

 UNIVERSITY OF SOUTH CAROLINA	INVITATION FOR BIDS	Solicitation Number: USC-RFP-2932-LW Date Issued: March 23, 2016 Procurement Officer: Lana Widener Phone: 803-777-4115 E-Mail Address: llw@sc.edu Mailing Address: 1600 Hampton Street, Ste 606 Columbia, SC 29208
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DESCRIPTION: **Athletics Custodial Services and Event Cleaning Services**

USING GOVERNMENTAL UNIT: **UNIVERSITY OF SOUTH CAROLINA**

The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Paper Offer or Modification" provision.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS: University of South Carolina – Purchasing Department 1600 Hampton Street, Suite 606 Columbia SC 29208	PHYSICAL ADDRESS: University of South Carolina – Purchasing Department 1600 Hampton Street, Suite 606 Columbia SC 29208
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SUBMIT OFFER BY (Opening Date/Time): **April 7, 2016 at 11:00 AM** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **March 31, 2016 at 11:00 AM** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **One Original and Seven (7) Hardcopies Marked "COPY" Plus One (1) Electronic Copy (Original Hardcopy Shall Prevail)**

CONFERENCE TYPE: Mandatory DATE & TIME: March 30, 2016 at 9:00AM <small>(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)</small>	LOCATION: USC – Rice Building 1304 Heyward Street Columbia, SC 29208
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AWARD & AMENDMENTS	Award will be posted on 04/22/2016 . The award, this solicitation, any amendments, and any related notices will be posted at the following web address: http://www.procurement.sc.gov
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You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

NAME OF OFFEROR <small>(full legal name of business submitting the offer)</small>	Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.
AUTHORIZED SIGNATURE <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>	DATE SIGNED
TITLE <small>(business title of person signing above)</small>	STATE VENDOR NO. <small>(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)</small>
PRINTED NAME <small>(printed name of person signing above)</small>	STATE OF INCORPORATION <small>(If you are a corporation, identify the state of incorporation.)</small>

OFFEROR'S TYPE OF ENTITY: (Check one)	<small>(See "Signing Your Offer" provision.)</small>
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership
<input type="checkbox"/> Corporate entity (not tax-exempt)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Corporation (tax-exempt)	<input type="checkbox"/> Government entity (federal, state, or local)

PAGE TWO

(Return Page Two with Your Offer)

<p>HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)</p> <p>____ Payment Address same as Home Office Address ____ Payment Address same as Notice Address (check only one)</p>	<p>NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)</p> <p>Area Code - Number - Extension Facsimile</p> <p>____</p> <p>E-mail Address</p> <p>____</p>
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<p>PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)</p> <p>____ Payment Address same as Home Office Address ____ Payment Address same as Notice Address (check only one)</p>	<p>ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)</p> <p>____ Order Address same as Home Office Address ____ Order Address same as Notice Address (check only one)</p>
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ACKNOWLEDGMENT OF AMENDMENTS
 Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

<p>DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)</p>	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	____ Calendar Days (%)
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PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. **ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

____ In-State Office Address same as Home Office Address
 ____ In-State Office Address same as Notice Address **(check only one)**

Solicitation Outline

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I. SCOPE OF SOLICITATION

ACQUIRE SERVICES (JAN 2006): The purpose of this solicitation is to acquire services complying with the enclosed description and/or specifications and conditions.

It is the intent of the University of South Carolina to solicit proposals from qualified sources of supply to furnish all labor, materials & equipment necessary to provide custodial services for nine athletic buildings as specified herein.

MAXIMUM CONTRACT PERIOD -- ESTIMATED (JAN 2006): Starting date: [May 16, 2016 End date: May 15, 2021] Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award. See clause entitled "Term of Contract – Effective Date / Initial Contract Period".

II. INSTRUCTIONS TO OFFERORS – A. GENERAL INSTRUCTIONS

DEFINITIONS, CAPITALIZATION, AND HEADINGS (FEB 2015)

CLAUSE HEADINGS USED IN THIS SOLICITATION ARE FOR CONVENIENCE ONLY AND SHALL NOT BE USED TO CONSTRUE MEANING OR INTENT. EVEN IF NOT CAPITALIZED, THE FOLLOWING DEFINITIONS ARE APPLICABLE TO ALL PARTS OF THE SOLICITATION, UNLESS EXPRESSLY PROVIDED OTHERWISE.

AMENDMENT means a document issued to supplement the original solicitation document.

BOARD means the South Carolina Budget & Control Board or its successor in interest.

BUSINESS means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other legal entity. [11-35-310(3)]

CHANGE ORDER means any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties to the contract. [11-35-310(4)]

CONTRACT See clause entitled Contract Documents & Order of Precedence.

CONTRACT MODIFICATION means a written order signed by the procurement officer, directing the contractor to make changes which the clause of the contract titled “Changes,” if included herein, authorizes the Procurement Officer to order without the consent of the contractor. [11-35-310(9)]

CONTRACTOR means the Offeror receiving an award as a result of this solicitation.

COVER PAGE means the top page of the original solicitation on which the solicitation is identified by number.

Offerors are cautioned that Amendments may modify information provided on the Cover Page.

OFFER means the bid or proposal submitted in response this solicitation. The terms Bid and Proposal are used interchangeably with the term Offer.

OFFEROR means the single legal entity submitting the offer. The term Bidder is used interchangeably with the term Offeror. See bidding provisions entitled Signing Your Offer and Bid/Proposal As Offer To Contract.

PAGE TWO means the second page of the original solicitation, which is labeled Page Two.

PROCUREMENT OFFICER means the person, or his successor, identified as such on either the Cover Page, an amendment, or an award notice.

YOU and YOUR means Offeror.

SOLICITATION means this document, including all its parts, attachments, and any Amendments.

STATE means the Using Governmental Unit(s) identified on the Cover Page.

SUBCONTRACTOR means any person you contract with to perform or provide any part of the work.

US or WE means the using governmental unit.

USING GOVERNMENTAL UNIT means the unit(s) of government identified as such on the Cover Page. If the Cover Page identifies the Using Governmental Unit as “Statewide Term Contract,” the phrase “Using Governmental Unit” means any South Carolina Public Procurement Unit [11-35-4610(5)] that has submitted a Purchase Order to you pursuant to the contract resulting from this solicitation. Reference the clauses titled “Purchase Orders” and “Statewide Term Contract.”

WORK means all labor, materials, equipment, services, or property of any type, provided or to be provided by the Contractor to fulfill the Contractor's obligations under the Contract.

[02-2A003-2]

AMENDMENTS TO SOLICITATION (JAN 2004): (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <http://purchasing.sc.edu/> (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]

AUTHORIZED AGENT (FEB 2015): All authority regarding this procurement is vested solely with the responsible Procurement Officer. Unless specifically delegated in writing, the Procurement Officer is the only government official authorized to bind the government with regard to this procurement or the resulting contract. [02-2A007-1]

AWARD NOTIFICATION (FEB 2015): Notice regarding any award, cancellation of award, or extension of award will be posted at the location and on the date specified on the Cover Page or, if applicable, any notice of extension of award. Should the contract resulting from this Solicitation have a total or potential value of one hundred thousand dollars or more, such notice will be sent to all Offerors responding to the Solicitation and any award will not be effective until the eleventh day after such notice is given. [02-2A010-2]

BID / PROPOSAL AS OFFER TO CONTRACT (JAN 2004): By submitting Your Bid or Proposal, You are offering to enter into a contract with the Using Governmental Unit(s). Without further action by either party, a binding contract shall result upon final award. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; “joint bids” are not allowed. [02-2A015-1]

BID ACCEPTANCE PERIOD (JAN 2004): In order to withdraw Your Offer after the minimum period specified on the Cover Page, You must notify the Procurement Officer in writing. [02-2A020-1]

BID IN ENGLISH & DOLLARS (JAN 2004): Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the Solicitation. [02-2A025-1]

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (MAY 2008): GIVING FALSE, MISLEADING, OR INCOMPLETE INFORMATION ON THIS CERTIFICATION MAY RENDER YOU SUBJECT TO PROSECUTION UNDER SECTION 16-9-10 OF THE SOUTH CAROLINA CODE OF LAWS AND OTHER APPLICABLE LAWS.

(a) By submitting an offer, the offeror certifies that-

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to—

(i) Those prices;

(ii) The intention to submit an offer; or

- (iii) The methods or factors used to calculate the prices offered.
- (2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.
- (b) Each signature on the offer is considered to be a certification by the signatory that the signatory-
 - (1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; or
 - (2)(i) Has been authorized, in writing, to act as agent for the offeror's principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this certification [As used in this subdivision (b)(2)(i), the term "principals" means the person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal];
 - (ii) As an authorized agent, does certify that the principals referenced in subdivision (b)(2)(i) of this certification have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification; and
 - (iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this certification.
- (c) If the offeror deletes or modifies paragraph (a)(2) of this certification, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure. [02-2A032-1]

CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS (JAN 2004):

- (a) (1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that-
 - (i) Offeror and/or any of its Principals-
 - (A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;
 - (B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - (C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.
 - (ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.
- (2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).
- (b) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (c) If Offeror is unable to certify the representations stated in paragraphs (a)(1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror nonresponsible.
- (d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the State, the Procurement Officer may terminate the contract resulting from this solicitation for default. [02-2A035-1]

CODE OF LAWS AVAILABLE (JAN 2006): The South Carolina Code of Laws, including the Consolidated Procurement Code, is available at: <http://www.scstatehouse.gov/code/statmast.php>
The South Carolina Regulations are available at: <http://www.scstatehouse.gov/coderegs/statmast.php>
[02-2A040-2]

DEADLINE FOR SUBMISSION OF OFFER (JAN 2004): Any offer received after the Procurement Officer of the governmental body or his designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing office or the governmental body's mail room which services that purchasing office prior to the opening. [R.19-445.2070(G)] [02-2A050-1]

DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE (FEB 2015)

You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor's judgment, and (b) preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, the state may withhold award. Before withholding award on these grounds, an offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered. Without limiting the foregoing, you represent that your offer identifies any services that relate to either this solicitation or the work and that has already been performed by you, a proposed subcontractor, or an affiliated business of either. [02-2A047-2]

DRUG FREE WORK PLACE CERTIFICATION (JAN 2004): By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended. [02-2A065-1]

DUTY TO INQUIRE (FEB 2015): Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror's risk. All ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation shall be interpreted to require the better quality or greater quantity of work and/or materials, unless otherwise directed by amendment. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the State's attention. See clause entitled "Questions from Offerors." [02-2A070-2]

ETHICS CERTIFICATE (May 2008): By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed. [02-2A075-2]

IRAN DIVESTMENT ACT - CERTIFICATION (JAN 2015): (a) The Iran Divestment Act List is a list published by the Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: <http://procurement.sc.gov/PS/PS-iran-divestment.phtm> (.). Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the State to award a contract to you. (b) By signing your Offer, you certify that, as of the date you sign, you are not on the then-current version of the Iran Divestment Act List. (c) You must notify the Procurement Officer immediately if, at any time before posting of a

final statement of award, you are added to the Iran Divestment Act List. [02-2A077-1]

OMIT TAXES FROM PRICE (JAN 2004): Do not include any sales or use taxes in Your price that the State may be required to pay. [02-2A080-1]

OPEN TRADE REPRESENTATION (JUN 2015): By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [02-2A083-1]

PROHIBITED COMMUNICATIONS AND DONATIONS (FEB 2015)

Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law.

(a) During the period between publication of the solicitation and final award, *you must not communicate, directly or indirectly, with the Using Governmental Unit or its employees, agents or officials regarding any aspect of this procurement activity, unless otherwise approved in writing by the Procurement Officer.* All communications must be solely with the Procurement Officer. [R. 19-445.2010]

(b) You are advised to familiarize yourself with Regulation 19-445.2165, which restricts donations to a governmental entity with whom you have or seek to have a contract. *You represent that your offer discloses any gifts made, directly or through an intermediary, by you or your named subcontractors to or for the benefit of the Using Governmental Unit during the period beginning eighteen months prior to the Opening Date.* [R. 19-445.2165] [02-2A087-1]

PUBLIC OPENING (JAN 2004): Offers will be publicly opened at the date/time and at the location identified on the Cover Page, or last Amendment, whichever is applicable. [02-2A090-1]

QUESTIONS FROM OFFERORS (FEB 2015)

(a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer no later than five (5) days prior to opening unless an earlier date is stated on the Cover Page. Label any communication regarding your questions with the name of the procurement officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. [See R. 19-445.2042(B)] Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors. See clause entitled "Duty to Inquire." We will not identify you in our answer to your question. (b) The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer -- as soon as possible -- regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition. [See R. 19-445.2140] [02-2A095-2]

REJECTION/CANCELLATION (JAN 2004): The State may cancel this solicitation in whole or in part. The State may reject any or all proposals in whole or in part. [SC Code Section 11-35-1710 & R.19-445.2065] [02-2A100-1]

RESPONSIVENESS/IMPROPER OFFERS (JUN 2015): (a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the Solicitation.

(b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all Solicitation requirements. If this solicitation is an Invitation for Bids, each separate offer must be submitted as a separate document. If this solicitation is a Request for Proposals, multiple offers may be submitted as one document, provided that you clearly differentiate between each offer and you submit a separate cost proposal for each offer, if applicable.

(c) Responsiveness. Any Offer which fails to conform to the material requirements of the Solicitation may be rejected as nonresponsive. Offers which impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the State cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Officer. [R.19-445.2070 and Section 11-35-1520(13)]

(d) Price Reasonableness: Any offer may be rejected if the Procurement Officer determines in writing that it is unreasonable as to price. [R. 19-445.2070].

(e) Unbalanced Bidding. The State may reject an Offer as nonresponsive if the prices bid are materially unbalanced between line items or subline items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the State even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

(f) **Do not submit bid samples or descriptive literature unless expressly requested.** Unsolicited bid samples or descriptive literature will not be examined or tested, will not be used to determine responsiveness, and will not be deemed to vary any of the provisions of the solicitation. S.C. Code Ann. Reg. 19-445.2077(D). [02-2A105-2]

SIGNING YOUR OFFER (JAN 2004): Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words by its Partner, and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venturer involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it has been signed by an Agent. Upon request, Offeror must provide proof of the agent's authorization to bind the principal. [02-2A115-1]

STATE OFFICE CLOSINGS (JAN 2004): If an emergency or unanticipated event interrupts normal government processes so that offers cannot be received at the government office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal government processes resume. In lieu of an automatic extension, an Amendment may be issued to reschedule bid opening. If state offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an Amendment will be issued to reschedule the conference. Useful information may be available at: <http://www.scemd.org/planandprepare/disasters/severe-winter-weather> [02-2A120-3]

SUBMITTING CONFIDENTIAL INFORMATION (FEB 2015)

(An overview is available at www.procurement.sc.gov) For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected. If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, the State may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the State will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify and hold harmless the State of South Carolina, its agencies, officers and employees, from

every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from withholding information by the State of South Carolina or any of its agencies, that Offeror marked as "confidential" or "trade secret" or "PROTECTED". (All references to S.C. Code of Laws.) [02-2A125-2]

SUBMITTING A PAPER OFFER OR MODIFICATION (MAR 2015): Paper offers are required. If you must submit a paper offer or modification the following instructions apply. (a) All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Do not modify the solicitation document itself (including bid schedule). (b) (1) All copies of the offer or modification, and any other documents required to be submitted with the offer shall be enclosed in a sealed, opaque envelope or package. (2) Submit your offer or modification to the address on the Cover Page. (3) The envelope or package must show the time and date specified for opening, the solicitation number, and the name and address of the bidder. If the offer or modification is sent by mail or special delivery service (UPS, Federal Express, etc.), the outermost envelope or wrapper must be labeled "OFFER ENCLOSED" on the face thereof. (c) If you are responding to more than one solicitation, submit each offer in a separate envelope or package. (d) Submit the number of copies indicated on the Cover Page. (e) Facsimile or e-mail offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation. [02-2A130-2]

TAX CREDIT FOR SUBCONTRACTING WITH DISADVANTAGED SMALL BUSINESSES (JAN 2008): Pursuant to Section 12-6-3350, a taxpayer having a contract with this State who subcontracts with a socially and economically disadvantaged small business is eligible for an income tax credit equal to four percent of the payments to that subcontractor for work pursuant to the contract. The subcontractor must be certified as a socially and economically disadvantaged small business as defined in Section 11-35-5010 and regulations pursuant to it. The credit is limited to a maximum of fifty thousand dollars annually. A taxpayer is eligible to claim the credit for ten consecutive taxable years beginning with the taxable year in which the first payment is made to the subcontractor that qualifies for the credit. After the above ten consecutive taxable years, the taxpayer is no longer eligible for the credit. A taxpayer claiming the credit shall maintain evidence of work performed for the contract by the subcontractor. The credit may be claimed on Form TC-2, "Minority Business Credit." A copy of the subcontractor's certificate from the Governor's Office of Small and Minority Business (OSMBA) is to be attached to the contractor's income tax return. Questions regarding the tax credit and how to file are to be referred to: SC Department of Revenue, Research and Review, Phone: (803) 898-5786, Fax: (803) 898-5888. Questions regarding subcontractor certification are to be referred to: Governor's Office of Small and Minority Business Assistance, Phone: (803) 734-0657, Fax: (803) 734-2498. [02-2A135-1]

WITHDRAWAL OR CORRECTION OF OFFER (JAN 2004): Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the Solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid. The withdrawal and correction of Offers is governed by S.C. Code Section 11-35-1520 and Regulation 19-445.2085. [02-2A150-1]

II. INSTRUCTIONS TO OFFERORS – B. SPECIAL INSTRUCTIONS

SUBMISSION OF QUESTIONS

Mark Envelopes on questions mailed:

QUESTIONS: USC-RFP-2932-LW

Title: Athletics Custodial Services and Event Cleaning Services

Mailing Address:

University of South Carolina – Purchasing Dept.
 Attn: Lana Widener
 1600 Hampton St, Suite 606
 Columbia, SC 29208

QUESTIONS MAY BE E-MAILED TO: llw@sc.edu

FAXED TO: (803)777-2032

SITE VISIT – MANDATORY (JAN 2006): See Site Visit Clause. Your failure to attend site visit shall result in rejection of your offer. [02-2B145-1]

SITE VISIT – (JAN 2006): A site visit will be held at the following date, time and location. The University assumes no responsibility for any conclusions or interpretations made by the contractor based on the information made available at the site visit. Nor does the University assume responsibility for any understanding reached or representation made concerning conditions which can affect the work by any of its officers or agents before the execution of this contract, unless that understanding or representation is expressly stated in this contract.

