meant to replace or supersede the latest industry standards or materials and equipment manufacturers' recommendations. Each of the Contractor's Employee's shall be equipped with the necessary equipment to carry out the proper performance of the cleaning as specified. This equipment shall be available and in possession of the Contractor's Employee's at all times while carrying out their duties.

Service Level (Acceptable Quality): The level of services as outlined in these Specifications shall consistently be maintained. During the Contract period, the Contract Administrator will conduct monthly inspections of the facilities under this Contract. The inspections are based on standards for commercial facilities within the maintenance industry.

Blinds: Blinds shall be cleaned with a vacuum cleaner using tools designed for cleaning blinds.
Standard: Blinds shall be free of dust and give an overall clean appearance.

Chrome Surfaces: Cleaning chrome requires the removal of surface spots, fingerprints, smudges, etc., with the appropriate chrome polish.
Standard: Surfaces will present a clean uniform shining appearance free of all soil, marks, smudges, streaks.

Damp Mopping: Damp mopping requires the use of cotton or similar yarn type string mops (24 oz.) that have been mechanically wrung/squeezed to remove excess solution for purposes of removing light soil, dirt, liquid or other foreign material from a floor that does not require the complete mopping of the area or when the area is not soiled sufficiently to require wet mopping.
Standard: A damp mopped floor shall be free of all dirt, debris soil, liquids or other foreign material. All splash marks/spots on walls and furniture/fixtures shall be removed before completion of the damp mopping task. All items moved to accomplish this task shall be returned to their original positions.

Disinfecting: Disinfecting is the application of a germicidal solution to surfaces to kill or neutralize 99.9% of the material containing or supporting the growth of bacterial/viral organisms. Surfaces should remain "wet" for a minimum of 10 minutes or per manufacturer's recommendation.
Standard: Surfaces shall be as free of material containing living bacteria, viruses, or other contaminations that are capable of causing infections.

Dispenser cleaning and service: Dispenser cleaning/service requires damp wiping dispensers with a disinfectant, checking/refilling of all towel, toilet tissue, seat covers, soap, or any other dispensers which may be identified by the RIOC Contract Administrator.
Standard: Dispensers will be disinfected, present a clean uniform shining appearance free of all soil, marks, smudges, streaks and will have an adequate supply of the applicable dispensed products.

Dusting: Normal or low dusting includes all levels up to six (6) feet in height. All high dusting will be above six (6) feet high.
Standard: Items shall be free of any laden airborne materials, streaks, smudges, and cobwebs. Laden airborne matter shall be removed by either mechanical, chemical, or manual means. Devices, which merely displace or redistribute the matter, such as feather dusters, will not be used, unless treated to attract and hold the matter. All items moved to accomplish this task shall be returned to their original position.

Entrance Glass: Cleaning of glass is cleaning the inside and outside glass surfaces and the surrounding boundary of the applicable entrance area.

Standard: Glass shall be free of streaks, smudges, fingerprints, etc. Surfaces surrounding the entrance shall be free of dirt, dust, fingerprints, and have a clean appearance.

Entrance Mats: Carpet mats shall be vacuumed with a commercial vacuum before spot cleaning. Entrance mats made of rubber or polyester shall be swept, shaken, vacuumed or washed. Entrance mats shall be lifted, moved to remove soil and moisture underneath, and replaced.

Standard: There shall be no dirt left on surfaces.

Fixtures: Cleaning of restroom & kitchen fixtures and fountains require the removal of dust, dirt, debris, spots, stains, and smears from sinks, sloop sinks, toilets, urinals, and fountains with a germicidal solution.

Standard: Fixtures will be disinfected and there shall be no dust, dirt, spots or debris on the fixtures.

Furniture: Cleaning of furniture and tables requires dusting and/or damp wiping.

Standard: Surfaces are to be free of dirt, dust, debris, marks, and film.

Glass/Window: Glass and window cleaning requires the removal of dirt, soil, smudges, fingerprints, and other foreign material from glass window, doors, partitions, or any other items, which may consist in whole or part of a glass, or similar material including mirrors.

