

**IV-2. CUSTODIAL SERVICE REQUIREMENTS:****A. Relevant Attachments:**

1. "ATTACHMENT N," the "PRICE SCHEDULE."

**B. Goods / Services:**

At minimum, the Contractor should:

1. Provide / perform all management, supervision, labor, resources and training to provide / perform effective, excellently managed custodial services, to include:
  - a. Full service, "pay-for-performance," "**Scheduled Housekeeping Services**" (refer to subsection "IV-4.") for **eighty-three (83)** buildings / locations, totaling 1,928,841 GSF (refer to the "PRICE SCHEDULE") for each work shift;
  - b. "Additional Housekeeping Services" (refer to subsection "IV-5.");
  - c. "Emergency Housekeeping Services" (refer to subsection "IV-6."); and
  - d. "Snow / Ice Removal Services" (refer to subsection "IV-7.").

**IV-3. EQUIPMENT / SUPPLIES / DISPENSERS / UTILITIES / WALK-OFF MAT REQUIREMENTS:**

At minimum, the Contractor should:

**A. Equipment:**

1. VCU Furnished Equipment:
  - a. Ensure appropriate control and judicious use of equipment provided by VCU (refer to subsection "IV-11.").
2. Contractor Furnished Equipment:
  - a. Provide **all** equipment (**other than** the VCU furnished equipment); tools, etc., necessary to provide / perform the custodial services specified in subsection "IV-2.B.1.a." through "IV-2.B.1.c."
  - b. "Green" / "Energy Star" Rated Equipment:
    - (1) Utilize only "Green Seal" or "Environmental Choice" certified / "Energy Star" rated equipment, if "Green Seal" or "Environmental Choice" certified / "Energy Star" rated equipment is commercially available:
      - (a) The Contractor shall obtain **prior** approval from the **VCU Contract Administration Department**, to utilize

equipment that is not "Green Seal" or  
"Environmental Choice" / "Energy Star" rated.

c. On-Site Inventory Requirements:

- (1) Leave Wet Vacs and squeegees on-site at VCU;
- (2) Provide the VCU Contract Administration Department with an annual inventory list that identifies all equipment assigned to, and maintained on-site, at VCU; and
- (3) Routinely inspect the Contractor's equipment, to verify that the equipment is functioning properly and does not pose a safety hazard; and should:
  - (a) Immediately take all measures necessary to remove any safety hazards; and
  - (b) Repair or replace all broken / damaged equipment:
    - (i) In a timely manner to ensure that the custodial service(s) is / are not interrupted;  
**or**
    - (ii) Within **thirty (30) calendar days** upon notification of broken / damaged equipment by the VCU Contract Administration Department (also refer to subsection "IV-11."), whichever time period is shortest.

**B. Supplies:**

1. VCU Furnished Supplies:

- a. Ensure appropriate control and judicious use of supplies provided by VCU (refer to subsection "IV-11.").

2. Contractor Furnished Supplies:

- a. Provide **all** supplies, (**other than** the VCU furnished supplies), materials, incidentals, etc., **necessary** to provide / perform the custodial services specified in subsection "IV-2.B.1.a." through "IV-2.B.1.c."), to include, but not limited to:
  - (1) **Bags / liners** (i.e. waxed or other appropriate type) for feminine hygiene article receptacles that:
    - (a) Properly fit in the United Receptacle Sanitary Napkin Wall Mount w/Drop Bottom receptacle (model #: 11SS; 10" W x 11" H x 5" Deep);

- (a) Is brand name or equivalent the George Pacific toilet tissue (product #: 19375); and
- (b) Properly dispenses from the (as applicable):
  - (i) Compact® Vertical Four-Roll Coreless Tissue Dispenser (product #: 56744) / Compact® Side-by-Side Double Roll Bathroom Tissue Dispenser (product #: 56784); or
  - (ii) Other dispensers as mutually established by the Contractor and the VCU Contract Administration Department;
- (9) Toilet seat liners – that:
  - (a) Are standard toilet seat liners; and
  - (b) Properly dispenses from the (as applicable):
    - (i) Bobrick Recessed Toilet-Seat-Cover Dispenser, Model B-3013 (15 7/8" wide x 11 7/16" high);
    - (ii) Bradley Seat Cover Dispenser, Model 583 (15" wide x 11 1/2" high); and / or the
    - (iii) Silhouette® Toilet Seat Cover Dispenser Model 19510 (16 1/8" wide x 11 7/8" high);
- (10) Trash receptacle liners – that are:
  - (a) Compostable; and
  - (b) Are brand name or equivalent to the following LEED EQ Credit 3.4-3.6 certified Heritage liners – product #:
    - (i) E4833VN;
    - (ii) E6040VN;
    - (iii) E8048VN; and
- (11) White board cleaner.

b. "Green" Supplies:

- (1) Utilize only "Green Seal" or "Environmental Choice" certified supplies, if "Green Seal" or "Environmental Choice" certified supplies are commercially available:

- (a) The Contractor should obtain prior approval from the VCU Contract Administration Department, to utilize any cleaners / solvents, floor seal or floor finish products that are not "Green Seal" or "Environmental Choice."

c. **On-Site Inventory Requirements:**

- (1) Maintain sufficient inventory of all supplies on-site at VCU in order to ensure continuous, uninterrupted custodial services, to include stocked dispensers.
- (2) Chemical Products – Provide the VCU Contract Administration Department with:
  - (a) A list of all chemical products used at VCU on an annual basis:
    - (i) The Contractor should provide the VCU Contract Administration Department with an updated list within **thirty (30) calendar days** of any changes to the chemical products; and
    - (b) Material Safety Data Sheets ("MSDS") for all chemical products used at VCU.

C. **Dispensers / Receptacles:**

1. **Product Changes:**

- a. Not change the style of any dispenser or feminine hygiene article receptacle without prior written authorization from VCU Contract Management.

2. **Replacement Dispensers / Receptacles:**

- a. Furnish and install replacements for all broken / damaged:
  - (1) Hand soap dispensers;
  - (2) Paper towel dispensers;
  - (3) Toilet paper dispensers;
  - (4) Toilet seat liner dispensers; and
  - (5) Feminine hygiene article receptacles.

D. **Walk-Off Mats:**

1. **Existing Inventory:**

- a. Utilize existing walk-off mats.