Date & Start Time: March 30, 2016 at 9:00 AM

**Location: USC – Rice Athletic Center
 1304 Heyward Street
 Columbia, SC 29208**

The site visit will begin at the USC Rice Athletic Center. The site visit includes all sites as listed in Section III. Scope of Work / Specifications of the solicitation. The site visit will end at Equesterian. The estimated time for the site visit is approximately 4 hours. Please be sure to bring a hardcopy of the solicitation with you to the site visit.

Refer to Attachment A for Facilities and Addresses in order of site visit.

CLARIFICATION (NOV 2007): Pursuant to Section 11-35-1530(6), the Procurement Officer may elect to communicate with you after opening for the purpose of clarifying either your offer or the requirements of the solicitation. Such communications may be conducted only with offerors who have submitted an offer which obviously conforms in all material aspects to the solicitation. Clarification of an offer must be documented in writing and included with the offer. Clarifications may not be used to revise an offer or the solicitation. [Section 11-35-1530(6); R.19-445.2080]

CONTENTS OF OFFER (RFP) (FEB 2015)

- (a) Offers should be complete and carefully worded and should convey all of the information requested.
- (b) Offers should be prepared simply and economically, providing a straightforward, concise description of offeror’s capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- (c) The contents of your offer must be divided into two parts, the technical proposal and the business proposal. Each part should be bound in a single volume.

(d) If your offer includes any comment over and above the specific information requested in the solicitation, you are to include this information as a separate appendix to your offer. Offers which include either modifications to any of the solicitation's contractual requirements or an offeror's standard terms and conditions may be deemed non-responsive and not considered for award.

[02-2B040-2]

DISCUSSION WITH OFFERORS: After opening, the Procurement Officer may, in his sole discretion, initiate discussions with you to discuss your offer. [Section 11-35-1530(6)]

ELECTRONIC COPIES – REQUIRED MEDIA AND FORMAT (MAR 2015): In addition to your original offer, you must submit an electronic copy or copies on compact disk (CD), DVD, or USB drive. Submit the number of copies indicated on the cover page. Each copy should be on separate media. Your business and technical proposals must be on separate media. Every disk or USB drive must be labeled with the solicitation number and the offeror's name, and specify whether its contents address technical proposal or business proposal. If multiple-disk sets are provided, each disk in the set must be appropriately identified as to its relationship to the set, e.g., 1 of 2. The electronic copy must be identical to the original offer. File format shall be compatible with Microsoft Office (version 2003 or later), or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Procurement Officer must be able to view, search, copy and print electronic documents without a password. [02-2B070-2]

OPENING PROPOSALS -- INFORMATION NOT DIVULGED (FEB 2015): In competitive sealed proposals, neither the number or identity of offerors nor prices will be divulged at opening. [Section 11-35-1530 & R. 19-445.2095(C)(1)] [02-2B110-2]

UNIT PRICES REQUIRED (JAN 2006): Unit price to be shown for each item.

LEGAL AGREEMENTS INCLUDED WITH PROPOSALS MUST BE CLEARLY LABELLED

“SAMPLE” Every page of legal agreement(s) that Offeror expects the University to sign in order to do business with Bidder, Bidder's terms and conditions, and/or similar type legal documents pursuant to potential contract award that Bidder chooses to include with its bid **must be clearly labelled “SAMPLE”**. If Bidder's bid is the highest ranked offer from the evaluation process for the solicitation, then the University will consider the legal documents pursuant to potential contract award that the Bidder included with its bid and clearly labelled “SAMPLE”.

III. SCOPE OF WORK / SPECIFICATIONS

DELIVERY / PERFORMANCE LOCATION – PURCHASE ORDER (JAN 2006): After award, all deliveries shall be made and all services provided to the location specified by the Using Governmental Unit in its purchase order.

A. USC BACKGROUND/INTRODUCTION

Founded in 1801, the University of South Carolina is one of the oldest and most comprehensive universities in the United States. The Columbia campus is the flagship institution in the eight (8) campus public University of South Carolina system. The University offers baccalaureate, masters, and doctoral degrees through 17 colleges and schools. The baccalaureate degree is offered in over 70 major fields; the master's degree in over 100 fields; and doctorate in over 50 fields.

B. SCOPE OF WORK

- A. The purpose of this solicitation is to solicit bids from qualified sources of supply to furnish complete custodial services for the University of South Carolina Athletic department. The contractor must furnish the following, including but not limited to, all labor, labor supervision, tools, and equipment necessary to provide for the complete custodial services for the Founders Park, Dodie Anderson Academic Enrichment Center, Wardle Golf House, Williams-Brice Stadium, Rice Athletics Center, Roost Athletics Training Center, Athletics Village Garage, Indoor Field House, Stone Soccer Stadium/Soccer Locker Room Complex, Carolina Tennis Center,

One Wood Farm, Indoor Football Facility, Carolina Softball Stadium, Bignon Game Day Center, Athletic Practice Facility, and Colonial Life Arena as described herein.

- B. Additional work may be requested of the contractor and the University reserves the right to add, delete, revise and expand services in response to changing requirements. Such modifications will be executed using a written contract amendment with adjustments to contract amounts.
- C. The University shall inspect each property on a reasonably prompt basis after any service is completed by the Contractor. If the University is dissatisfied with any of the work performed, notice of such dissatisfaction shall be given in writing to the Contractor within 15 days of the service rendered, specifying the particular alleged deficiency. The Contractor shall repair or correct such deficiencies as are found to exist at no additional cost to the University within the expiration of 15 days from the date such notice was received by Contractor.

The failure of the University to properly notify the Contractor of dissatisfaction with any work performed under the procedures set forth herein shall constitute a waiver of any claim or offset the University may claim in regard to the services rendered by the Contractor.

CONTRACTOR’S DUTIES

- (1) Provide Janitorial Services in a satisfactory manner as to quality and in accordance to the scope of work incorporated herein by reference as Cleaning Specifications.
- (2) Perform all work on the schedule in accordance with the Cleaning Specifications, except when prevented by acts of God and or other circumstances beyond Contractor’s control.
- (3) Provide all labor, equipment and supervision necessary to perform duties.
- (4) Re-stock all restrooms from USC supplied stock.
- (5) Provide requested supervision during all hours of contract work. The supervisor will be responsible for inspections of all requested cleaning duties.

CUSTODIAL SPECIFICATIONS

SITES

- Rice Athletics Center
- Roost Athletics Training Center
- Carolina Softball Stadium
- Carolina Tennis Center
- Dodie Anderson Academic Enrichment Center
- Athletics Village Garage
- Stone Stadium/ Soccer Locker Room Complex
- Indoor Field House
- Williams Brice Stadium
- Bignon Game Day Center
- Indoor Football Facility
- Founders Park
- Colonial Life Arena
- Athletic Practice Facility
- Wardle Golf House
- One Wood Farm

Site: Rice Athletics Center

DAILY SERVICES

Custodial Services for the Rice Athletics Center

14 man hours per day 5 days a week

Day Porter 9 am – 5 pm (8 man hours) Night crew after 6 pm (6 man hours)

The Building Owner shall notify Contractor 24 hours in advance of any changes in scheduling.

SERVICES:

(1) The Contractor shall provide and be available to provide services 24/7 days per week, according to and in addition to the scope of work attached hereto and incorporated herein by reference as Document.

(2) The Contractor will not provide cleaning services on holidays observed by USC Athletics, unless otherwise directed by Building Owner.

(3) Contractor will perform its duties under and pursuant to this contract during the hours mutually agreed upon.

(4) in any event, Contractor will perform its duties in such a manner as to avoid any inconveniences to the users of the premises and interference with Owner’s operation.

CLEANING SPECIFICATIONS:

RICE ATHLETICS CENTER	Weekly	Monthly	Yearly
ENTRANCE LOBBY			
Clean all interior, exterior door glass and sills	5		
Vacuum all entrance mats	5		
Damp mop hard surface entrance floors with a neutral cleaner	5		
Empty all entrance trash receptacles, replace liners as necessary	5		
Remove all collected waste to designated dumpster area	5		
Dust and or vacuum all HVAC vent covers and returns		1	
OFFICES, CONFERENCE ROOMS			
Empty all trash receptacles, replace liners as necessary	5		
Remove all collected trash to the designated dumpster area	5		
Dust, polish and or wipe clean all applicable horizontal surfaces	5		
Vacuum all rugs, mats, and carpeted areas	5		
Dust file cabinets, partitions, window ledges, etc.	5		
Properly arrange all chairs to align with tables & desks. Clean glass table tops.	5		
Dust and or vacuum all HVAC vent covers and returns		1	
RESTROOMS			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	5		
Clean and polish all mirrors, counter tops and bright work, etc.	5		
Dust mop and/or vacuum all hard surface floors	5		
Damp mop all hard surface floors with a germicidal detergent	5		
Clean and polish door thresholds, kick plates and push plates	5		
Flush floor drains and traps with hot water and disinfectant	5		
Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc. Must keep track of inventory weekly from tenant stock.	5	From tenant stock	

Sanitize light switches. Spot clean all walls, doors, door casings, etc.	5		
Dust and or vacuum all HVAC vent covers and returns		1	
BREAKROOMS, LOUNGE AREAS and COFFEE STATIONS			
Empty all trash receptacles, replace liners as necessary. Clean and disinfect waste receptacles and adjacent wall areas	5		
Remove all collected trash to the designated dumpster area	5		
Clean, sanitize and dry wipe all break room tables and chairs	5		
Clean and sanitize all sinks, counter tops, cabinets faces, exterior of refrigerators and interior/exterior of microwave ovens	5		
Spot clean walls, doors, door casings, light switches, etc.	5		
Dust mop hard surface floors with a treated dust mop	5		
Damp mop hard surface floors with a neutral cleaner	5		
STAIRWELLS AND LANDINGS			
Spot check floors, steps and landings	5		
Dust and wipe clean hand rails, ledges, emergency lights, etc.	1		
Dust mop, damp mop floors, steps, landings	1		
ADDITIONAL CONTRACTOR RESPONSIBILITIES			
All Managers, Supervisors, Day Porters and Evening Custodial Staff must wear a Uniform at all times	5		
Perform and document all Safety Training and Human Resource issues	5		
Assign an Account Manager with a cell phone and an e-mail address as a direct contact person for request, scheduling needs and to avoid confusion	5		
Provide Supervision during all hours of operation	5		
Report any maintenance or building issues observed immediately to Facilities Services Manager/Director	5		
Turn off all lights and secure doors unless instructed otherwise	5		
Provide vacuums, brooms, dust pans, and carpet sweepers	5		

END OF RICE ATHLETICS CENTER CLEANING SCHEDULE

Site: Roost Athletics Training Facility

DAILY SERVICES

Custodial Services for Roost Athletics Training Facility
4 man hours per day 5 days a week

SERVICES

- (1) The Contractor shall provide night cleaning after 7 pm for five days per week unless building is closed. Services are provided according to the scope of work attached hereto and incorporated as Cleaning Specifications.
- (2) Contractor will perform its duties under and pursuant to this contract during the hours mutually agreed upon.
- (3) In any event, Contractor will perform its duties in such a manner as to avoid any inconveniences to the users of the premises and interference with Owner’s operation.

CLEANING SPECIFICATIONS:

ROOST ATHLETICS CENTER Description of Work	Weekly	Monthly	Yearly
ENTRANCE, LOBBY, HALLWAYS			
Police and clean all interior/exterior door glass and window sills	5		
Police and clean all interior/exterior windows, partition glass and sills	5		
Police and vacuum all rugs, mats and carpeted areas	5		
Dust mop hard surface floors with treated dust mop or broom	5		
Damp mop all hard surface floors with neutral cleaner disinfectant	5		
Clean waste containers. Empty all trash receptacles, replace liners	5		
Remove all collected waste to the designated container areas	5		
Clean and or polish door thresholds, kick plates and push plates	5		
Dust, polish and or wipe clean all applicable surfaces, furniture, i.e., tables, lamps, chairs, cabinets, counters, etc.	5		
Sanitize light switches. Spot clean walls, doors, door casings, etc.	5		
Clean and disinfect drinking water fountains. Sanitize buttons	5		
Dust and of vacuum all HVAC vent covers and returns		1	
Spot clean carpets or respond to various requests from Facilities Services Manager/Director	5		
Stock janitors closets	1		
RESTROOMS			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	5		

Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	5		
Clean and polish all mirrors, counter tops, lockers, bright work, etc.	5		
Sweep or dust mop and or vacuum all hard surface floors	5		
Damp mop all hard surface floors with a germicidal detergent	5		
Clean and polish door thresholds, kick plates and push plates	5		
Flush floor drains and traps with hot water and disinfectant	5		
Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc. Must keep track of inventory weekly from tenant stock	5		
Sanitize light switches. Spot clean all walls, doors, door casings, etc	5		
Thoroughly clean and disinfect both sides of all partitions	5		
Clean lens covers of light fixtures		1	
Dust and or vacuum all HVAC vent covers and returns		1	
STAIRWELLS and LANDINGS			
Dust mop and damp mop steps and landings	5		
Dust hand railings, ledges, emergency lights, etc.	5		
Spot clean doors, door casings, kick plates, push plates, etc.	5		
Vacuum all mats, rugs and carpeted areas	5		
OFFICES, TRAINING ROOM, LOCKER ROOMS and HYDRO AREA			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	5		
Clean and sanitize all showers and sinks	5		
Clean and polish all mirrors, counter tops, lockers, bright works, etc.	5		
Sweep or dust mop all hard surface floors and vacuum all carpeted areas	5		
Damp mop all hard surface floors with a germicidal detergent	5		
Clean and polish door thresholds, kick plates and push plates	5		
Sanitize light switches. Spot clean all walls, doors, door casings, etc.	5		
Dust and or vacuum all HVAC vent covers and returns		1	

END OF ROOST ATHLETICS CENTER CLEANING SCHEDULE

Site: Carolina Softball Stadium

DAILY SERVICES

Custodial Services for Carolina Softball Stadium
 4 man hours per day 5 days a week using night crew after 6pm

SERVICES

- (1) The Contractor shall provide services 5 days per week unless building is closed. During the Softball Season, Cleaning Services are seven days per week during Home Series. Services are provided according to the scope of work attached hereto and incorporated as Cleaning Specifications.
- (2) Contractor will perform its duties under and pursuant to this contract during the hours mutually agreed upon.
- (3) In any event, Contractor will perform its duties in such a manner as to avoid any inconveniences to the users of the premises and interference with Owner’s operation.

CLEANING SPECIFICATIONS:

CAROLINA SOFTBALL STADIUM Description of Work	Weekly	Monthly	Yearly
THE PRESS BOX, MEDIA SUITES, and CLUB SUITES			
Police and clean all interior/exterior door glass and window sills	1		
Police and clean all interior/exterior windows, partition glass and sills	1		
Police and vacuum all rugs, mats and carpeted areas	1		
Clean waste containers. Empty all trash receptacles, replace liners	1		
Remove all collected waste to the designated container areas	1		
Clean and or polish door thresholds, kick plates and push plates	1		
Dust, polish and or wipe clean all applicable surfaces, furniture, i.e., tables, lamps, chairs, cabinets, counters, etc.	1		
Sanitize light switches. Spot clean walls, doors, door casings, etc.	1		
Clean and disinfect drinking water fountains. Sanitize buttons	1		
Dust and of vacuum all HVAC vent covers and returns		1	
Spot clean carpets or respond to various requests from Facilities Services Manager/Director	1		
Stock janitors closets	1		

TEAM LOUNGE, RESTROOM, KITCHEN			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	5		
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	5		
Clean and polish all mirrors, counter tops, tables and bright work, etc.	5		
Sweep or dust mop and or vacuum all hard surface floors	5		
Damp mop all hard surface floors with a germicidal detergent	5		
Clean and polish door thresholds, kick plates and push plates	5		
Flush floor drains and traps with hot water and disinfectant	5		
Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc. Must keep track of inventory weekly from tenant stock	5		
Sanitize light switches. Spot clean all walls, doors, door casings, etc	5		
Vacuum all carpeted areas	5		
Clean lens covers of light fixtures		1	
Dust and or vacuum all HVAC vent covers and returns		1	
ELEVATOR			
Clean and polish elevator doors, walls, panels, buttons, tracks, etc.	5		
Machine scrub, polish, sweep all elevator floors	5		
Clean light fixtures, signs etc.	5		
Vacuum and remove all soil from tracks. Keep tracks polished	5		
STAIRWELLS and LANDINGS			
Dust mop and damp mop steps and landings	5		
Dust hand railings, ledges, emergency lights, etc.	5		
Spot clean doors, door casings, kick plates, push plates, etc.	5		
Vacuum all mats, rugs and carpeted areas	5		
BATTING PRACTICE AREA			
Police and clean entrances, walkways and perimeter of designated areas	5		
Empty and clean all waste receptacles, remove to designated area	5		
Clean all glass and mirrors (6' height)		1	

TRAINING ROOM, LOCKER ROOMS and COMMON AREAS (1st floor)			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	5		
Clean and sanitize all water fountains, sinks, and tables	5		
Clean and polish all mirrors, counter tops, lockers, bright works, etc.	5		
Sweep or dust mop and/or vacuum all hard surface floors; Vacuum carpeted floors	5		
Damp mop all hard surface floors with a germicidal detergent	5		
Clean and polish door thresholds, kick plates and push plates	5		
Sanitize light switches. Spot clean all walls, doors, door casings, etc.	5		
Dust and or vacuum all HVAC vent covers and returns		1	
MISCELLANEOUS STANDARD OPERATING PROCEDURE			
All Managers, Supervisors, Day Porters and Evening Custodial Staff must wear a Uniform at all times	5		
Keep janitors closets clean and in a neat and organized manner	5		
Perform and document all Safety Training and Human Resource issues	5		
Assign an Account Manager to USC as a direct contact person to work with for request, scheduling needs and to avoid confusion	5		
Provide Supervision during all hours of operations	5		
Report any maintenance or building issues observed immediately to Facilities Services Manager/Director contact person	5		
Turn off all lights and secure doors unless instructed otherwise	5		
Provide vacuums, brooms, dust pans, & carpet sweepers	5		

END OF CAROLINA SOFTBALL STADIUM CLEANING SCHEDULE

Site: Carolina Tennis Center

WEEKLY SERVICES

Custodial Services for the Carolina Tennis Center

10 man hours per week

2 hours per day 5 days per week

(2) The Building Owner shall notify Contractor 24 hours in advance of any changes in scheduling.