Standard: Glass surfaces shall be free of all dirt, soil, smudges, streaks, smears, film, or any other foreign substances. All excess spray/solution must be removed from any surrounding trim or surfaces and glass/window surfaces shall have a uniformly bright appearance. Any items moved to accomplish this task must be returned to their original positions.

Policing: Policing is picking up paper, trash, empty bottles, containers, and other discarded materials; spillages, accidents, plumbing failures, and inclement weather.

Standard: Area(s) being policed shall be free of debris. Area(s) shall present an overall clean appearance.

Polishing: Polishing requires the use of a high-speed floor machine and a clean pad designed for polishing or buffing.

Standard: The floor should have a "non-yellowed" high-gloss appearance.

Receptacles and Cleaning: Cleaning and disinfecting receptacles is defined as wiping or washing containers with a germicidal solution and replacing plastic liners.

Standard: Receptacles shall be considered properly cleaned when both the inside and outside are clean, free of stains, dried refuse and odors, and a plastic liner replaced, if necessary.

Refrigerators/Microwaves: Requires cleaning outside surfaces, especially the handles with a germicidal detergent solution.

Standard: Outside surfaces shall present an overall clean appearance.

Restrooms: Cleaning of restrooms requires the removal of trash, cleaning of floors, fixtures, urinals, toilets, receptacles, faucets, handles, dispensers, walls, partition stalls, and doors with a germicidal solution. All glass, chrome, and stainless steel surfaces shall be cleaned and buffed to a shine.

Standard: Restrooms shall be considered properly cleaned when floors are mopped and fixtures, urinals, toilets, waste receptacles, wash basins, faucets, handles, dispensers, partition stalls, and doors are cleaned with a germicidal solution. All glass, chrome, and stainless steel surfaces shall be cleaned and buffed to a shine, waste receptacles emptied, and dispensers refilled.

Scrubbing: Machine scrubbing requires the use of mechanized scrubbing/vacuum machines to be more aggressive than wet mopping; this may include large areas such as halls, lobbies, garages,

ramps, or similar large areas which would otherwise require extensive labor to complete in a reasonable time period.

Standard: Machine scrubbing shall be held to the same quality standard as wet mopping and shall remove all scuff marks.

Shower Curtain/Doors: Cleaning of curtains/doors requires washing curtains with an approved cleaner that will eliminate fungus and green mold.

Standard: Washed with a germicidal solution with no mold and/or odor remaining.

Shower Stalls: Cleaning of shower stalls is defined as the removal of soap scum, mold, stains, and odors from surfaces (including grout) and cleaning the entire enclosure with a germicidal solution or steam cleaning.

Standard: Walls, ceiling, enclosures, grout, and fixtures are cleaned with a germicidal solution and chrome is buffed to shine. There shall be no mold and/or odor remaining.

Shower Safety Mats: Cleaning of mats requires washing mats with an approved cleaner that will eliminate fungus and mold.

Standard: Shower safety mats shall be considered properly cleaned when they are washed with a germicidal solution.

Smoking Area: RIOC facilities are designated as smoke-free facilities. Ash butt containers outside any buildings shall be cleaned by Contractor's employees once per week as well as the designated area where smoking is allowed to be free from cigarette butts and debris.

Standard: Smoking area is to be policed and free of cigarette butts and debris.

Spot Cleaning: Spot cleaning requires the removal of dirt, soil, debris, liquids, stains, or other foreign materials from carpeted areas which can be accomplished by cleaning only the immediately affected area where cleaning the whole area would not be necessary. Spot cleaning may be accomplished by any of the methods contained herein and as dictated by the circumstances of the soiling. Carpet spots shall be removed immediately with an approved carpet cleaning solution in such a manner, which will not leave rings or discoloration.

Standard: Spot cleaning shall remove completely any evidence of the soiling which necessitated the cleaning, and return the finish of the area affected to its pre-soiled condition without evidence of occurrence or cleaning.

Sweeping or Dust Mopping: Sweeping/dust mopping requires the removal of loose dirt, dust, debris, and other foreign material through either manual or mechanized methods, as appropriate for the location and situation.