SERVICES:

(1) The Contractor shall provide services 5 nights per week after 7 pm, according to and in addition to the scope of work attached hereto and incorporated herein by reference as Document.

(2) The Contractor will not provide cleaning services on holidays observed by USC Athletics unless otherwise directed by Building Manager.

(3) Contractor will perform its duties under and pursuant to this contract during the hours mutually agreed upon.

(4) In any event, Contractor will perform its duties in such a manner as to avoid any inconveniences to the users of the premises and interference with Owner’s operation.

CLEANING SPECIFICATIONS:

CAROLINA TENNIS CENTER	Weekly	Monthly	Yearly
Description of Work			
LOWER LEVEL RESTROOMS			
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, pipes, flush valves, etc.)	5		
Restock all restroom supplies with bath tissue, hand towels, hand soaps, specialty items, etc. Must keep track of inventory weekly from tenant stock	5		
Clean all mirrors and wipe down all partitions	5		
Damp mop all hard surface floors with a neutral cleaner	5		
Empty all entrance trash receptacles, replace liners as necessary	5		
Remove all collected waste to designated dumpster area	5		
Dust and or vacuum all HVAC vent covers and returns		1	
LOUNGE AREAS			
Empty all trash receptacles, replace liners as necessary	5		
Remove all collected trash to the designated dumpster area	5		
Dust, polish and or wipe clean all applicable horizontal surfaces	5		
Vacuum all rugs, mats and carpeted areas	5		
Dust furniture, partitions, window ledges, etc.	5		
Dust and or vacuum all HVAC vent covers and returns		1	
RESTROOMS and LOCKER ROOMS			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	5		
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	5		
Clean and polish all mirrors, counter tops, lockers, bright work, etc.	5		

Dust mop and or vacuum all hard surface floors	5		
Damp mop all hard surface floors with a germicidal detergent	5		
Clean and polish door thresholds, kick plates and push plates	5		
Flush floor drains and traps with hot water and disinfectant	5		
Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc. Must keep track of inventory weekly from tenant stock	5		
Sanitize light switches. Spot clean all walls, doors, door casings, etc.	5		
Dust and or vacuum all HVAC vent covers and returns		1	
ADDITIONAL CONTRACTOR RESPONSIBILITIES			
All Managers, Supervisors, Day Porters and Evening Custodial Staff must wear a Uniform at all times	5		
Keep janitors closets clean and in a neat and organized manner	5		
Perform and document all Safety Training and Human Resources issues	5		
Assign an Account Manager with a cell phone and an e-mail address as a direct contact person for request, scheduling needs and to avoid confusion	5		
Provide supervision during all hours of operation	5		
Report any maintenance or building issues observed immediately to Facilities Services Manager/Director	5		
Turn off all lights and secure doors unless instructed otherwise	5		
Provide vacuums, brooms, dust pans & carpet sweepers	5		

END OF CAROLINA TENNIS CENTER CLEANING SCHEDULE

Sites: Dodie Academic Enrichment Center

DAILY SERVICES

Custodial Services for the Dodie Academic Enrichment Center

14 man hours per day 5 days a week

Day Porter 9 am – 3pm (6 man hours) and night crew after 10 pm (8 man hours)

(2) The Building Owner shall notify Contractor 24 hours in advance of any changes in scheduling.

SERVICES:

(1) The Contractor shall provide and be available to provide services 24/7 days per week, according to and in addition to the scope of work attached hereto and incorporated herein by reference as Document.

(2) The Contractor will not provide cleaning services on holidays observed by USC Athletics unless otherwise directed by Building Owner.

(3) Contractor will perform its duties under and pursuant to this contract during the hours mutually agreed upon.

(4) In any event, Contractor will perform its duties in such a manner as to avoid any inconveniences to the users of the premises and interference with Owner’s operation.

CLEANING SPECIFICATIONS:

DODIE ACADEMIC ENRICHMENT CENTER	Weekly	Monthly	Yearly
ENTRANCE LOBBY			
Clean all interior, exterior door glass and sills	5		
Vacuum all entrance mats	5		
Dust mop hard surface entrance floors with a neutral cleaner	5		
Empty all entrance trash receptacles, replace liners as necessary	5		
Remove all collected waste to designated dumpster area	5		
Dust and or vacuum all HVAC vent covers and returns		1	
Machine scrub tile floor	1		
OFFICES, CONFERENCE, TUTOR ROOMS			
Empty all trash receptacles, replace liners as necessary	5		
Remove all collected trash to the designated dumpster area	5		
Dust, polish and or wipe clean all applicable horizontal surfaces	5		
Vacuum all rugs, mats, and carpeted areas	5		
Dust file cabinets, partitions, window ledges, etc.	5		
Properly arrange all chairs to align with tables & desks. Clean glass table tops.	5		
Dust and or vacuum all HVAC vent covers and returns		1	
RESTROOMS			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	5		
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	5		
Clean and polish all mirrors, counter tops and bright work, etc.	5		
Dust mop and or vacuum all hard surface floors	5		
Damp mop all hard surface floors with a germicidal detergent	5		
Clean and polish door thresholds, kick plates and push plates	5		
Flush floor drains and traps with hot water and disinfectant	5		

Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc. Must keep track of inventory weekly from tenant stock.	5		
Sanitize light switches. Spot clean all walls, doors, door casings, etc.	5		
Dust and or vacuum all HVAC vent covers and returns		1	
BREAKROOMS, LOUNGE AREAS and COFFEE STATIONS			
Empty all trash receptacles, replace liners as necessary. Clean and disinfect waste receptacles and adjacent wall areas	5		
Remove all collected trash to the designated dumpster area	5		
Clean, sanitize and dry wipe all break room tables and chairs	5		
Clean and sanitize all sinks, counter tops, cabinets faces, exterior of refrigerators and interior/exterior of microwave ovens	5		
Spot clean walls, doors, door casings, light switches, etc.	5		
Dust mop hard surface floors with a treated dust mop	5		
Damp mop hard surface floors with a neutral cleaner	5		
ELEVATOR			
Sanitize elevator buttons using a non-odor disinfectant	5		
Clean, polish and dry wipe panels, adjacent surfaces and tracks	5		
Dust mop, damp mop applicable hard surface floor areas	5		
Detail all edges and tracks	5		
Clean lighting, diffusers and signage	5		
STAIRWELLS AND LANDINGS			
Spot check floors, steps and landings	5		
Dust and wipe clean hand rails, ledges, emergency lights, etc.	1		
Dust mop, damp mop floors, steps: vacuum landings	5		
ADDITIONAL CONTRACTOR RESPONSIBILITIES			
All Managers, Supervisors, Day Porters and Evening Custodial Staff must wear a Uniform at all times	5		
Keep janitors closets clean and in a neat and organized manner	5		
Perform and document all Safety Training and Human Resource issues	5		
Assign an Account Manager with a cell phone and an e-mail address as a direct contact person for request, scheduling needs and to avoid confusion	5		
Provide Supervision during all hours of operation	5		
Report any maintenance or building issues observed immediately to Facilities Services Manager/Director	5		
Turn off all lights and secure doors	5		
Provide vacuums, brooms, dust pans & carpet sweepers	5		

END OF DODIE ACADEMIC ENRICHMENT CENTER CLEANING SCHEDULE

Site: Athletic Village Garage
Grounds Crew Office and Locker Room

WEEKLY SERVICES

Custodial Services for the Athletic Village Garage- Grounds Crew Office and Locker Room

5 man hours per week- part of Dodie day porter duties (1 man hour per day)

(2) The Building Owner shall notify Contractor 24 hours in advance of any changes in scheduling.

SERVICES:

(1) The Contractor shall provide services 5 days per week, according to the scope of work attached hereto.

(2) The Contractor will not provide cleaning services on holidays observed by USC Athletics unless otherwise directed by Building Manager.

(3) Contractor will perform its duties under and pursuant to this contract during the hours mutually agreed upon.

(4) In any event, Contractor will perform its duties in such a manner as to avoid any inconveniences to the users of the premises and interference with Owner’s operation.

CLEANING SPECIFICATIONS:

ATHLETIC VILLAGE GARAGE/GROUNDS CREW OFFICE and LOCKER ROOM	Weekly	Monthly	Yearly
Description of Work:			
OFFICE AREA			
Empty all trash receptacles, replace liners as necessary	5		
Remove all collected trash to the designated dumpster area	5		
Dust, polish and or wipe clean all applicable horizontal surfaces	5		
Vacuum all carpeted areas	5		
Dust shelves, partitions, window ledges, etc.	5		
Dust and or vacuum all HVAC vent covers and returns		1	
RESTROOMS and LOCKER ROOMS			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	5		
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	5		
Clean and polish all mirrors, counter tops, lockers, bright work, etc.	5		
Sweep all hard surface floors	5		
Damp mop all hard surface floors with a germicidal detergent	5		
Clean and polish door thresholds, kick plates and push plates	5		
Flush floor drains and traps with hot water and disinfectant	5		
Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc. Must keep track of inventory weekly from tenant stock	5		
Sanitize light switches. Spot clean all walls, doors, door casings, etc.	5		

Dust and or vacuum all HVAC vent covers and returns		1	
ADDITIONAL CONTRACTOR RESPONSIBILITIES			
All Managers, Supervisors, Day Porters and Evening Custodial Staff must wear a Uniform at all times	5		
Keep janitors closets clean and in a neat and organized manner	5		
Perform and document all Safety Training and Human Resources issues	5		
Assign an Account Manager with a cell phone and an e-mail address as a direct contact person for request, scheduling needs and to avoid confusion	5		
Provide supervision during all hours of operation	5		
Report any maintenance or building issues observed immediately to Facilities Services Manager/Director	5		
Turn off all lights and secure doors unless instructed otherwise	5		
Provide vacuums, brooms, dust pans & carpet sweepers	5		

**END OF ATHLETIC VILLAGE GARAGE/GROUNDS CREW OFFICE
and
LOCKER ROOM CLEANING SCHEDULE**

Site: Stone Stadium/Soccer Locker Room Complex

WEEKLY SERVICES

Custodial Services for Stone Stadium/Soccer Locker Room Complex

15 man hours per week

3 man hours per day 5 days per week using night crew after 6 pm

(2) The Building Owner shall notify Contractor 24 hours in advance of any changes in scheduling.

SERVICES

(1) The Contractor shall provide services 5 days per week according to and in addition to the scope of work attached hereto and incorporated herein by reference as Document. During the Soccer season services will be provided 7 days per week for Home Series.

(2) The Contractor will not provide cleaning services on holidays observed by USC Athletics unless otherwise directed by Building Manager.

(3) Contractor will perform its duties under and pursuant to this contract during the hours mutually agreed upon.

(4) In any event, Contractor will perform its duties in such a manner as to avoid any inconveniences to the users of the premises and interference with Owner’s operation.

CLEANING SPECIFICATIONS:

STONE STADIUM/SOCCER LOCKER ROOM COMPLEX Description of Work	Weekly	Monthly	Yearly
ENTRANCE, LOCKER ROOM LOBBY			
Clean all interior, exterior door glass and sills	5		
Vacuum all entrance mats	5		
Dust mop hard surface entrance floors with dust mop	5		
Damp mop all hard surface entrance floors with a neutral cleaner	5		
Empty all entrance trash receptacles, replace liners as necessary	5		
Remove all collected waste to designated dumpster area	5		
Dust and or vacuum all HVAC vent covers and returns		1	
LOUNGE AREAS, FILM ROOMS			
Empty all trash receptacles, replace liners as necessary	5		
Remove all collected trash to the designated dumpster area	5		
Dust, polish and or wipe clean all applicable horizontal surfaces	5		
Vacuum all rugs, mats and carpeted areas	5		
Dust shelves, partitions, window ledges, etc.	5		
Dust and or vacuum all HVAC vent covers and returns		1	
WEIGHT ROOM and MUD/SHOE ROOM			
Police and clean entrances, walkways and perimeter of designated areas	5		
Dust mop and damp mop floor as needed	5		
Empty and clean all waste receptacles, remove to designated area	5		
Dust all machines as necessary	5		

Clean all glass and mirrors (6' height)	5		
RESTROOMS, LOCKER ROOMS, TRAINING ROOM and HYDRO AREA			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	5		
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	5		
Clean and polish all mirrors, counter tops, lockers, bright work, etc.	5		
Dust mop and or vacuum all hard surface floors	5		
Damp mop all hard surface floors with a germicidal detergent	5		
Clean and polish door thresholds, kick plates and push plates	5		
Flush floor drains and traps with hot water and disinfectant	5		
Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc. Must keep track of inventory weekly from tenant stock	5		
Sanitize light switches. Spot clean all walls, doors, door casings, etc.	5		
Dust and or vacuum all HVAC vent covers and returns		1	
ADDITIONAL CONTRACTOR RESPONSIBILITIES			
All Managers, Supervisors, Day Porters and Evening Custodial Staff must wear a Uniform at all times	5		
Keep janitors closets clean and in a neat and organized manner	5		
Perform and document all Safety Training and Human Resources issues	5		
Assign an Account Manager with a cell phone and an e-mail address as a direct contact person for request, scheduling needs and to avoid confusion	5		
Provide supervision during all hours of operation	5		
Report any maintenance or building issues observed immediately to Facilities Services Manager/Director	5		
Turn off all lights and secure doors unless instructed otherwise	5		
Provide vacuums, brooms, dust pans & carpet sweepers	5		

**END OF STONE STADIUM/SOCCER LOCKER ROOM
COMPLEX CLEANING SCHEDULE**

Site: Indoor Fieldhouse

WEEKLY SERVICES

Custodial Services for the Indoor Fieldhouse

2 man hours per day, 5 days a week using night crew after 9pm

(2) The Building Owner shall notify Contractor 24 hours in advance of any changes in scheduling.

SERVICES:

(1) The Contractor shall provide services 5 days per week, according to and in addition to the scope of work attached hereto and incorporated herein by reference as Document.

(2) The Contractor will not provide cleaning services on holidays observed by USC Athletics unless otherwise directed by Building Manager.

(3) Contractor will perform its duties under and pursuant to this contract during the hours mutually agreed upon.

(4) In any event, Contractor will perform its duties in such a manner as to avoid any inconveniences to the users of the premises and interference with Owner’s operation.

CLEANING SPECIFICATIONS:

INDOOR FIELDHOUSE Description of Work	Weekly	Monthly	Yearly
ENTRANCE, LOCKER ROOM LOBBY			
Clean all interior, exterior door glass and sills	5		
Vacuum all entrance mats	5		
Dust mop hard surface entrance floors with treated dust mop	5		
Damp mop all hard surface entrance floors with a neutral cleaner	5		
Empty all entrance trash receptacles, replace liners as necessary	5		
Remove all collected waste to designated area	5		
Dust and or vacuum all HVAC vent covers and returns		1	
Machine scrub hallway floor		1	
LOUNGE AREAS			
Empty all trash receptacles, replace liners as necessary	5		
Remove all collected trash to the designated area	5		
Dust, polish and or wipe clean all applicable horizontal surfaces	5		
Vacuum all rugs, mats and carpeted areas	5		
Dust shelves, partitions, furniture, etc.	5		
Dust and or vacuum all HVAC vent covers and returns		1	
RESTROOMS and LOCKER ROOMS			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	5		
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	5		
Clean and polish all mirrors, counter tops, lockers, bright work, etc.	5		
Dust mop all hard surface floors and vacuum all carpeted floors	5		
Damp mop all hard surface floors with a germicidal detergent	3		

Clean and polish door thresholds, kick plates and push plates	5		
Flush floor drains and traps with hot water and disinfectant	5		
Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc. Must keep track of inventory weekly from tenant stock	5		
Sanitize light switches. Spot clean all walls, doors, door casings, etc.	5		
Dust and or vacuum all HVAC vent covers and returns		1	
ADDITIONAL CONTRACTOR RESPONSIBILITIES			
All Managers, Supervisors, Day Porters and Evening Custodial Staff must wear a Uniform at all times	5		
Keep janitors closets clean and in a neat and organized manner	5		
Perform and document all Safety Training and Human Resources issues	5		
Assign an Account Manager with a cell phone and an e-mail address as a direct contact person for request, scheduling needs and to avoid confusion	5		
Provide supervision during all hours of operation	5		
Report any maintenance or building issues observed immediately to Facilities Services Manager/Director	5		
Turn off all lights and secure doors unless instructed otherwise	5		
Provide vacuums, brooms, dust pans & carpet sweepers	5		

END OF INDOOR FIELDHOUSE CLEANING SCHEDULE

Site: Williams-Brice Stadium

DAILY SERVICES

Custodial Services for Williams-Brice Stadium

34 man hours per day 5 days a week

Porter- 10 am – 6 pm and Porter 8 am – 2 pm (20 man hours per day using night crew after 6pm)

The Building Owner shall notify Contractor 24 hours in advance of any changes in scheduling.