Standard: A swept area shall be free of all loose dirt, grit, lint, dust, debris, or other foreign material with no build up in corners, crevices, under or around furniture parts. All items moved to remove dirt shall be returned to their original location.

Trash/Waste Removal: Trash/waste removal requires the collection of all materials, which have been placed into appropriate containers, and taken to a specified site for disposal.

Standard: All trash/waste and soiled liners shall be removed from all trash/waste containers, and a new trash/waste liner shall be fitted into all such containers.

Vacuuming: Vacuuming requires the mechanical removal of loose dust, dirt, soil, debris, and other foreign material from carpeted floors and other items (e.g. couches, chairs, walls, curtains/drapes), which require this method of cleaning.

Standard: There shall be no evidence of any dust or dirt or any other loose foreign material. Materials shall be left in a lint free state. All items moved during this process shall be returned to their original positions.

Wet Mopping: Wet mopping requires the removal of built up dirt, soil, liquids, or other foreign materials from a floor using clean cotton or similar yarn type string mops (24 oz.) and mechanically wrung out so as to have sufficient neutral detergent and water solution or disinfecting detergent and water solution. This shall include rinsing if required or as recommended by the detergent manufacturer.

Standard: A wet mopped floor shall be free of all dirt, debris, soil, liquids, or other foreign material. It will present a uniform appearance free of streaks, smudges, heel marks, or any other marks, which can be reasonably removed through this cleaning method. All splash marks/spots on walls and furniture/fixtures shall be removed before completion of the wet mopping task. All items moved to accomplish this task shall be returned to their original positions.

A. Monthly reports shall be prepared, signed, and dated by the Contractor's Supervisor for the facility and contain the following information as a minimum:

Checklist of all tasks performed for each facility and the signature of the employee who performed them.

Discrepancies from the routine work scheduled and an explanation of the circumstances involved.

Any damage or defect of RIOC property where the Contractor has responsibility should be documented on reports with sufficient description and identified location for follow up by the Contractor Administrator.

Signature of the Contractor's Supervisor attesting that they have reviewed and agreed with the employee work summary, any and all problems and/or complaints or minor nature. Failure to provide the report on a monthly basis with the requested information to the Contractor Administrator will result in RIOC withholding payment from the monthly contractor amount for the days of work in question. In addition, all daily, twice weekly, weekly, monthly, quarterly, semi-annual, and annual tasks shall be clearly listed on the monthly report. RIOC will verify the information presented on the invoice with the monthly report. If a task is not listed on the monthly report, the Contractor will not be paid for the service. If the Contractor fails to provide reports in a timely manner, this shall be sufficient cause to immediately terminate the contract. All monthly reports shall be delivered to the Contract Administrator responsible for payment of the invoiced work. Monthly reports and forms are the responsibility of the Contractor.

SPECIFICATIONS - DAILY DUTIES

A. COMMON AREAS, OFFICE AREAS, CONFERENCE ROOMS

1. REFUSE - CONTAINERS

a) Empty containers/Replace Liner:

All refuse and recycling containers shall be completely emptied and a clean, appropriately sized liner installed.

b) Wipe Clean containers:

Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.

c) Recycling containers:

Recycling Containers for all recyclables are to be emptied and a clean, appropriately sized liner installed. **Do not empty containers marked for shredding or battery recycling.**

d) Clean & Disinfect Waste Receptacles:

Containers shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.

2. CLEAN & DISINFECT

a) Clean Doors, Walls, and Frames:

Remove finger marks, furniture rubs, and scuff marks from walls, doors, frames, and kick plates.

b) Clean and Disinfect Handles, Handrails, and covers:

Clean and disinfect door handles, handrails, electrical switch plates, and outlet covers.

c) Clean and Disinfect Drinking Fountains:

Stainless steel fountains are to be cleaned with a stainless cleaner, disinfected, inside and out, as well as fixtures. Fountains are to be free of water spots, stains, and smudges.

d) Clean and Disinfect communication Equipment:

Disinfect and remove dirt, smudges, and finger marks from telephones.