SERVICES:

(1) The Contractor shall provide and be available to provide services 24/7 days per week, according to and in addition to the scope of work attached hereto and incorporated herein by reference as Document.

(2) The Contractor will not provide cleaning services on holidays observed by USC Athletics unless otherwise directed by Building Owner.

(3) Contractor will perform its duties under and pursuant to this contract during the hours mutually agreed upon.

(4) in any event, Contractor will perform its duties in such a manner as to avoid any inconveniences to the users of the premises and interference with Owner’s operation.

CLEANING SPECIFICATIONS:

WILLIAMS-BRICE STADIUM Daily Year Round Cleaning	Weekly	Monthly	Yearly
Day Porter	5		
Cleans Doctor’s and Trainer’s Offices	5		
Cleans all Locker Room and Team Areas	5		
Cleans Crews Weight Room and Meeting Rooms	5		
Cleans all Suites, Bays, Clubs on EC200 level	5		
Cleans P1 and P2 levels as well as Zone	5		
Assist USC Personnel in cleaning as needed throughout Stadium	5		
Cleans all Restrooms including Indoor Football Facility, Gamecock Park Premium North restrooms on parking lot side, east side restrooms and Bignon Game Day Center restrooms	5		
INDOOR FOOTBALL BUILDING			
Clean all interior/exterior glass, window sills and Partition Glass	5		
Vacuum all rugs and mats	5		
Dust mop hard surface floors with treated dust mop or broom	5		
Damp mop all hard surface floors with neutral cleaner disinfectant	5		
Clean waste containers. Empty all trash receptacles, replace liners	5		
Remove all collected waste to the designated container areas	5		
Clean and or polish door thresholds, kick plates and push plates	5		

Dust, polish and or wipe clean all applicable surfaces, furniture, i.e., tables, lamps, chairs, cabinets, counters, etc.	5		
Sanitize light switches. Spot clean walls, doors, door casings, etc.	5		
Clean and disinfect drinking water fountains. Sanitize buttons	5		
Dust and or vacuum all HVAC vent covers and returns		1	
Spot clean or respond to various requests from Facilities Services Manager/Director	5		
RESTROOMS			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	5		
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	5		
Clean and polish all mirrors, counter tops, and bright work, etc.	5		
Dust mop and or vacuum all baseboards and hard surface floors	5		
Damp mop all hard surface floors with a germicidal detergent	5		
Clean and polish door thresholds, kick plates and push plates	5		
Flush floor drains and traps with hot water and disinfectant	5		
Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc. Must keep track of inventory weekly from tenant stock.	5		
Sanitize light switches. Wash all walls, doors, door casings, etc	5		
Dust and or vacuum all HVAC vent covers and returns		1	
RED CARPET AREA (the Area underneath the West Side Ground Level Stands) including: Team Locker Room, Training Room, Player Lounge, Coaches Locker Room, Offices and Common Areas			
Clean all interior/exterior glass, window sills and partition glass	5		
Vacuum all rugs, mats and carpeted areas	5		
Dust mop hard surface floors with treated dust mop or broom	5		
Damp mop all hard surface floors with neutral cleaner disinfectant	5		

Clean waste containers. Empty all trash receptacles, replace liners	5		
Remove all collected waste to the designated container areas	5		
Clean and or polish door thresholds, kick plates and push plates	5		
Dust, polish and or wipe clean all applicable surfaces, furniture, i.e., tables, lamps, chairs, cabinets, counters, etc.	5		
Machine scrub Training room floors around Whirlpool, Showers and Locker Rooms twice a year			2
Spot clean walls up to 10 ft	5		
Sanitize light switches. Spot clean walls, doors, door casings, etc.	5		
Clean and disinfect drinking water fountains. Sanitize buttons	5		
Dust and or vacuum all HVAC vent covers and returns		1	
Spot clean carpet	5		
Respond to various requests from Facilities Services Manager/Director	5		
CREWS WEIGHT ROOM and MEETING FACILITY			
Clean all interior/exterior glass, window sills and Partition Glass	5		
Vacuum all rugs, mats, and carpeted areas	5		
Dust mop hard surface floors with treated dust mop or broom	5		
Damp mop all hard surface floors with neutral cleaner disinfectant	5		
Clean waste containers. Empty all trash receptacles, replace liners	5		
Remove all collected waste to the designated areas	5		
Clean and or polish door thresholds, kick plates and push plates	5		
Dust, polish and or wipe clean all applicable surfaces, furniture, i.e., tables, lamps, chairs, cabinets, counters, etc.	5		
Machine scrub Weight Room floor w/ automatic scrubber daily	5		
Machine scrub Indoor Track floor w/ automatic scrubber daily	5		
Hand mop around machines in weight room daily	5		
Wash interior and exterior walls up to 10 ft	5		
Sanitize light switches. Wash all walls, doors, door casings etc.	5		
Thoroughly clean and disinfect both sides of all partitions	5		

Clean lens covers of light fixtures (remove bugs and clean lens)		1	
Dust and or vacuum all HVAC vent covers and returns		1	
SUPERVISION, MANAGEMENT and STANDARD OPERATING PROCEDURES			
Daily work requirements are seasonal as the number of days a week required. Five days a week (5) during the off-season, seven (7) days a week during the season	5		
Keep janitors closets clean and in a neat and organized manner	5		
All managers, supervisors, day porters, and evening custodial staff must wear a Uniform at all times	5		
Assign one (1) full-time Account Manager to USC as a direct contact person to work with for request, scheduling needs and to avoid confusion	5		
Provide supervision and Emergency Response 24 hours a day, every day	7		
Thoroughly inspect the Daily Cleaning once a month and provide a punch list of open items to the Stadium Manager year round		1	1
Report any maintenance or building issues observed immediately to Facilities Services Manager/Director contact person	5		
Turn off all lights and secure doors unless instructed otherwise	5		
Provide vacuums, brooms, dust pans & carpet sweepers	5		

END OF WILLIAMS BRICE STADIUM CLEANING SCHEDULE

Site: Founders Park

DAILY SERVICES

Custodial Services for Founders Park
 14 man hours per day 5 days a week
 Porter- 6 am – 2 pm and Porter 8 am – 2 pm

SERVICES

- (1) The Contractor shall provide Day Porter Services five days per week unless building is closed. During the Baseball Season, Cleaning Services are seven days per week during Home Series. Services are provided according to the scope of work attached hereto and incorporated as Cleaning Specifications.
- (2) Contractor will perform its duties under and pursuant to this contract during the hours mutually agreed upon.
- (3) In any event, Contractor will perform its duties in such a manner as to avoid any inconveniences to the users of the premises and interference with Owner’s operation.

CLEANING SPECIFICATIONS:

FOUNDERS PARK Description of Work	Weekly	Monthly	Yearly
THE PRESS BOX, LUXURY SUITES, and CLUB SUITES			
Police and clean all interior/exterior door glass and window sills	5		
Police and clean all interior/exterior windows, partition glass and sills	5		
Police and vacuum all rugs, mats and carpeted areas	5		
Dust mop hard surface floors with treated dust mop or broom	5		
Damp mop all hard surface floors with neutral cleaner disinfectant	5		
Clean waste containers. Empty all trash receptacles, replace liners	5		
Remove all collected waste to the designated container areas	5		
Clean and or polish door thresholds, kick plates and push plates	5		
Dust, polish and or wipe clean all applicable surfaces, furniture, i.e., tables, lamps, chairs, cabinets, counters, etc.	5		
Sanitize light switches. Spot clean walls, doors, door casings, etc.	5		
Clean and disinfect drinking water fountains. Sanitize buttons	5		
Dust and of vacuum all HVAC vent covers and returns		1	
Spot clean carpets or respond to various requests from Facilities Services Manager/Director	5		
Stock janitors closets	1		

OFFICE BUILDING RESTROOMS			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	5		
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	5		
Clean and polish all mirrors, counter tops, lockers, bright work, etc.	5		
Sweep or dust mop and or vacuum all hard surface floors	5		
Damp mop all hard surface floors with a germicidal detergent	5		
Clean and polish door thresholds, kick plates and push plates	5		
Flush floor drains and traps with hot water and disinfectant	5		
Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc. Must keep track of inventory weekly from tenant stock	5		
Sanitize light switches. Spot clean all walls, doors, door casings, etc	5		
Thoroughly clean and disinfect both sides of all partitions	5		
Clean lens covers of light fixtures		1	
Dust and or vacuum all HVAC vent covers and returns		1	
ELEVATORS			
Clean and polish elevator doors, walls, panels, buttons, tracks, etc.	5		
Machine scrub, polish, sweep all elevator floors	5		
Clean light fixtures, signs etc.	5		
Vacuum and remove all soil from tracks. Keep tracks polished	5		
STAIRWELLS and LANDINGS			
Dust mop and damp mop steps and landings	5		
Dust hand railings, ledges, emergency lights, etc.	5		
Spot clean doors, door casings, kick plates, push plates, etc.	5		
Vacuum all mats, rugs and carpeted areas	5		
WEIGHT ROOM and BATTING PRACTICE AREA			
Police and clean entrances, walkways and perimeter of designated areas	5		
Dust mop and damp mop floor as needed	5		
Empty and clean all waste receptacles, remove to designated area	5		

Dust all machines as necessary	5		
Clean all glass and mirrors (6' height)	5		
OFFICES, SNACK AREAS, TRAINING ROOM, LOCKER ROOM and COMMON OFFICE AREAS			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	5		
Clean and sanitize all water fountains, sinks, and food service tables	5		
Clean and polish all mirrors, counter tops, lockers, bright works, etc.	5		
Sweep or dust mop and/or vacuum all hard surface floors	5		
Damp mop all hard surface floors with a germicidal detergent	5		
Clean and polish door thresholds, kick plates and push plates	5		
Sanitize light switches. Spot clean all walls, doors, door casings, etc.	5		
Dust and or vacuum all HVAC vent covers and returns		1	

END OF FOUNDERS PARK CLEANING SCHEDULE

Site: Colonial Life Arena

DAILY SERVICES

General offices and cubicles are to have trash and recycling emptied, liners changed as needed, work surface spot cleaned, carpet spot vacuumed, spills removed and chairs neatly arranged.

Critical areas such as conference room, executive offices, receptionist areas, kitchens and restrooms must be thoroughly cleaned each day.

Implement an ongoing carpet spot-cleaning program designated to one individual carpet-cleaning technician on a daily basis.

WEEKLY DETAILING

Weekly detailing requires each assignment to be broken down into five sections; one section will be thoroughly cleaned each night of the week.

Items such as carpet, partitions, filing cabinets, desks, bookshelves, monitor tops, desk accessories, sills and ledges; will require a thorough cleaning each week to remove all dust, spots, streaks, residue and in-fiber dust.

Maintaining a detail-cleaning schedule has several advantages.

- Enables a consistent level of cleanliness to be maintained throughout.
- Complaints are avoided by preventing substandard conditions to build up.
- Provides a systematic way to thoroughly clean the building, as well as a means for supervision and management to inspect and provide feedback to employees.

CLEANING SPECIFICATIONS:

ENTRANCES, ATRIUMS & MAIN LOBBY	Weekly	Monthly	Yearly
Description of Work			
Police and maintain all interior/exterior entrance areas	5		
Clean all interior/exterior door glass, adjacent glass and sills	5		
Vacuum entrance, lobby, mats and carpeted areas	5		
Spot clean all carpets with approved spotter	5		
Dust mop hard surface floors with electrostatic dust mop	5		
Damp mop all hard surface floors with neutral cleaner	5		
Empty all trash receptacles, replace liners as necessary	5		
Remove all collected trash to designated areas	5		
Thoroughly clean security desk area.	5		
Dust all horizontal surfaces with a treated feather duster	5		
Clean and disinfect drinking fountains. Sanitize buttons	5		
Sanitize light switches. Spot clean walls, doors and casings	3		
Dust, vacuum and or clean all baseboards	1		
Dust all low reach areas up to 72” from the floor	1		
Clean and or polish door thresholds, kick and push plates		1	
Dust all high reach areas above 72” from the floor			4
Dust and or vacuum all HVAC air vents and returns			4

BOX OFFICE AND RECEPTION AREAS	Weekly	Monthly	Yearly
Description of Work			
Spot clean any and all interior partition glass to remove smudges	5		
Dust mop hard surface floors with electrostatic dust mop	5		
Damp mop all hard surface floors with neutral cleaner	5		
Empty all trash receptacles, replace liners as necessary	5		
Remove all collected trash to designated areas	5		
Dust all horizontal surfaces with a treated feather duster	5		
Vacuum rugs, mats and any carpeted areas	5		
Spot clean all carpets with approved spotter	5		
Clean Box Office counters to include dusting, spot cleaning and applicable horizontal cleaning	5		
Sanitize light switches. Spot clean walls, doors and casings	3		
Dust, vacuum and or clean all baseboards	1		
Clean and/or polish door thresholds, kick and push plates	1		
Dust all low reach areas up to 72" from the floor	1		
Dust all high reach areas above 72" from the floor			4
Dust and/or vacuum all HVAC air vents and returns			4
OFFICES, CONFERENCE ROOMS AND MEETING ROOMS			
Vacuum all rugs, mats and high traffic carpeted areas	5		
Spot clean all carpets with approved spotter	5		
Empty all trash receptacles, replace liners as necessary	5		
Remove all collected trash to designated areas	5		
Dust all horizontal surfaces with a treated feather duster	5		
Dust, polish or wipe clean all applicable surfaces such as; furniture, tables, lamps, counters, etc.	5		
Dust, polish or wipe clean all applicable surfaces such as; furniture, tables, lamps, counters, etc.	5		
Conference / Training Rooms: Properly arrange all chairs to align with tables & desks. Clean any table top glass	5		
Dust all chair & table legs, rungs, ledges, moldings, etc.	5		
Clean and or polish door thresholds, kick and push plates	5		
Spot clean any and all interior partition glass to remove smudges and wipe window sills	3		
Sanitize light switches. Spot clean walls, doors and casings	3		
Vacuum all carpeting corner to corner	1		
Dust furniture, picture frame tops, bookcases, file cabinets, partitions, window ledges, etc. Desks will not be disturbed	1		
Dust, vacuum and or clean all baseboards	1		
Dust all low reach areas up to 72" from the floor	1		
Dust all high reach areas above 72" from the floor			4
Dust and or vacuum all HVAC air vents and returns			4

RECRUITING LOUNGES, GREEN ROOM & AV AREAS	Weekly	Monthly	Yearly
Description of Work			
Vacuum all rugs, mats and high traffic carpeted areas	5		
Spot clean all carpets with approved spotter	5		
Empty all trash receptacles, replace liners as necessary	5		
Remove all collected trash to designated areas	5		
Dust all horizontal surfaces with a treated feather duster	5		
Dust, polish or wipe clean all applicable surfaces such as; furniture, tables, lamps, counters, etc.	5		
Properly arrange all chairs to align with tables & desks. Clean any table top glass	5		
Dust all chair & table legs, rungs, ledges, moldings, etc.	5		
Clean and or polish door thresholds, kick and push plates	5		
Sanitize light switches. Spot clean walls, doors and casings	3		
Vacuum all carpeting corner to corner	1		
Dust, vacuum and or clean all baseboards	1		
Dust all low reach areas up to 72" from the floor	1		
Vacuum / Brush upholstery (chairs, couches, curtains, etc.)	1		
Spot clean any and all interior partition glass to remove smudges and wipe window sills		1	
Dust all high reach areas above 72" from the floor			4
Dust and or vacuum all HVAC air vents and returns			4

RESTROOMS, SHOWERS, & LOCKER ROOMS	Weekly	Monthly	Yearly
Description of Work			
Empty waste receptacles and replace can liners daily. Clean disinfect and maintain the receptacles	5		
Empty and disinfect all sanitary disposal receptacles	5		
Remove all trash to designated areas	5		
Dust mop or vacuum hard surface floors	5		
Damp mop all hard surface floors with germicidal disinfectant	5		
Clean and polish all mirrors, countertops, lockers & bright work	5		
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, flush valves, etc.)	5		
Restock all restroom supplies (including bath tissue, hand towels, foam soap, sanitary supplies, seat covers, etc.)	5		
Sanitize light switches. Spot clean walls, doors and casings	3		
Clean and or polish door thresholds, kick and push plates	3		
Thoroughly clean and disinfect both sides of all partitions	3		
Flush floor drains and traps with hot water and disinfectant	1		
Dust and or vacuum all HVAC air vents and returns		1	
Clean lens covers of light fixtures (remove bugs and clean lens)			1

BREAK ROOMS, LOUNGES AND COFFEE STATIONS Description of Work	Weekly	Monthly	Yearly
Vacuum all rugs, mats and any carpeted areas	5		
Spot clean all carpets with approved spotter	5		
Dust mop hard surface floors with electrostatic dust mop	5		
Damp mop all hard surface floors with germicidal disinfectant	5		
Empty all trash receptacles and replace liners as necessary. Clean and disinfect waste receptacles and adjacent walls	5		
Remove all collected trash to designated areas	5		
Clean, disinfect and dry wipe all break room tables and chairs	5		
Clean and disinfect all sinks, countertops, cabinet faces, and exterior of refrigerators and microwave ovens	5		
Stock paper products (i.e. – hand towels, napkins, cups, etc.)	5		
Sanitize light switches. Spot clean walls, doors and casings	3		
Wipe down exterior of applicable vending machines	1		
Dust, vacuum and or clean all baseboards	1		
Dust all low reach areas up to 72” from the floor	1		
Dust and or vacuum all HVAC air vents and returns			4
Dust all high reach areas above 72” from the floor			4