3. FURNITURE

a) Furniture Placement

Furniture, chairs, refuse, and recycle containers are to be placed back in their appropriate locations.

b) furniture- Damp Wipe:

Furniture shall be damp wiped with disinfectant to remove stains, smudges, and dried refuse.

c) Furniture- Vacuuming:

Upholstered furniture shall be vacuumed clean, debris, and lint free.

4. DUSTING

a) Dust Horizontal Surfaces:

Horizontal surfaces, window ledges, light fixtures, picture frames, and the like are to be dust free.

b) Dust Furniture:

Common area furnishings, directory signage, tables, and chairs are to dust free.

5. WINDOWS, GLASS, AND BLINDS

a) Clean Entry Glass:

Entry glass shall be cleaned and streak free inside and out.

b) Clean Window Blinds:

Blinds, horizontal, and vertical shall be clean, dust, and dirt free.

6. CARPET

a) vacuum carpet

Carpeted areas of lobbies, conference rooms, hallways, corridors, entrances, including entrance mats are to be thoroughly vacuumed dirt free. Furnishings (chairs, wastebaskets, etc.) are to be moved and returned to their original locations to provide for vacuuming.

b) Vacuum with Edging Tool-All Corners:

Carpet edges and corners where floor and wall intersect, where floor and thresholds meet or around the bases of any object permanently placed on a carpet surface are to be vacuumed with an edging tool.

c) Baseboard Cleaning:

Baseboards (wood, vinyl, rubber) shall be kept cleaned with an appropriate product so as not to discolor or scratch.

7. FLOORING - CERAMIC TILE

a) sweep ceramic tile floors:

Ceramic tile flooring shall be swept with a broom so as to leave the floor in a dirt (dust) free state.

b) Damp Mop and Disinfect Ceramic Tile Floors:

Ceramic tile floor surfaces shall be damp mopped with a disinfectant.

c) Baseboard Cleaning:

Baseboards (ceramic tile) shall be cleaned with an appropriate product so as not to discolor or scratch.

8. FLOORING - RUBBER/VINYL TILE

a) sweep Tile Floors:

Resilient tile flooring (rubber, vinyl) shall be swept with a broom or dust mopped so as to leave the floor in a dirt (dust) free state.

b) Damp Mop Tile floors:

Resilient floor surfaces shall be damp mopped to remove any dirt and all spills. Scuff marks or stains are not expected to be removed with damp mopping.

c) Baseboard Cleaning:

Baseboards (vinyl, rubber) shall be cleaned with an appropriate product so as not to discolor or scratch.

9. FLOORING - CONCRETE

a) sweep Concrete Floors:

Concrete floors shall be swept with a broom so as to leave the floor in a dirt (dust) free state.

b) Damp Mop Concrete floors:

Concrete floor surfaces shall be damp mopped to remove any dirt and all spills. Scuff marks or stains are not expected to be removed with damp mopping.

c) **Baseboard Cleaning:**

Baseboards (wood, vinyl, rubber, concrete, steel) shall be cleaned with an appropriate product so as not to discolor or scratch.

10. STAIRS - CONCRETE

a) **Sweeping Stairwells:**

Stairs and landings shall be swept with a broom, dust mopped, or vacuumed so as to leave the treads in a dirt (dust) free state.

b) **Damp Mop Stairwells:**

All stairwells and landings will be damp mopped, where applicable.

11. FLOORING - HARDWOOD AND CORK

a) **Sweep Hardwood and Cork Floors**

Hardwood and cork floors shall be dust mopped so as to leave the floor in a dirt (dust) free state.

b) **Hardwood and Cork Floors**

Damp mop ONLY with water or neutral floor cleaner.

c) **Baseboard Cleaning:**

Baseboards (vinyl, rubber) shall be cleaned with an appropriate product so as not to discolor or scratch.

B. KITCHEN AREAS

1. Repeat items 1 through 11 of section A - Common Areas above

2. CLEAN & DISINFECT

a) **Wipe counters, Cabinets and Appliances:**

Drain boards, cabinet fronts and pulls, countertops, tables, towel dispensers, and appliances (exterior of refrigerator, stove, dishwasher) are to be cleaned so as to remove finger marks, smudges, and left in a dust/dirt free condition.