ELEVATORS AND ESCALATORS Description of Work	Weekly	Monthly	Yearly
Sanitize elevator buttons and escalator rails with a disinfectant	3		
Dust mop and damp mop hard surface areas	3		
Detail vacuum all carpet, edges, rugs and matting	3		
Spot clean all carpets with approved spotter	3		
Clean light fixtures, signs and elevator panels	3		
Vacuum and remove soil from saddles	3		
<i>For Freight Elevators:</i> Dust mop and damp mop hard surface floors	1		

STAIRWELLS, STAIRWAYS, and LANDINGS Description of Work	Weekly	Monthly	Yearly
Dust mop or vacuum steps and landings	3		
Spot damp mop steps and landings	3		
Vacuum all mats, rugs and carpeted areas	3		
Dust and wipe clean hand railings, ledges, lights, etc.	3		
Damp mop all steps and landings with neutral cleaner	1		
Sanitize light switches. Spot clean walls, doors and casings	1		
Dust all high reach areas including emergency lights with a treated electrostatic feather duster	1		

COMPACTOR and LOADING DOCK AREAS Description of Work	Weekly	Monthly	Yearly
Place all building trash and debris in trash dumpster	5		
Cardboard boxes will be broken down and placed within the designated cardboard recycling dumpster	5		
Sweep and or power blow loading dock and compactor area	3		

EXTERIOR ENTRANCES, WALKWAY and SMOKING AREAS Description of Work	Weekly	Monthly	Yearly
Police entrances, walkways and perimeter of designated areas for trash and other debris. Spot clean glass, day porter(s) will also monitor this throughout the day	5		
Police pick-up / drop-off areas around and between buildings	5		
Empty and clean all waste receptacles, remove trash to designated areas	5		
Empty, clean and maintain all ash receptacles	5		
Remove cobwebs from overhead, corners, sills, etc. and clean directories	5		

Performance Feedback

- The supervisor will inspect detailed sections each day and provide the employees with feedback and direction on items that need improvement
- Employees must correct blatant defects immediately; otherwise, improvement is expected the following day
- Evaluations conducted by an inspector will provide additional information on the condition of all the items that are cleaned

MISCELLANEOUS Description of Work	Weekly
Keep janitor’s closets clean and in an organized manner	5
Provide supervision during all evening hours of operation	5
Have all MSDS sheets posted and up to date. Perform and document all safety training and human resource issues	5
All managers, supervisors, day porters and evening custodial staff must wear a uniform at all times	5
Assign an account manager as a direct contact person to work with for requests and communication	5
Report any maintenance or building issues observed immediately to contact person	5
Turn off all lights and secure doors unless instructed otherwise	5
Provide English speaking day porter, staff and management	5

END OF COLONIAL LIFE ARENA SPECIFICATIONS

Site: Athletics Practice Facility

DAILY SERVICES

Custodial Services for Athletics Practice Facility
 4 man hours per day 5 days a week

SERVICES

- (1) The Contractor shall provide night cleaning services after 8 pm five days per week unless building is closed. During the Volleyball and Basketball Seasons, Cleaning Services are seven days per week during Home Series. Services are provided according to the scope of work attached hereto and incorporated as Cleaning Specifications.
- (2) Contractor will perform its duties under and pursuant to this contract during the hours mutually agreed upon.
- (3) In any event, Contractor will perform its duties in such a manner as to avoid any inconveniences to the users of the premises and interference with Owner’s operation.

CLEANING SPECIFICATIONS:

ATHLETICS PRACTICE FACILITY Description of Work	Weekly	Monthly	Yearly
LOBBY, ENTRANCES			
Police and clean all interior/exterior door glass and window sills	5		
Police and clean all interior/exterior windows, partition glass and sills	5		
Police and vacuum all rugs, mats and carpeted areas	5		
Dust mop hard surface floors with treated dust mop or broom	5		
Damp mop all hard surface floors with neutral cleaner disinfectant	5		
Clean waste containers. Empty all trash receptacles, replace liners	5		
Remove all collected waste to the designated container areas	5		
Clean and or polish door thresholds, kick plates and push plates	5		
Dust, polish and or wipe clean all applicable surfaces, furniture, i.e., tables, lamps, chairs, cabinets, counters, etc.	5		
Sanitize light switches. Spot clean walls, doors, door casings, etc.	5		
Clean and disinfect drinking water fountains. Sanitize buttons	5		
Dust and of vacuum all HVAC vent covers and returns		1	
Spot clean carpets or respond to various requests from Facilities Services Manager/Director	5		
Machine scrub tile floor	1		

RESTROOMS			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	5		
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	5		
Clean and polish all mirrors, counter tops, lockers, bright work, etc.	5		
Sweep or dust mop and or vacuum all hard surface floors	5		
Damp mop all hard surface floors with a germicidal detergent	5		
Clean and polish door thresholds, kick plates and push plates	5		
Flush floor drains and traps with hot water and disinfectant	5		
Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc. Must keep track of inventory weekly from tenant stock	5		
Sanitize light switches. Spot clean all walls, doors, door casings, etc	5		
Thoroughly clean and disinfect both sides of all partitions	5		
Clean lens covers of light fixtures		1	
Dust and or vacuum all HVAC vent covers and returns		1	
ELEVATOR			
Clean and polish elevator doors, walls, panels, buttons, tracks, etc.	5		
Vacuum elevator floor	5		
Clean light fixtures, signs etc.	5		
Vacuum and remove all soil from tracks. Keep tracks polished	5		
STAIRWELLS and LANDINGS			
Dust mop and damp mop steps and landings	5		
Dust hand railings, ledges, emergency lights, etc.	5		
Spot clean doors, door casings, kick plates, push plates, etc.	5		
Vacuum all mats, rugs and carpeted areas	5		
HARDWOOD COURT AREA			
Police and clean entrances, walkways and perimeter of designated areas	5		
Dust mop and damp mop floor as needed	5		
Empty and clean all waste receptacles, remove to designated area	5		
Clean and polish door thresholds, kick plates and push plates	5		

Spot clean all walls, door casings as needed	5		
TRAINING ROOMS, LOCKER ROOMS and COMMON AREAS			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	5		
Clean and sanitize all showers and sinks	5		
Clean and polish all mirrors, counter tops, lockers, bright works, etc.	5		
Sweep or dust mop all hard surface floors and vacuum all carpeted areas	5		
Damp mop all hard surface floors with a germicidal detergent	5		
Clean and polish door thresholds, kick plates and push plates	5		
Sanitize light switches. Spot clean all walls, doors, door casings, etc.	5		
Dust and or vacuum all HVAC vent covers and returns		1	

END OF ATHLETICS PRACTICE FACILITY CLEANING SCHEDULE

Site: Wardle Golf House

WEEKLY SERVICES

Custodial Services for the Wardle Golf House

6.25 man hours per week-site visits - 3 days per week-Monday/Wednesday/Friday before Noon

(2) The Building Owner shall notify Contractor 24 hours in advance of any changes in scheduling.

SERVICES:

(1) The Contractor shall provide and be available to provide services 24/7 days per week, according to and in addition to the scope of work attached hereto and incorporated herein by reference as Document.

(2) The Contractor will not provide cleaning services on holidays observed by USC Athletics unless otherwise directed by Building Manager.

(3) Contractor will perform its duties under and pursuant to this contract during the hours mutually agreed upon.

(4) In any event, Contractor will perform its duties in such a manner as to avoid any inconveniences to the users of the premises and interference with Owner’s operation.

CLEANING SPECIFICATIONS:

WARDLE GOLF HOUSE & TEACHING CENTER Description of Work	Weekly	Monthly	Yearly
ENTRANCE, LOBBY			
Clean all interior, exterior door glass and sills	3		
Vacuum all entrance mats	3		
Dust mop hard surface entrance floors with dust mop	3		
Damp mop all hard surface entrance floors with a neutral cleaner	3		
Empty all entrance trash receptacles, replace liners as necessary	3		
Remove all collected waste to designated dumpster area	3		
Dust and or vacuum all HVAC vent covers and returns		1	
LOUNGE AREAS			
Empty all trash receptacles, replace liners as necessary	3		
Remove all collected trash to the designated dumpster area	3		
Dust, polish and or wipe clean all applicable horizontal surfaces	3		
Vacuum all rugs, mats and carpeted areas	3		
Dust file cabinets, partitions, window ledges, etc.	3		
Dust and or vacuum all HVAC vent covers and returns		1	
RESTROOMS and LOCKER ROOMS			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	3		
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	3		
Clean and polish all mirrors, counter tops, lockers, bright work, etc.	3		
Dust mop and or vacuum all hard surface floors	3		
Damp mop all hard surface floors with a germicidal detergent	3		
Clean and polish door thresholds, kick plates and push plates	3		
Flush floor drains and traps with hot water and disinfectant	3		

Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc. Must keep track of inventory weekly from tenant stock	3		
Sanitize light switches. Spot clean all walls, doors, door casings, etc.	3		
Dust and or vacuum all HVAC vent covers and returns		1	
ADDITIONAL CONTRACTOR RESPONSIBILITIES			
All Managers, Supervisors, Day Porters and Evening Custodial Staff must wear a Uniform at all times	3		
Keep janitors closets clean and in a neat and organized manner	3		
Perform and document all Safety Training and Human Resources issues	3		
Assign an Account Manager with a cell phone and an e-mail address as a direct contact person for request, scheduling needs and to avoid confusion	3		
Provide supervision during all hours of operation	3		
Report any maintenance or building issues observed immediately to Facilities Services Manager/Director	3		
Turn off all lights and secure doors unless instructed otherwise	3		
Provide vacuums, brooms, dust pans & carpet sweepers	3		

END OF WARDLE GOLF HOUSE AND TEACHING CENTER CLEANING SCHEDULE

Site: One Wood Farm

WEEKLY SERVICES

Custodial Services for the One Wood Farm

6.25 man hours per week-site visits - 3 days per week-Monday/Wednesday/Friday before Noon

(2) The Building Owner shall notify Contractor 24 hours in advance of any changes in scheduling.

SERVICES:

(1) The Contractor shall provide and be available to provide services 24/7 days per week, according to and in addition to the scope of work attached hereto and incorporated herein by reference as Document.

(2) The Contractor will not provide cleaning services on holidays observed by USC Athletics unless otherwise directed by Building Manager.

(3) Contractor will perform its duties under and pursuant to this contract during the hours mutually agreed upon.

(4) In any event, Contractor will perform its duties in such a manner as to avoid any inconveniences to the users of the premises and interference with Owner’s operation.

One Wood Farm Description of Work	Weekly	Monthly	Yearly
ENTRANCE, LOCKER ROOM LOBBY			
Clean all interior, exterior door glass and sills	3		
Vacuum all entrance mats	3		
Dust mop hard surface entrance floors with dust mop	3		
Damp mop all hard surface entrance floors with a neutral cleaner	3		
Empty all entrance trash receptacles, replace liners as necessary	3		
Remove all collected waste to designated dumpster area	3		
Dust and or vacuum all HVAC vent covers and returns		1	
LOUNGE AREAS			
Empty all trash receptacles, replace liners as necessary	3		
Remove all collected trash to the designated dumpster area	3		
Dust, polish and or wipe clean all applicable horizontal surfaces	3		
Vacuum all rugs, mats and carpeted areas	3		
Dust shelves, partitions, window ledges, etc.	3		
Dust and or vacuum all HVAC vent covers and returns		1	
RESTROOMS and LOCKER ROOMS			
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	3		
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	3		
Clean and polish all mirrors, counter tops, lockers, bright work, etc.	3		
Dust mop and or vacuum all hard surface floors	3		
Damp mop all hard surface floors with a germicidal detergent	3		
Clean and polish door thresholds, kick plates and push plates	3		
Flush floor drains and traps with hot water and disinfectant	3		

Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc. Must keep track of inventory weekly from tenant stock	3		
Sanitize light switches. Spot clean all walls, doors, door casings, etc.	3		
Dust and or vacuum all HVAC vent covers and returns		1	
ADDITIONAL CONTRACTOR RESPONSIBILITIES			
All Managers, Supervisors, Day Porters and Evening Custodial Staff must wear a Uniform at all times	3		
Keep janitors closets clean and in a neat and organized manner	3		
Perform and document all Safety Training and Human Resources issues	3		
Assign an Account Manager with a cell phone and an e-mail address as a direct contact person for request, scheduling needs and to avoid confusion	3		
Provide supervision during all hours of operation	3		
Report any maintenance or building issues observed immediately to Facilities Services Manager/Director	3		
Turn off all lights and secure doors unless instructed otherwise	3		
Provide vacuums, brooms, dust pans & carpet sweepers	3		

END OF ONE WOOD FARM CLEANING SCHEDULE

EVENT REQUIREMENTS

ALL ENTRANCE AREAS & SIDEWALKS

- Pick up any and all trash as needed
- Empty trash receptacles and replace liners as needed from facility supplied stock
- Remove all collected waste to designated area
- Provide additional coverage to police all event level
- Police, sweep and/or mop all entrances as needed
- Vacuum mats at all entrances as needed
- Police all smoking areas. Remove debris to designated areas
- Remove spills as needed using all necessary safety precautions

PUBLIC RESTROOMS

- Empty trash receptacles and replace liners as needed from facility supplied stock.
- Remove all collected waste to designated area
- Remove splashes and spills from sinks, counters and mirrors as needed
- Replenish towels, tissue and soap as needed from facility supplied stock
- Spot mop and sweep as needed
- Spot clean partitions and doors

CONCOURSE AND LOBBIES

- Pick up any and all trash as needed
- Empty trash receptacles and replace liners as needed from facility supplied stock.
- Remove all collected waste to designated area
- Spot sweep unobstructed floor areas as needed
- Spot mop unobstructed floor areas as needed

BOWL / SEATING AREA

- Pick up any and all trash as needed
- Respond to radio calls to clean spills or other safety concerns as needed
- Sweep and spot mop designated hallway entries as needed

SUITES AND PREMIUM SEATING AREAS

- Check all premium areas prior to doors...spot cleaning and vacuuming as needed
- Spot vacuum McGuire Club as needed prior to scheduled intermissions
- Check all premium areas for trash removal. Replace can liners as needed

EVENT LEVEL / BACKSTAGE

- Police and clean as necessary backstage restrooms, green room, locker rooms, etc.
- Sweep and mop hard surface floors as needed

ELEVATORS

- Pick up any and all trash as needed
- Spot mop and sweep as needed

POST EVENT REQUIREMENTS

ALL ENTRANCE AREAS & SIDEWALKS

- Pick up any and all trash as needed
- Empty trash receptacles and replace liners as needed from facility supplied stock
- Remove all collected waste to designated area
- Police and sweep sidewalks as needed

PUBLIC RESTROOMS

- Empty trash receptacles and replace liners as needed from facility supplied stock.
- Remove all collected waste to designated area
- Clean, sanitize and polish all toilet bowls, urinals and sinks
- Clean and polish all chrome fittings
- Clean and dry wipe all mirrors
- Remove spots, stains and splashes from wall area adjacent to sinks
- Sweep all hard surface floors
- Damp mop all hard surface floors using an approved disinfectant
- Spot clean partitions and doors
- Dust high and low surfaces as needed including vent covers
- Replenish supplies including paper towels, toilet tissue and hand soap from facility supplied stock
- Remove gum as prescribed by the floor coating manufacturer

CONCOURSE AND LOBBIES

- Pick up any and all trash
- Empty trash receptacles, wipe down the container lids and replace liners as needed from facility supplied stock
- Remove all collected waste to designated area
- Dust mop floors and remove debris to designated area without moving large equipment or vending stations
- Clean tabletops
- Clean glass on entry doors and other glass below 72" from floor
- Empty ashtrays and sweep outside smoking areas
- Vacuum all entrance runners
- Wipe walls as needed to remove footprints, handprints and spills
- Clean Box Office counters and outside window glass
- Remove gum as prescribed by the floor coating manufacturer
- Provide additional floor care services as requested and bill separately
-

BOWL / SEATING AREA

- Pick up any and all trash
- All soda cups, bottles and food containers must be picked up, bagged and removed to designated area
- Sweep all seating area floors (all remaining debris is swept including popcorn, peanut shells, etc.) including stairs and underneath retractable seating
- Remove any and all trash left in seating area

- Spot wipe walls as needed to remove footprints, hand prints and spills
- Remove trash from behind dasher boards
- Report location of broken seats and other maintenance issues to the Global Spectrum Operations Department
- Mop any and all floors as required; inclusive of retractable and demountable decks
- Remove gum as prescribed by the floor coating manufacturer
- Provide squeegee cleaning and wet vacuuming in lieu of mopping as requested and bill separately at \$70.00 per section

SUITES AND PREMIUM SEATING AREAS

- Pick up any and all trash
- Empty all trash containers, wipe down as needed and replace liners
- Remove all collected waste to designated area
- Sweep and mop all seating areas
- Clean, sanitize and polish all toilets, urinals and sinks
- Clean and polish all chrome fittings
- Clean and dry wipe all mirrors
- Mop hard surface tile floors
- Clean all interior / exterior door glass and adjacent windows
- Dust and wipe clean all countertops and reachable televisions
- Vacuum all carpets, rugs and matting
- Remove gum as prescribed by the floor coating manufacturer

EVENT LEVEL / BACKSTAGE

- Provide overnight cleaning upon request and billed separately

ELEVATORS

- Remove trash from all elevators
- Clean all stainless steel walls
- Clean all elevator and lobby floors

VIP PARKING GARAGE

- Police DOT Garage for event litter and debris
- All collected trash to be removed to Colonial Life Arena compactor

ADDITIONAL RECOMMENDED SERVICES

CATWALK Description of Work	Weekly	Monthly	Yearly
Remove all trash to designated areas		1	
Dust all handrails using electrostatic duster or microfiber cloth			2
Vacuum all areas completely			1
Using a gas backpack blower, blow off the rafters			1

UPPER BOWL Description of Work	Weekly	Monthly	Yearly
Dust all handrails using electrostatic duster or microfiber cloth		1	
Wipe down all seats (above and beyond dirt shows)			2
Dust all signage using electrostatic duster or microfiber cloth			1
Clean chair legs and Hydro-force floor			1
Clean blades on all exhaust fans			1

ADA LEVEL Description of Work	Weekly	Monthly	Yearly
Dust all handrails using electrostatic duster or microfiber cloth		1	
Clean all light lenses		1	
Vacuum all "black out" curtains			4
Wipe down all seats (above and beyond dirt shows)			2
Dust all high ledges and horizontal surfaces using electrostatic duster or microfiber cloth			1
Clean chair legs and Hydro-force floor			1

LOWER BOWL Description of Work	Weekly	Monthly	Yearly
Dust all handrails using electrostatic duster or microfiber cloth		1	
Wipe down all seats (above and beyond dirt shows)			2
Pressure wash and paint all dashers			1
Clean chair legs and Hydro-force floor			1
Hydro-force retractable seating platforms			1

CONCOURSE LEVEL Description of Work	Weekly	Monthly	Yearly
Dust all handrails using electrostatic duster or microfiber cloth		1	
Clean all light lenses		1	
Clean and wipe clean exterior of main trophy case		1	
KAIVAC rest rooms (more frequent during season)			6
Clean shoe scuffs and marks off doors (more during season)			6
KAIVAC elevators			4
Clean and polish elevator saddles			4
Clean all "reachable" interior windows			4
Vacuum all "black out" curtains			4
Strip, machine scrub and or refinish all VCT floors			2
Dust all high ledges and horizontal surfaces using electrostatic duster or microfiber cloth			2
Hydro-force lobby ceramic tile floor			2
KAIVAC floors & tables in first aid room			2
KAIVAC all stairwells			1
Vacuum red drapes top to bottom			1
Seal lobby ceramic tile floor (durability dependent)			1
Clean all interior windows and frames			1

EXTERIOR Description of Work	Weekly	Monthly	Yearly
Pressure wash all overhangs			1
Clean all exterior window glass			1

PREMIUM SEATING AREAS Description of Work	Weekly	Monthly	Yearly
Dust all handrails using electrostatic duster or microfiber cloth		1	
Clean all light lenses		1	
KAIVAC rest rooms			2
Wipe down all seats (above and beyond dirt shows)			2
Clean all carpeting using steam extraction method			2
Clean chair legs and Hydro-force floor			1
Dust all high ledges and horizontal surfaces using electrostatic duster or microfiber cloth			1
Hydro-force all ceramic tile			1

EVENT LEVEL Description of Work	Weekly	Monthly	Yearly
Detail dust all furniture		1	
Clean all light lenses		1	
Clean vents and dust all dryers		1	
KAIVAC all restroom facilities (more frequent during season)			6
KAIVAC all shower facilities (more frequent during season)			6
Vacuum any and all “black out” curtains			4
Dust all high ledges and horizontal surfaces using electrostatic duster or microfiber cloth			2
Strip, machine scrub and or refinish all VCT floors			1

LOADING DOCK & TRASH ROOM Description of Work	Weekly	Monthly	Yearly
Pressure wash loading dock			4
Dust all high ledges and horizontal surfaces using electrostatic duster or microfiber cloth			2
Foam clean & pressure wash trash room			2
Clean and disinfect trash chute applying biodegradable enzymes to further eliminate odors			2

RESPONSIBILITIES OF INCLUDED PARTIES FOR CLA ONLY**FACILITY EQUIPMENT RESPONSIBILITY**

- Facility will provide all paper products, urinal screens, trash liners, hand soap and feminine products for restrooms
- Facility will provide all equipment, chemicals and supplies need to properly clean the building
- Facility will provide escalator cleaning machine and stainless steel cleaner
- Facility will provide garbage cans
- Facility will provide commercial vacuum cleaners and commercial gas powered backpack blowers
- Facility will provide brooms, dusters, dust mops, dust pans, dust mop heads and wet mop heads
- Facility shall provide two (2) radios for each event and a point of contact per shift
- Facility shall furnish lockable office space for housekeeping operations
- Facility will provide all necessary equipment and materials to properly clean the arena epoxy sealed flooring

FACILITY CLEANING RESPONSIBILITY

- Interior / Exterior loading dock areas
- Event level hallways
- Upper level landings
- Stairwells and landings
- Clean all waste cans and receptacles
- Clean compactor areas
- Smoking areas

CONTRACTOR RESPONSIBILITY

- Contractor will supply all labor and supervision to perform the worked described herein
- All personnel functions for the work force shall be the responsibility of the contractor
- Contractor shall submit proof of adequate General Liability Insurance issued to owner
- Contractor will submit proof of Worker's Compensation Insurance coverage
- Contractor will submit three (3) references with proposal
- Contractor will supply own company uniforms for event cleaning staff as well as day porters
- Contractor will abide by all USC Athletics specifications and requirements as outlined above.

JANITORIAL PERFORMANCE STANDARDS

CARPET STAIN REMOVAL

- The contractor shall attempt to identify type of stain. The contractor shall blot or vacuum and scrape as much of the stains from the carpet as practical before applying carpet stain remover to the carpet.
- The contractor shall use an approved carpet stain remover, a dampened utility brush, clean microfiber cloths, aerosol gum removers and wet/dry tank vacuums to remove non-permanent stains from carpeted floors.
- After the stain has dissolved, the contractor shall blot and rub the stain in such a manner as to prevent spreading of the stain.
- After the stain has been removed the contractor shall blot or vacuum the carpet dry.

CLEAN (OBJECTS/SURFACES)

- The contractor shall cause an object to be free from contamination litter, pollution and/or soil by using and performing the janitorial service industry standards best practices to accomplish an assigned task.

CHEMICALS (CLEANING AGENTS)

- When using cleaning agents, the contractor shall follow the instructions of the manufacturer obtaining the recommended dilution rate for cleaners supplied in a concentrated form and adhering to the recommended dwell time allowed for a cleaning product to be in contact with the surface being cleaned.

CLEAN AND DISINFECT DRINKING FOUNTAINS

- The contractor shall use an approved germicidal disinfectant sprayed from a bottle in conjunction with a clean microfiber towel to remove spots, scale deposits, and other removable soil from the entire drinking fountain.
- Cream cleaners, due to their tendency to dull and scratch the surface, shall be used sparingly and only after the germicidal disinfectant fails to yield the desired results.
- De-scale with a non-acid bowl cleaner only as required to maintain clean orifices and drains.
- The contractor shall finish by polishing to a luster all bright metal and porcelain surfaces.

CLEAN AND DISINFECT FIXTURES, OBJECTS AND SURFACES (includes De-scaling Toilets & Urinals)

- The contractor shall use an approved germicidal non-acid bathroom cleaner (pH 6.0-7.0) in conjunction with a clean microfiber towel to remove stains, spots, scale deposits, and other removable soil from all surfaces of showers, wash basins, and adjacent surfaces.
- Bowl mops shall be used to clean the interior of, and remove soil from, under the rims of toilets and urinals. Remove water from the bowl by forcing the trap open with the bowl mop. Saturate the bowl mop with bowl cleaner then swab inside the bowl, especially under the rim where scale and germs accumulate. Flush the toilet/urinal several times while tensing the bowl mop thoroughly.
- Using all industry recognized safety standards; de-scale with phosphoric acid based bowl cleaner. This procedure is restricted to when the standard cleaning procedure does not produce the desired results.
- Steel wool or abrasive derivatives shall not be used. Scouring pads, consisting of cellulose sponge with a fine polyurethane backing that are designed to significantly reduce scratching,

may be used ONLY after the standard chemical cleaning process does not produce the desired results.

- Cream cleaners, due to their tendency to dull and scratch the surface, shall be used sparingly and only after the germicidal detergent cleaning method fails to cause the desired results.
- De-scale with a non-acid bowl cleaner only as required to maintain clean orifices and drains.
- The contractor shall finish by polishing to a luster all bright metal and porcelain surfaces.
- The contractor shall use damp microfiber cloths infiltrated with an approved germicidal detergent solution and damp wipe and disinfect all surfaces of; doors, fixtures, partitions, walls, etc. Completion will provide treated surfaces that are free of all; smudges, spots, stains, and streaks.

CLEAN GLASS, MIRRORS, WINDOWS, ETC.

- The contractor shall wet the glass with a glass cleaner solution. Using a clean specially designed microfiber cloth, the contractor shall clean the glass surface and remove all; fingerprints, smears, smudges, spots, and stains.
- Cleaned glass shall have no vision impairments except those embedded.

DAMP MOP (NON-CARPETED FLOORS)

- Prepare the area by completely vacuuming, dust mopping, or sweeping. Always use wet floor signs. Apply a detergent solution (general purpose or if required a heavy duty cleaner) using a mop and a mop pail with wringer, and damp mop the entire floor area. Task completion provides a floor uniform in appearance and free of detergent film, soil, and streaks.

DISPENSER SERVICING

- The contractor shall service all; deodorant, hand soap, paper towels, sanitary napkins, toilet tissue and toilet seat cover dispensers by refilling each as required to maintain an adequate supply at all times.
- Supplies will be placed into dispensers in accordance with directions provided by the product supplier and the dispenser manufacturer. The contractor shall provide to Management notice of defective dispensers identifying type of dispenser and location in the building.

DUST – Low Reach Areas

- Starting at a level of six feet above the floor and continuing to, but stopping at, the floor level the contractor shall use dusting tools, treated dust cloths or vacuum cleaners with dusting attachments to remove all dust, lint, litter, dry soil, etc. from horizontal and vertical surfaces.
- Horizontal and vertical surfaces include; counter tops, door frames, fixtures, fire extinguishers, heater connectors, ledges, partitions, picture frames, walls, window blinds, window sills, and other types of fixtures and surfaces of which are not considered to be furniture surfaces or specialty equipment such as test equipment, computers, typewriters, calculators, etc.
- The contractor shall accomplish dusting by the removal of soil from the area – not by moving it from one surface to another.

DUST – High Reach Areas

- Starting at a level of six feet above the floor and continuing to and including the ceiling area, the contractor shall use dusting tools, treated dust cloths or vacuum cleaners with dusting attachments to remove all dirt, lint, litter, dry soil, etc. from horizontal and vertical surfaces.
- Horizontal and vertical surfaces include; ceiling mounted fans, door frames, heater connectors, heater duct surfaces, ledges, partitions, walls, window blinds, window sills, and other types of fixtures and surfaces which are not considered to be furniture surfaces or specialty equipment such as test equipment computers, typewriters, calculators, etc.
- The contractor shall accomplish dusting by the removal of soil from the area – not by moving it from one surface to another.
- The contractor shall use treated dusting tools, treated dust cloths or vacuum cleaners with dusting attachments to remove all dust, lint, litter, dry soil, etc. from the surfaces of office machines, and customer artwork.

DUST MOP OR SWEEP NON-CARPETED FLOORS

- The contractor shall use a hygienic electrostatic microfiber cloth mop to remove soil and litter from non-carpeted smooth finish floors, and a dust pan and fine texture broom to pick up the soil.
- The contractor shall use a fine texture broom to remove soil and litter from rough (e.g. unsealed concrete) surface floors where dust mopping is not an effective method.
- When finished, the floor's corners and abutments shall be free of dust litter and debris that can be removed by dust mopping or a putty knife or vacuuming.
- The contractor shall use a dust mop of appropriate width (2FT, 3FT, or 4FT) for the size of the area being serviced. Swivel action dust mops shall be kept flat on the floor when performing the dust floor task.

EMPTY GARBAGE & RECYCLABLE RECEPTACLES

- The contractor shall empty all “garbage” receptacles and return them to their original location. Receptacle liners shall be replaced as needed. The collected trash shall be transported to the designated holding area in the building site.
- Recyclable materials such as paper, glass, and aluminum cans shall be kept separated by the contractor, if requested, and each shall be transported to the designated area at the facility.
- Receptacles that become soiled as a result of a broken liner shall be damped wiped or washed and scrubbed as is needed to remove the soil and non-permanent stains from receptacle surfaces.
- The contractor, in a manner that presents a neat uniform appearance, will maintain the holding area for garbage and recyclable material at the building site.
- Receptacle liners shall be replaced only if soiled with moisture or ash. The liner should be tied around the top of the wastebasket to hold it in place.
- Collected bags of waste shall be placed on a protective mat to protect the floor surface

POLISH

- The contractor shall, as needed, make a surface/object smooth and glossy by rubbing with a towel and appropriate polish or cream.
- When finished the surface polished shall have a coating of protection providing a luster when viewed.

RECONDITION FINISHED FLOORS

- The contractor shall prepare the floor by dust mopping or sweeping. Always use wet floor signs.
- Prepare the surrounding area of the floor by covering with cardboard or H/D paper and tape.
- The contractor shall remove soil, scratches, heel and scuff marks and the top layer of floor finish from resilient tile and terrazzo floors by using a disc floor machine, scrubbing pad, putty knife, abrasive pad mop, mop bucket wringer, detergent solution and rust remover if needed. Manual scrubbing devices shall be used in areas inaccessible to the floor machine.
- A wet/dry tank vacuum shall be used to remove the solution except in areas where it is not practical or effective. Rinse the floor with clean water at least once after the detergent has been picked up. When a wet/dry tank vacuum is not used, rinse the floor twice.
- The contractor shall use a fine strand rayon mop to apply a minimum of two additional coats of floor finish.
- After the finish has dried, the reflectance shall be uniform and no streaks, swirls, etc. shall be visible.

SPOT CLEAN (BUILDING SURFACES)

- The contractor shall use a multitude of tools including; clean microfiber cloths, scrub pads, detergent solution glass cleaner or cream cleanser to remove smudges, fingerprints, marks, streaks, tape, etc. from the surfaces of ledges, windows, partitions glass, window sills, blinds, fire extinguishers, counter tops, walls, doors, door frames, sills, pictures, partitions, rails, and other types of fixture surfaces, which are not considered to be furniture surfaces or specialty equipment such as test equipment, computers, calculators, etc. below nine feet from the floor surface.
- The contractor shall perform spot cleaning up to a height of eight feet from the floor surface at the interior and exterior of exterior entry areas.
- The contractor shall polish stainless steel surface with glass cleaner and soft clean cloths.
- The contractor shall remove excess stainless steel polish.

SPOT MOP

- The contractor shall use a general-purpose detergent solution and mop to remove spots, spills any obvious soil, from non-carpeted floors that cannot be removed by vacuuming or dust mopping.
- After the floor has been spot mopped, it shall have a uniform appearance free of soil, stains, streaks, swirl marks detergent film or any observable soil, which can be removed by damp mopping.
- In rest rooms, the contractor shall use a germicidal disinfectant instead of a general-purpose detergent solution.
- A combination mopping solution must be mixed at the correct dilution rate and placed in a bucket fitted with a wringer.
- Under no circumstances should a dripping mop be carried over a carpeted floor.

VACUUMING

- The contractor shall use a carpet vacuum to remove visible and hidden soil and debris from the carpet surface and from within the carpet pile.
- The contractor shall use a hose and brush or crevice attachment to vacuum areas inaccessible to the carpet vacuum.

- The contractor shall use an upright vacuum to remove soil and debris from the high traffic carpet areas to raise the carpet pile.
- Vacuum elevator floor and door tracks.
- Use a vacuum cleaner to remove all hidden and visible soil from carpeted type entrance mats.
- After completely vacuuming, the carpet shall be free of all visible soil and litter and all soil.
- The contractor shall use carpet stain remover and gum remover to remove carpet stains and gummy soil from entrance mats.

WET CLEAN FLOORS

- The contractor shall use a general purpose detergent solution, wet mops, buckets and wringers, deck brushes, corner brushes, swivel pad holders, abrasive pads and putty knives to remove soil from floors which cannot be removed by vacuuming or dusting.
- The contractor shall apply the detergent solution to the entire floor area and allow it to remain for three to five minutes.
- The contractor shall use scrub brushes to remove spots and stains not removed by mopping.
- In areas with floor drains, the contractor shall squeegee the floor dry and then rinse with clear water
- In areas without a floor drain the contractor shall use a wet mop and mop bucket and wringer or wet/dry tank vacuum to pick up the solution, and then rinse with clean water twice. The contractor shall wet clean all accessible areas.
- The contractor shall dust mop floors, which are coated with floor finish prior to damp mopping.
- The contractor shall take care as required to prevent splash and mop marks from being left on baseboards, furniture legs, doors, etc.
- After the floor has been wet cleaned it shall have a uniform appearance free of soil stains, streaks swirl marks, detergent film or any observable soil, which can be removed by damp mopping. In areas where floor finish has been applied to the floor surface and greasy soil must be removed, the contractor shall use a solution of de-grease.