Note: No chemicals should be used on the Paperstone Countertops located in the RIOCH Hall Annex.

b) **Clean and Disinfect Kitchen Sinks & faucets:**

Stainless steel sinks, faucets, and handles are to be cleaned and disinfected with a disinfectant to remove all stains, spills, and food debris.

c) **Re-stocking Dispensers:**

Kitchen dispensers (paper towel and soap) are to be checked. Dispensers shall be filled as needed or as directed by the Contract Administrator.

D. FITNESS ROOM

1. Repeat items 1 through 11 of section A- Common Areas above

2. FITNESS ROOM DISPENSER

a) **Restocking Dispensers:**

Fitness Room dispensers (paper towel only) are to be checked daily. Dispensers shall be filled as needed or as directed by the Contract Administrator.

3. GLASS

a) **Clean Mirrors:**

4. EQUIPMENT

- a) Wipe down all equipment with neutral disinfectant. Spray the rag FIRST, do not apply cleaner directly to equipment

E. RESTROOMS

1. Repeat items 1 through 11 of section A - Common Areas above

2. REFUSE-CONTAINERS

- a) Empty Containers/Replace Liner

All refuse containers shall be completely emptied and a clean, appropriately sized liner installed.

- b) Wipe Clean containers:

Containers shall be damp wiped clean to remove stains, smudges, and dried refuse.

- c) Clean & Disinfect Waste Receptacles:

Containers shall be cleaned and disinfected so as to remove stains, smudges, and dried refuse.

2. CLEAN & DISINFECT

- a) Clean Doors, Walls, and Frames:

Remove finger marks, scuff marks, and debris from walls, doors, frames, and kick plates.

- b) Clean and Disinfect Handles, Handrails, and Covers:

Clean and disinfect door handles, handrails, electrical switch plates, and outlet covers.

- c) Prime Floor Drains:

Floor drains are to be flushed with water so as to clean out the traps and eliminate odors. If necessary, a disinfectant odor neutralizer is to be used in conjunction with the water.

3. RESTROOM FIXTURES

- a) Restocking Dispensers:

Restroom dispensers (paper towel, seat covers, toilet paper, soap, etc.) are to be checked daily. Dispensers shall be filled as needed or as directed by the Contract Administrator.

- b) Clean Dispensers, Walls, Partition:

Clean dispensers, walls, and partitions to be free of soap scum, finger prints, dirt, smudges, and graffiti.

- c) Clean and Disinfect Restroom Fixtures:

Clean and disinfect all porcelain and stainless steel sinks, faucets, handles, toilets, flush urinals, and urinal partitions to be free of deposits, stains, soap, and odors.

- d) Clean and Disinfect Fixture Exteriors:

Fixtures (sinks, faucets, toilets, urinals) exteriors, undersides, and bases are to be cleaned and disinfected with an appropriate cleaner so as to remove any deposits which may occur.

- e) Clean and Polish Chrome and Stainless Steel:

Plumbing fixtures are to be cleaned and polished so as to produce a shiny appearance.

4. GLASS

a) Clean Mirrors:

Mirrors shall be kept clean, fog, and streak free.

F. SHOWER FACILITIES - LOCKER ROOMS

1. Repeat items 1 through 11 of section A - Common Areas above

2. CLEAN & DISINFECT

a) Clean Doors, Walls, Frames, and Dispensers:

Remove finger marks, scuff marks, and debris from walls, doors, frames, kick plates, and dispensers.

b) Clean and Disinfect Handles, Handrails, and Covers:

Clean and disinfect door handles, handrails, electrical switch plates, and outlet covers.

c) Prime Floor Drains:

Floor drains are to be flushed with water so as to clean out the traps and eliminate odors. If necessary, a disinfectant odor neutralizer is to be used in conjunction with the water.