DAY PORTER – Duties & Schedule

Day Porter #1

Housekeeping & Preventative Maintenance Services

- **0730-0800** – COACHES & BASKETBALL LOCKER ROOMS
 - Clean (vacuum, dust, sweep, mop, empty trash, etc.)
 - Clean and maintain showers
 - Spot clean all bright work and partition glass
- **0800-0815** – WEIGHT ROOM
 - Clean (vacuum/sweep floor, empty trash, dust)
- **0815-0845** – 103 TUNNEL RESTROOMS
 - Restock supplies
 - Empty waste receptacles and clean fixtures
 - Sweep and damp mop as needed (using all necessary safety precautions)
- **0845-0915** – LAUNDRY ROOMS/REMAINING LOCKER ROOMS
 - General cleaning of area
 - Clean and maintain all restrooms and showers
- **0915-0930** – BREAK
- **0930-1015** – OFFICES/TRAINING ROOM/CENTERPLATE
 - Clean (vacuum, dust, sweep, mop, empty trash, etc.)
 - Police and maintain hallways around and outside office areas
- **1030-1130** – GREEN ROOM/SECURITY ROOM/REMAINING OFFICES/ELEVATORS
 - Clean (vacuum, dust, sweep, mop, empty trash, etc.)
 - Police and maintain hallways around and outside office areas
- **1130-1200** – LOADING DOCK RESTROOMS
 - Restock supplies
 - Empty waste receptacles and clean fixtures
 - Sweep and damp mop as needed (using all necessary safety precautions)
- **1200-1240** – LUNCH
- **1240-1320** – PRODUCTION & RECRUITING AREAS
 - Clean (vacuum, dust, sweep, mop, empty trash, etc.)
 - Police and maintain hallways around and outside office areas
- **1320-1420** – OUTSIDE AREAS (CENTERPLATE, LOADING DOCK, COOLING TOWER)
 - Police all areas for trash, removing to designated areas
- **1420-1430** – BREAK
- **1430-1530** – LOADING DOCK RESTROOMS
 - Restock supplies
 - Empty waste receptacles and clean fixtures
 - Sweep and damp mop as needed (using all necessary safety precautions)

Other Items:

- MONDAY – Works from 7:00 am – 3:00 pm
- WEDNESDAY – Police/Clean all concourse restrooms and flush all commodes
- Scrub arena bowl upon request
- Scrub concourse upon request

Day Porter #2
Housekeeping & Preventative Maintenance Services

- **0730-0830** – EXECUTIVE OFFICES (OPEN OR UNLOCKED)
 - Clean (vacuum, dust, sweep, mop, empty trash, etc.)
 - Clean break room, conference room, and all common area hallways
- **0830-0850** – TICKET AREA/LOWER LOBBY
 - Sweep and damp mop as needed (using all necessary safety precautions)
 - Wipe all horizontal surfaces and spot clean ticket window glass
- **0850-0915** – LOWER LOBBY RESTROOMS
 - Restock supplies
 - Empty waste receptacles and clean fixtures
 - Sweep and damp mop as needed (using all necessary safety precautions)
- **0915-0930** – BREAK
- **0930-1200** – MEZZANINE/LOBBY and FRONT CONCOURSE RESTROOMS
 - Sweep and damp mop as needed (using all necessary safety precautions)
 - Vacuum all rugs and matting
 - Spot clean all “reachable” window and door glass
 - Clean Elevators
 - Thoroughly clean security desk
 - Empty all trash and replace liners as necessary
 - Restock restroom supplies
 - Clean all fixtures
- **1200-1240** – LUNCH
- **1240-1330** – EXECUTIVE OFFICES (ALL)
 - Clean (vacuum, dust, sweep, mop, empty trash, etc.)
 - Clean break room, conference room, and common area hallways
- **1330-1400** – INSIDE TICKET OFFICE
 - Clean (vacuum, dust, sweep, mop, empty trash, etc.)
- **1400-1420** – EXTERIOR OF MAIN ENTRANCE
 - Police outside areas and remove trash from planters
- **1420-1430** – BREAK
- **1430-1530** – RECHECK LOBBY, TICKET AREA and LOWER LOBBY RESTROOMS
 - Empty waste receptacles and spot clean fixtures
 - Sweep, and damp mop as needed (using all necessary safety precautions)
 - Spot clean all door, partition and window glass
 - Restock supplies
 - Clean all fixtures

Other Items:

- MONDAY – Works from 7:00 am – 3:00 pm
- TUESDAY & THURSDAY – Clean maintain catwalk restrooms and hallway
- Extra cleaning available on request

Note: This Schedule is subject to change at any time at the request of the property management.

BUILDING	SQUARE FEET
Rice Athletics Center	68,683
One Wood Farm	4,338
Wardle Golf House	2,687
Carolina Tennis Center	3,750
Roost Athletic Training Center (2 Floors)	11,338
USC Field House	5,279
Stone Stadium/Soccer Locker Room Complex	11,370
Founders Park (2 Floors)	25,959
Williams-Brice Stadium (West)	35,858
Indoor Football Facility	2,381
Gamecock Park	1,260
East Side Restroom Building	1,190
Bignon Game Day Center	1,018
Dodie Anderson Academic Enrichment Center (3 Floors)	37,394
Carolina Softball Stadium	8,867
Athletics Village Garage	448
Crews Building (2 Floors)	41,158
SQUARE FOOTAGE TOTAL	262,978

BUILDING	SQUARE FEET TOTAL
Colonial Life Arena	342,000

EVENT SERVICES

Event Cleaning Specifications

WILLIAMS-BRICE STADIUM - EVENT CLEANING

Specific to football season as listed in cleaning specifications (7 games) as listed:

1. PRE-GAME, GAME DAY, POST EVENT SERVICES:

To include Executive Club Levels 200, 600, 700 and all general bathrooms

2. EASTSIDE CLEANING, SEAT CLEANING IN CLUB LEVELS:

To include levels 100, 400, & 800

3. PRE-SEASON CLEANING

One-time a year Starting July 15.

4. WINDOW CLEANING SERVICES

All interior/exterior windows

5. TRASH REMOVAL EXTERIOR GATES, ASSIGNED PARKING LOTS

Pre-game, during game, post- game

6. RECYCLING SERVICES

Collection of Recyclables – post game

7. POWER BLOW STANDS POST TRASH REMOVAL

Post- game cleaning

8. MISCELLANEOUS UNSCHEDULED CLEANING

Zone Event Cleaning, Spring Game and Miscellaneous Cleanings as directed by the Athletics Department

9. PRESSURE WASHING ESCALATOR LANDING

As requested

10. STADIUM WASH DOWN

As requested

WILLIAMS-BRICE STADIUM

Preseason Cleaning Specifications

Premium Areas: The Zone (800), West Side Levels; Club (100), EC (200) – (includes 18 suites, two Champions Clubs, and five Executive Clubs), 600 (P1), 700 (P2) Press Area, East Side Premium Areas (400)

Clean all interior/exterior glass, window sills and Partition Glass

Vacuum all rugs, mats, and carpeted areas

Dust mop hard surface floors with treated dust mop or broom

Damp mop all hard surface floors with neutral cleaner disinfectant

Clean waste containers. Empty all trash receptacles, replace liners

Remove all collected waste to the designated container areas

Transport all Red and Black Trash Containers to/from the compactor, empty and wash out

Clean and or polish door thresholds, kick plates and push plates

Dust, polish and or wipe clean all applicable surfaces, furniture, i.e., tables, lamps, chairs, cabinets, counters, baseboards

Clean and Dust all TV's

Power blow 100, 200, 400, and 800 level Premium Seating Area

Wipe clean all premium exterior seats in West 100, 200, Zone Level (800), and East Side (400) levels

Machine scrub and or wash clean EC painted floors

Wash interior and exterior walls up to 10 ft

Sanitize light switches, doors, door casings, etc

Clean and disinfect drinking water fountains. Sanitize buttons

Dust and or vacuum all HVAC vent covers and returns

Machine scrub, polish and/or refinish all Laminate and VCT floors in EC foyers, kitchenettes, Zone locker Rooms, bathrooms and kitchen areas on all levels

Wash/Clean all Exterior and Interior Doors

Steam extract EC Foyer USC Rugs

Spot Clean all carpets

Shampoo, Steam extract or dry clean area carpets available at additional cost

Respond to various requests from Management

Common Areas, Bowl and Concourses all Levels:

Blow Bowl area including all stands with a team of fifteen (15)

Clean all interior / exterior glass, window sills and Partition Glass

Vacuum all mats and carpeted areas

Clean waste containers. Empty all trash receptacles, replace liners

Remove all collected waste to the compactor

Transport all Red and Black Trash Containers to/from the compactor, empty and wash out

Clean and Dust all TV's

Wash interior and exterior walls up to 10 ft

Sanitize light switches, doors, doors casings, etc.

Clean and disinfect drinking water fountains. Sanitize buttons

Wash/Clean all Exterior and Interior Doors

Restrooms: The Zone (800), West Side Levels; Club (100), EC (200) – (includes 18 suites, two Champions Clubs, and five Executive Clubs), 600 (P1), 700 (P2) Press Area, Suites, Boxes, East Side Premium Areas (400) and All Stadium Public Area Restrooms

- Remove all Trash
- Empty waste receptacles. Replace can liners, clean, disinfect and maintain trash and sanitary disposal receptacles
- Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.
- Clean and polish all mirrors, counter tops, lockers, bright work, etc.
- Dust mop and or vacuum all baseboards and hard surface floors
- Damp mop all hard surface floors with a germicidal detergent
- Machine Scrub/Strip and/or Wax all floors
- Clean and polish door thresholds, kick plates and push plates
- Apply Stainless Steel Cleaner to all applicable surfaces
- Flush floor drains and traps with hot water and disinfectant
- Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat Covers, specialty items, etc.
- Sanitize light switches. Wash all walls, doors, door casings, etc
- Thoroughly clean and disinfect both sides of all partitions and walls
- Clean lens covers of light fixtures (remove bugs and clean lens)
- Dust and or vacuum all HVAC vent covers and returns
- Replace recycling receptacle liners as needed

High Glass (above 6ft) Exterior Window Cleaning

- Wash and squeegee clean all exterior and interior windows on all levels and all buildings 4 times per year

Elevators and Escalators

- Clean, Polish elevator doors, walls, panels, buttons, tracks, etc.
- Clean escalator panels, walls, rails. Sweep or blow steps
- Police areas for trash, pick up and place in trash receptacles
- Machine scrub, polish, sweep and wax elevator floors
- Machine scrub, pressure wash, sweep, mop escalator landing
- Clean light fixtures, signs, etc.
- Vacuum and remove all soil from tracks. Keep tracks polished

Stairways and Landings P1 & P2 and Zone

- Dust mop and damp mop steps and landings all for P1 + P2 Stairwells
- Dust hand railings, ledges, emergency lights, etc.
- Spot clean doors, door casings, kick plates, push plates, etc.
- Police areas for trash, pick up and place in trash receptacles
- Vacuum all mats, rugs and carpeted areas

Compactor Area

- Place all building trash and debris in trash dumpster
- Sweep and or power blow loading dock and compactor area
- Pressure wash compactor area

Supervision, Management and Standard Operating Procedures
Keep custodial closets clean and in a neat and organized manner
All managers, supervisors, day porters, and evening custodial staff must wear a Uniform at all times
Assign one (1) full-time Account Manager to USC as a direct contact person to work with for request, scheduling needs and to avoid confusion
Provide supervision and Emergency Response 24 hours a day, every day
Thoroughly inspect the Entire Stadium and provide a punch list of open items to the Owner/Management From August 10 – December 15 th .
Provide Owner/Management with a log book to be checked daily by the Building Supervisor and Day Porters
Report any maintenance or building issues observed immediately to Owner/Management
Additional Services Available Upon Request
Twenty Four Hour Emergency Response Fire Water Damage
Carpet Cleaning Methods, i.e., Rotor Shampoo, Steam Extract, Spin Bonnet, Foam Cleaning and Dry Cleaning
All Types of Floor Care, i.e., Stripping, Waxing, Machine Scrub, High Speed Burnishing, Top Coating, Screen Sanding, Epoxy Sealing, VCT, Ceramic, Wood, Marble, Granite, Terrazzo, etc.
END OF PRE-SEASON CLEANING SPECIFICATIONS

WILLIAMS-BRICE STADIUM

Game Day Specifications

Premium Areas: The Zone (800), West Side Levels; Club (100), EC (200) – (includes 18 suites, two Champions Clubs, and five Executive Clubs), 600 (P1), 700 (P2) Press Area, East Side Premium Areas (400)

Provide Porter services for all Premium Areas; Six (6) for section 200, two (2) section 100, six (6) for section 800, two (2) for 400, three (3) for 700 (P2), four (4) for 600 (P1); Total (23) staff

Spot clean all interior / exterior glass

Vacuum all rugs, mats and carpeted areas

Dust mop hard surface floors with treated dust mop or broom

Damp mop all hard surface floors with neutral cleaner disinfectant

Clean waste containers. Empty all trash receptacles, replace liners

Remove all collected waste to the designated red container areas

Transport all Red and Black Trash Containers to/from the compactor, empty and wash out

Police areas for trash, pick up and place in trash receptacles

Sweep, power blow and spot mop EC painted walkway floors

Wipe down all premium exterior seats in West 100, 200, Zone Level (800) and East Side (400) levels

Clean and disinfect drinking water fountains. Sanitize buttons

Sweep and police debris on front row of all Exterior Sections throughout the Stadium

Spot clean all carpets

Extract water from Zone (800) seating areas during rainy days

Common Areas, Bowl and Concourses all Levels

Spot Clean all interior / exterior glass

Wipe down seats under light towers when necessary

Vacuum all mats and carpeted areas

Police areas for trash, pick up and place in trash receptacles

Dust mop hard surface floors with treated dust mop or broom

Damp mop all hard surface floors with neutral cleaner disinfectant

Clean waste containers. Empty all trash receptacles, replace liners

Remove all collected waste to the designated red container areas

Transport all Red and Black Trash Containers to/from the compactor, empty and wash out

Sweep and police debris on front row of all Exterior Sections throughout the Stadium

Clean and Replenish “Mobile Sinks” located on Ground and Club Levels on the East Side

Restrooms: The Zone (800), West Side Levels; Club (100), EC (200) – (includes 18 suites, two Champions Clubs, and five Executive Clubs), 600 (P1), 700 (P2) Press Area, East Side Premium Areas (400) and All Stadium Public Area Restrooms

Provide a porter for each Public Bathroom (45)

Empty waste receptacles. Replace can liners, clean, disinfect and maintain trash and sanitary disposal receptacles

Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)

Clean and polish all mirrors, counter tops, lockers, bright work, etc.

Dust mop and or vacuum all baseboards and hard surface floors

Damp mop all hard surface floors with a germicidal detergent

Police areas for trash, pick up and place in trash receptacles

Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc.
Sanitize light switches. Wash all walls, doors, door casings, etc.
Wipe down counters containing water
Elevators and Escalators
Clean, polish elevator doors, walls, panels, buttons, tracks, etc.
Clean escalator panels, walls, rails. Sweep or blow steps
Police areas for trash, pick up and place in trash receptacles
Mop escalator landing
Vacuum and remove all soil from tracks. Keep tracks polished
Stairways and Landings P1 & P2 and Zone
Spot clean doors, door casings, kick plates, push plates, etc.
Police areas for trash, pick up and place in trash receptacles
Vacuum all mats, rugs and carpeted areas
Compactor Area
Place all trash and debris in trash dumpster
Sweep and or power blow compactor area
Exterior Entrance Areas, Pedestrian Walkways, and Gamecock Park (8) – Total (25) Staff
Provide fifteen (15) Gate Porters for waste/trash removal, parking lot trash pick up
Provide two (2) Laborers to break down bag check tables and reset crowd control railings
Police entrances, walkways and perimeter of designated areas
Police areas around and between stadium for trash, pick up and place in trash receptacles
Empty, clean all waste receptacles, remove trash to compactor
Bignon Gameday Building, Red Carpet Area (the Area underneath the West Side Ground Level Stands) including: Training Room, Locker Room, Coaches Locker Room, Offices and Common Area, The Crews Weight Room and Meeting Facility. Total – (4) Staff
All Areas: Maintain entrances, restrooms, spot clean any and all areas
Red Carpet and Crews Weight Room: Provide Porter service (3) during the Game including trash removal, wipe tables and chairs from Recruiting Activity
Bignon Gameday Building (1): Trash removal, wipe tables and chairs in Unified Command, clean restrooms
Supervision, Management and Standard Operating Procedures – Summary Total – (115) Staff
Provide four (4) general workers, three supervisors (3) and three (3) managers six hours prior to kick off for general touch-up duties throughout the stadium at the call of USC Management staying until one hour after the game.
Provide forty-five (45) common area bathroom attendants, fifteen (15) gate/pedestrian walkway personnel, twenty-three (23) executive level porters, two (2) general laborers for Bag Check, twelve (12) vomit patrol personnel, four (4) Bignon/red carpet personnel three hours before, during, one hour after each game with cell phone.
Keep custodial closets clean and in a neat and organized manner
All managers, supervisors, day porters, and evening custodial staff must wear a Uniform at all times

Assign one (1) full-time Account Manager to USC as a direct contact person to work with for request, scheduling needs and to avoid confusion
Provide supervision and Emergency Response 24 hours a day, every day
Thoroughly inspect the Entire Stadium and provide a punch list of open items to the Owner/Management from August 10 th – December 15 th .
Provide Owner/Management with a log book to be checked daily by the Building Supervisor and Day Porters
Report any maintenance or building issues observed immediately to Owner/Management
Turn off all lights and secure doors unless instructed otherwise
Background checks must be done on all employees
All preseason duties must be completed one week before the first game, at which time it becomes touch-up work only
Additional Services Available Upon Request
Twenty-Four (24) Hour Emergency Response Fire Water Damage
Carpet Cleaning Methods, i.e., Rotor Shampoo, Steam Extract, Spin Bonnet, Foam Cleaning and Dry Cleaning
All Types of Floor Care, i.e., Stripping, Waxing, Machine Scrub, High Speed Burnishing, Top Coating, Screen Sanding, Epoxy Sealing, VCT, Ceramic, Wood, Marble, Granite, Terrazzo, etc.
END OF GAME DAY SPECIFICATIONS

WILLIAMS-BRICE STADIUM

Post Game Specifications

Premium Areas: The Zone (800), West Side Levels; Club (100), EC (200) – (includes 18 suites, two Champions Clubs, and five Executive Clubs), 600 (P1), 700 (P2) Press Area, East Side Premium Areas (400)