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3. SHOWERS

a) Restocking Dispensers:

Shower dispensers (paper towels and soap) are to be checked daily. Dispensers shall be filled as needed or as directed by the Contract Administrator.

b) Clean and Disinfect Shower stalls:

Shower stalls shall be cleaned and disinfected to be free of deposits, stains, and soap scum. Shower stalls shall be maintained to be mold and mildew free. The Contract Administrator and the Contractor shall agree as to when steam cleaning is needed.

c) Clean and Disinfect Shower Doors/Shower curtains:

Shower doors/curtains shall be cleaned and disinfected to be free of deposits, stains, and soap scum. Shower doors/curtains shall be maintained to be mold and mildew free.

d) Clean and Disinfect Shower Mats:

Shower mats shall be cleaned and disinfected to be free of deposits, stains, and soap scum. Shower mats shall be maintained to be mold and mildew free. The Contract Administrator and the Contractor shall agree as to when steam cleaning is needed.

e) Clean and Polish Chrome and Stainless Steel:

Plumbing fixtures are to be cleaned and polished so as to produce a shiny appearance.

4. GLASS

a) Clean Mirrors:

Mirrors shall be kept clean, fog, and streak free.

SPECIFICATIONS MONTHLY DUTIES

1. FLOORING - TILES

a) Machine scrub Ceramic Tile floors:

Ceramic tile floor surfaces shall be machine scrubbed with an effective detergent cleaner and neutralized. Ceramic tile flooring shall be maintained to remove stains, smudges, scuff marks, and dried refuse.

2. CARPET SPOT CLEANING

a) Routine Spot Clean Carpet:

Carpet is to be kept in a stain-free condition. The Contract Administrator and the Contractor shall agree as to whether carpet shampooing/extraction supersedes spot cleaning.



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SPECIFICATIONS ANNUAL DUTIES

1. FLOORING - TILES

a) Strip & Wax:

Strip and wax all tile flooring and dress with nonskid sealer for shine.

2. HIGH GLASS CLEANING

a) High Glass Exterior/Interior Cleaning:

All high glass window locations will receive monthly full glass cleanings. The Contractor will provide a schedule to RIOCC prior to the cleanings taking place.

3. DUSTING- SEMI-ANNUAL

a) High Dust-Vents, Grilles, Lighting, Etc.:

High dusting shall be anything over 6' from the floor including vents, grilles, exhaust fans, light fixtures, clocks, door tops, and frames.

SPECIFICATIONS BI - MONTHLY DUTIES

1. CARPET

a) Annual Shampooing:

Carpets will be shampooed every other month in all locations with carpet areas. The Contractor will provide a schedule to RIOCC prior to the treatments taking place.

DAY STAFF SERVICES

- At the request of RIOCC staffing levels can be requested and then increased and/or decreased.
- Vendor shall provide a cost per employee inclusive of all wages and overtime rates; benefits and profit margin in the event staffing levels need adjustment.
- Day staff will be responsible for monitoring targeted locations as directed by RIOCC.
- Staff will notify RIOCC immediately of any unsafe condition or deficiency that requires attention.
- Day staff responsibilities
 - Sweep any debris on the floors or in front of location entry ways
 - Remove gum from all traffic areas
 - Clean glass areas
 - Collect and discard of empty boxes or garbage at the location
 - Keep all hallways clean
 - Work as directed on special projects

Frequency Key D = Daily Service W = Weekly Service M= Monthly Y = Yearly Service	591 Main Street	Public Safety	Engineering	Good Shepard	
Restroom Cleaning					
Clean and sanitize all restroom fixtures including sinks toilets, showers, bath tubs, and door handles.	D	D	D	D	
Empty all trash containers, replacing liner, wiping clean as needed	D	D	D	D	
Restock all paper and soap products	D	D	D	D	
Wipe clean all mirrors, dispensers, vents and partitions	D	D	D	D	
Sweep & Mop all floors	D	D	D	D	
Scour all sinks, tubs, and showers	D	D	D	D	
Machine Scrub Bathroom Floors	M	M	M	M	
Hall & Common Areas					
Empty all trash containers, replacing liners and wiping clean as needed	D	D	D	D	
Dust all horizontal and vertical surfaces including but not limited to copiers, fax machines, and all other surfaces	W	W	W	W	
Wipe clean window sills, doors, and light switches	W	W	D	W	
Vacuum all carpet area	D	D	D	D	
Sweep and Mop all hard surface floors	D	D	D	D	
Sweep and Mop Stairs	W	W	W	W	
Offices, and Other Designated Areas					
Wipe clean all desks, phones, computers, and monitors	D	D	D	W	
Sanitize and wipe clean all chair arm rests, and window sills, door handles and light switches	D	D	D	W	
Empty all trash containers, replacing liner, wiping clean as needed	D	D	D	D	
Dust all horizontal and vertical surfaces including blinds	W	W	W	W	
Vacuum all carpet area	D	D	D	D	
Sweep and Mop all hard surface floors	D	D	D	D	
Wipe Clean all interior partition glass including office glass doors	D	D	D	D	
Wipe Clean exterior glass all interior and exterior where access is available	D	D	D	D	
Machine Buff all VCT tile floors	W	W	W	W	
Machine scrub painted concrete in Public safety buildings	M	M	M	M	
Kitchen and Break Rooms					
Clean and sanitize all sinks, stoves, range hoods, counter tops, water coolers, exterior of refrigerators, and microwaves, kitchen tables and chairs	D	D	D	D	
Wipe clean all cabinet doors and sanitize handles	D	D	D	D	
Restock all paper towels and soap dispensers	D	D	D	D	
Empty all trash containers and replace liners wiping clean	D	D	D	D	

- RIOC will provide all toilet tissue, paper towels, soap, and toilet seat cover. Vendor will provide all cleaning supplies and equipment to comply with the above scope of work.
- Carpet cleaning, stripping and waxing will be completed as requested and billed at an additional rate.

Frequency Key D = Daily Service W = Weekly Service M = Monthly Y = Yearly Service	Cultural Center	Youth Center	Blackwell House	Sportspark	
Restroom Cleaning					
Clean and sanitize all restroom fixtures including sinks toilets, showers, bath tubs, and door handles.	D	D	D	D	
Empty all trash containers, replacing liner, wiping clean as needed	D	D	D	D	
Restock all paper and soap products	D	D	D	D	
Wipe clean all mirrors, dispensers, vents and partitions	D	D	D	D	
Sweep & Mop all floors	D	D	D	D	
Scour all sinks, tubs, and showers	D	D	D	D	
Machine Scrub Bathroom Floors	M	M	M	M	
Hall & Common Areas					
Empty all trash containers, replacing liners and wiping clean as needed	D	D	D	D	
Dust all horizontal and vertical surfaces including but not limited to copiers, fax machines, and all other surfaces	W	W	W	W	
Wipe clean window sills, doors, and light switches	W	W	D	W	
Vacuum all carpet area	D	D	D	D	
Sweep and Mop all hard surface floors	D	D	D	D	
Sweep and Mop Stairs	W	D	D	W	
Offices, and Other Designated Areas					
Wipe clean all desks, phones, computers, and monitors	D	D	D	D	
Sanitize and wipe clean all chair arm rests, and window sills, door handles and light switches	D	D	D	D	
Empty all trash containers, replacing liner, wiping clean as needed	D	D	D	D	
Dust all horizontal and vertical surfaces including blinds	W	W	W	W	
Vacuum all carpet area	D	D	D	D	
Sweep and Mop all hard surface floors	D	D	D	D	
Wipe Clean all interior partition glass including office glass doors	D	D	D	D	
Wipe Clean exterior glass all interior and exterior where access is available	D	D	D	D	
Machine Buff all VCT tile floors	W	W	W	W	
Machine scrub painted concrete	M	M	M	M	
Kitchen and Break Rooms					
Clean and sanitize all sinks, stoves, range hoods, counter tops, water coolers, exterior of refrigerators, and microwaves, kitchen tables and chairs	D	D	D	D	
Wipe clean all cabinet doors and sanitize handles	D	D	D	D	
Restock all paper towels and soap dispensers	D	D	D	D	
Empty all trash containers and replace liners wiping clean	D	D	D	D	