- Clean all interior/exterior glass, window sills and Partition Glass
- Vacuum all rugs, mats and carpeted areas
- Dust mop hard surface floors with treated dust mop or broom
- Damp mop all hard surface floors with neutral cleaner disinfectant
- Clean waste containers. Empty all trash receptacles, replace liners
- Remove all collected waste to the designated container areas
- Transport all Red and Black Trash Containers to/from the compactor, empty and wash out
- Clean and or polish door thresholds, kick plates and push plates
- Police areas for trash, pick up and place in trash receptacles
- Dust, polish and or wipe clean all applicable surfaces, furniture, i.e., tables, lamps, chairs, cabinets, counters, baseboards
- Clean and Dust all TV's
- Power blow all areas of Stadium including 100, 200, 400, and 800 level Premium Seating Area
- Sweep, power blow and spot mop EC painted walkway floors
- Wipe clean all premium exterior seats in West 100, 200, Zone Level (800), and East Side (400) levels
- Machine scrub and or wash clean EC painted floors
- Wash interior and exterior walls up to 10 ft
- Sanitize light switches, doors, door casings, etc
- Clean and disinfect drinking water fountains. Sanitize buttons
- Dust and or vacuum all HVAC vent covers and returns
- Machine scrub, polish and/or refinish all Laminate and VCT floors in EC foyers, kitchenettes, Zone locker rooms, restrooms and kitchen areas on all levels
- Wash/Clean all Exterior and Interior Doors
- Steam extract EC Foyer USC Rugs as needed
- Spot Clean all carpets as needed
- Shampoo, Steam extract or dry clean area carpets available at additional cost
- Respond to various requests from Management

Common Areas, Bowl and Concourses all Levels – Day After Game

- Blow Bowl area including all stands with a team of fifteen (15) gas blowers
- Remove all trash from everywhere using tractors, wagons, gators with a team of fifteen (15) laborers
- Clean and sweep debris from the first two rows throughout the stadium

Restrooms: The Zone (800), West Side Levels; Cub (100), EC (200) – (includes 18 suites, two Champions Clubs, and five Executive Clubs), 600 (P1), 700 (P2) Press Area, East Side Premium Areas (400) and All Stadium Public Area Restrooms

- Empty waste receptacles. Replace can liners, clean, disinfect and maintain trash and sanitary disposal receptacles
- Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)
- Clean and polish all mirrors, counter tops, lockers, bright work, etc.
- Dust mop and or vacuum all baseboards and hard surface floors
- Damp mop all hard surface floors with a germicidal detergent
- Machine Scrub/Strip and Wax all applicable floors
- Clean and polish door thresholds, kick plates and push plates

Police areas for trash, pick up and place in trash receptacles
Polish floor drains and traps with hot water and disinfectant
Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc.
Sanitize light switches. Wash all walls, doors, door casings, etc
Dust and or vacuum all HVAC vent covers and returns
High Glass (above 6ft) Exterior Window Cleaning
Clean all interior, exterior windows
Elevators and Escalators
Clean, Polish elevator doors, walls, panels, buttons, tracks, etc.
Clean escalator panels, walls, rails. Sweep or blow steps
Police areas for trash, pick up and place in trash receptacles
Machine scrub, polish, sweep and wax elevator floors
Machine scrub, pressure wash, sweep, mop escalator landing
Clean light fixtures, signs, etc.
Vacuum and remove all soil from tracks. Keep tracks polished
Stairways and Landings P1 & P2 and Zone
Dust mop and damp mop steps and landings
Dust hand railings, ledges, emergency lights, etc.
Spot clean doors, door casings, kick plates, push plates, etc.
Police areas for trash, pick up and place in trash receptacles
Vacuum all mats, rugs and carpeted areas
Compactor Area
Place all building trash and debris in trash dumpster
Sweep and or power blow loading dock and compactor area
Pressure wash compactor area
Exterior Entrance Areas and Parking Lot
Empty, clean all waste receptacles, remove trash to designated area
Waste/trash removal, parking lot trash pick up
Bignon Gameday Building, Red Carpet Area (the Area underneath the West Side Ground Level Stands) including: Training Room, Locker Room, Coaches Locker Room, Offices and Common Area, The Crews Weight Room and Meeting Facility
Maintain entrances, clean restrooms, spot clean any and all areas
Supervision, Management and Standard Operating Day After Game Procedures – Total (57) Staff
Sunday Cleanup includes fifteen (15) on trash wagons, fifteen (15) on blowers, twenty five (25) general cleaners and two (2) supervisors starting at 7:00 am and continuing until finished. General Bathrooms are cleaned during the week leading up to the game. All work must be completed by Wednesday at 5PM, at which time it becomes touch up work only.
Keep custodial closets clean and in a neat and organized manner
All managers, supervisors, day porters, and evening custodial staff must wear a Uniform at all times

Assign one (1) full-time Account Manager to USC as direct contact person to work with for request, scheduling needs and to avoid confusion
Provide supervision and Emergency Response 24 hours a day, every day
Thoroughly inspect the Entire Stadium and provide a punch list of open items to the Owner/Management from August 10 th – December 15 th .
Provide Owner/Management with a log book to be checked daily by the Building Supervisor and Day Porters
Report any maintenance or building issues observed immediately to Owner/Management
Turn off all lights and secure doors unless instructed otherwise
Additional Services Available Upon Request
Twenty Four Hour Emergency Response Fire Water Damage
Carpet Cleaning Methods, i.e., Rotor Shampoo, Steam Extract, Spoin Bonnet, Foam Cleaning and Dry Cleaning
All Types of Floor Care, i.e., Stripping, Waxing, Machine Scrub, High Speed Burnishing, Top Coating, Screen Sanding, Epoxy Sealing, VCT, Ceramic, wood, Marble, Granite, Terrazzo, etc.
END OF GAME DAY POST SPECIFICATIONS

FOUNDERS PARK - EVENT CLEANING

Description of Work	Pre-Season	Pre-Game	During Games	Post-Game
Press Box, and Suites (5), Clubs (2), Perch And Patio seating				
Clean all interior / exterior door glass and window sills	1	1	As needed	1
Clean all interior windows, partition glass and Sills	1	1	“	1
Vacuum all rugs, mats and carpeted areas	1	1	“	1
Dust mop all hard surface floors with treated dust mop or broom	1	1	“	1
Damp mop all hard surface floors with neutral cleaner disinfectant	1	1	“	1
Clean waste containers. Empty all trash receptacles, replace liners	1	1	As Needed	1
Remove all collected waste to the designated trash room	1	1	“	1
Wipe down seating outside suites, clubs, including Perch and patio seating	1	1	“	1
Clean and or polish door thresholds, kick plates and push plates	1	1	“	1
Dust, polish and or wipe clean all applicable surfaces, furniture, i.e., tables, lamps, chairs, cabinets, counters, etc.	1	1	“	1
Sanitize light switches. Spot clean walls, doors, door casings, etc.	1	1	“	1
Clean and disinfect drinking water fountains. Sanitize buttons	1	1	“	1
Dust and vacuum all HVAC vent covers and returns	1	As Needed	“	1
Shampoo, steam extract or dry clean area carpets. Spot clean or respond to various requests from Management	Upon Request	Upon Request	Upon Request	Upon Request
Stock custodial closets				
Public Restrooms				
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	1	1	As Needed	1
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	1	1	“	1
Clean and polish all mirrors, counter tops, lockers, bright work, etc.	1	1	“	1
Sweep or Dust mop and or vacuum all hard surface floors	1	1	“	1

Damp mop all hard surface floors with a germicidal detergent	1	1	“	1
Clean and polish door thresholds, kick plates and push plates	1	“	“	1
Flush floor drains and traps with hot water and disinfectant	1	“	“	1
Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc.	1	“	“	1
Sanitize light switches. Spot clean all walls, doors, door casings, etc.	1	As Needed	As Needed	1
Thoroughly clean and disinfect both sides of all partitions	1	“	“	1

Clean lens covers of light fixtures	1	“	“	1
Dust and or vacuum all HVAC vent covers and returns	1	1	“	1
Exterior Window Cleaning				
Clean exterior windows throughout stadium	Upon Rqst	Billed	separately	
Elevators				
Clean and polish elevator doors, walls, panels, buttons, tracks, etc.	1	1	As Needed	1
Machine scrub, polish, sweep elevator floors	1	1	“	1
Clean light fixtures, signs, etc.	1	As Needed	“	1
Vacuum and remove all soil from tracks. Keep tracks polished	1	“	“	1
Stairwells and Landings				
Dust mop and damp mop steps and landings	1	“	“	1
Dust hand railings, ledges, emergency lights, etc.	1	“	“	1
Spot clean doors, door casings, kick plates, push plates, etc.	1	“	“	1
Vacuum all mats, rugs and carpeted areas	1	1	“	1
Concourse and Seating Areas				
Clean and pick up trash at entrances, walkways and perimeter of designated areas	1	1	1	1
Clean and pick up trash on all Concourse and seating areas around the stadium	1	1	1	1
Empty and clean all waste receptacles, remove to designated area	1	1	1	1
Wash entrances, ramps, corridors and seating areas – Final series game or as needed	1	As Needed	N/A	1
Remove cobwebs from overhead corners and sills	1	“	N/A	1

Empty and Re-line recycling receptacles	1	1	1	
Wipe down seatbacks, bleacher grandstand, and picnic area seating	1	1	As Needed	1
Miscellaneous Standard Operating Procedure				
All Managers, Supervisors, Day Porters and Evening Custodial Staff must wear Company Uniform at all times				
Keep custodial closets clean and in a neat and organized manner				
Perform and document all Safety Training and Human Resource issues				
Assign an Account Manager to USC as a direct contact person to work with for request, scheduling needs and to avoid confusion				
Provide Supervision during all hours of operations				
Report any maintenance or building issues observed immediately to Owner/Management				
Turn off all lights and secure doors unless instructed otherwise				
Preseason work must be completed 1 week before first game at which time it becomes pregame touch up work only				
Pregame work must be completed prior to gates opening (but no less than 2 hours prior to first pitch)				
Postgame work must be completed by 6am the following day				
Additional Services Available Upon Request				
Twenty Four Hour Emergency Response Fire Water Damage				
Carpet Cleaning Methods, i.e., Rotor Shampoo, Steam Extract, Spin Bonnet, Foam Cleaning and Dry Cleaning				
Types of Floor Care, i.e., Stripping, Waxing, Machine Scrub, High Speed Burnishing, Top Coating, Screen Sanding, Epoxy Sealing, VCT, Ceramic, Wood, Marble, Granite, Terrazzo, etc.				
General Man Hour Rate for Additional Services				

CAROLINA SOFTBALL STADIUM - EVENT CLEANING

Description of Work	Pre-Season	Pre-Game	During Games	Post-Game
Press Box, Suites (2), and Media Areas (4)				
Clean all interior / exterior door glass and window sills	1	1	As needed	1
Clean all interior windows, partition glass and Sills	1	1	“	1
Vacuum all rugs, mats and carpeted areas	1	1	“	1
Clean waste containers. Empty all trash receptacles, replace liners	1	1	As Needed	1
Remove all collected waste to the designated area inside	1	1	“	1

Wipe down seating area inside suites	1	1	“	1
Clean and or polish door thresholds, kick plates and push plates	1	1	“	1
Dust, polish and or wipe clean all applicable surfaces, furniture, i.e., tables, lamps, chairs, cabinets, counters, etc.	1	1	“	1
Sanitize light switches. Spot clean walls, doors, door casings, etc.	1	1	“	1
Clean and disinfect drinking water fountains. Sanitize buttons	1	1	“	1
Dust and vacuum all HVAC vent covers and returns	1	As Needed	“	1
Spot clean or respond to various requests from Management	Upon Request	Upon Request	Upon Request	Upon Request
Stock custodial closets				
Public Restrooms				
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	1	1	As Needed	1
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	1	1	“	1
Clean and polish all mirrors, counter tops, lockers, bright work, etc.	1	1	“	1
Sweep or Dust mop and or vacuum all hard surface floors	1	1	“	1
Damp mop all hard surface floors with a germicidal detergent	1	1	“	1
Clean and polish door thresholds, kick plates and push plates	1	“	“	1
Flush floor drains and traps with hot water and disinfectant	1	“	“	1

Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc.	1	“	“	1
Sanitize light switches. Spot clean all walls, doors, door casings, etc	1	As Needed	As Needed	1
Thoroughly clean and disinfect both sides of all partitions	1	“	“	1
Clean lens covers of light fixtures	1	“	“	1
Dust and or vacuum all HVAC vent covers and returns	1	1	“	1
Exterior Window Cleaning				
Clean exterior windows throughout stadium	Upon Rqst	Billed	separately	
Elevator				
Clean and polish elevator doors, walls, panels, buttons, tracks, etc.	1	1	As Needed	1
Machine scrub, polish, sweep elevator floors	1	1	“	1
Clean light fixtures, signs, etc.	1	As Needed	“	1
Vacuum and remove all soil from tracks. Keep tracks polished	1	“	“	1
Stairwells and Landings				
Dust mop and damp mop steps and landings	1	“	“	1
Dust hand railings, ledges, emergency lights, etc.	1	“	“	1
Spot clean doors, door casings, kick plates, push plates, etc.	1	“	“	1
Vacuum all mats, rugs and carpeted areas	1	1	“	1
Concourse and Seating Areas				
Clean and pick up trash at entrances, walkways and perimeter of designated areas	1	1	1	1
Clean and pick up trash on all Concourse and seating areas around the stadium	1	1	1	1
Empty and clean all waste receptacles, remove to designated area	1	1	1	1
Wash entrances, ramps, corridors and seating areas – Final series game or as needed	1	As Needed	N/A	As Needed
Remove cobwebs from overhead corners and sills	1	“	N/A	1
Empty and Re-line recycling receptacles	1	1	As Needed	1
Wipe down seatbacks	1	1	As Needed	1
Miscellaneous Standard Operating Procedure				
All Managers, Supervisors, Day Porters and Evening Custodial Staff must wear Company Uniform at all times				

Keep custodial closets clean and in a neat and organized manner				
Perform and document all Safety Training and Human Resource issues				
Assign an Account Manager to USC as a direct contact person to work with for request, scheduling needs and to avoid confusion				
Provide Supervision during all hours of operations				
Report any maintenance or building issues observed immediately to Owner/Management				
Turn off all lights and secure doors unless instructed otherwise				
Preseason work must be completed by 1 week before first game at which time it become pregame touch up work only				
Pregame work must be completed 2 hours prior to gates opening				
Postgame work must be completed by 2am the following day				
Additional Services Available Upon Request				
Twenty Four Hour Emergency Response Fire Water Damage				
Carpet Cleaning Methods, i.e., Rotor Shampoo, Steam Extract, Spin Bonnet, Foam Cleaning and Dry Cleaning				
Types of Floor Care, i.e., Stripping, Waxing, Machine Scrub, High Speed Burnishing, Top Coating, Screen Sanding, Epoxy Sealing, VCT, Ceramic, Wood, Marble, Granite, Terrazzo, etc.				
General Man Hour Rate for Additional Services				

EUGENE E. STONE III STADIUM - EVENT CLEANING

Description of Work	Pre-Season	Pre-Game	During Games	Post-Game
Soccer Press Box				
Clean all interior / exterior door glass and window sills	1	1	As needed	1
Clean all interior windows, partition glass and Sills	1	1	“	1
Vacuum all rugs, mats and carpeted areas	1	1	“	1
Clean waste containers. Empty all trash receptacles, replace liners	1	1	As Needed	1
Remove all collected waste to the designated area inside	1	1	“	1
Clean and or polish door thresholds, kick plates and push plates	1	1	“	1
Dust, polish and or wipe clean all applicable surfaces, furniture, i.e., tables, lamps, chairs, cabinets, counters, etc.	1	1	“	1
Sanitize light switches. Spot clean walls, doors, door casings, etc.	1	1	“	1
Stock custodial closets				
Public Restrooms				
Empty waste receptacles. Replace can liners daily. Clean, disinfect and maintain trash and sanitary disposal receptacles.	1	1	As Needed	1
Clean and sanitize all restroom fixtures (including toilets, urinals, sinks, vanities, showers, pipes, flush valves, etc.)	1	1	“	1
Clean and polish all mirrors, counter tops, lockers, bright work, etc.	1	1	“	1
Sweep or Dust mop and or vacuum all hard surface floors	1	1	“	1
Damp mop all hard surface floors with a germicidal detergent	1	1	“	1
Clean and polish door thresholds, kick plates and push plates	1	“	“	1
Flush floor drains and traps with hot water and disinfectant	1	“	“	1
Restock all restroom supplies with bath tissue, hand towels, hand soaps, lotions, sanitary supplies, seat covers, specialty items, etc.	1	“	“	1
Sanitize light switches. Spot clean all walls, doors, door casings, etc	1	As Needed	As Needed	1
Thoroughly clean and disinfect both sides of all partitions	1	“	“	1
Clean lens covers of light fixtures	1	“	“	1

Concourse and Seating Areas				
Clean and pick up trash at entrances, walkways and perimeter of designated areas	1	1	1	1
Clean and pick up trash on all Concourse and seating areas around the stadium	1	1	1	1
Empty and clean all waste receptacles, remove to designated area	1	1	1	1
Empty and Re-line recycling receptacles	1	1	As Needed	1
Miscellaneous Standard Operating Procedure				
All Managers, Supervisors, Day Porters and Evening Custodial Staff must wear Company Uniform at all times				
Keep custodial closets clean and in a neat and organized manner				
Perform and document all Safety Training and Human Resource issues				
Assign an Account Manager to USC as a direct contact person to work with for request, scheduling needs and to avoid confusion				
Provide Supervision during all hours of operations				
Report any maintenance or building issues observed immediately to Owner/Management				
Turn off all lights and secure doors unless instructed otherwise				
Preseason work must be completed 1 week before first game at which time it becomes pregame touch up work only				
Pregame work must be completed 2 hours prior to gates opening				
Postgame work must be completed by midnight				
Additional Services Available Upon Request				
Twenty Four Hour Emergency Response Fire Water Damage				
Carpet Cleaning Methods, i.e., Rotor Shampoo, Steam Extract, Spin Bonnet, Foam Cleaning and Dry Cleaning				
Types of Floor Care, i.e., Stripping, Waxing, Machine Scrub, High Speed Burnishing, Top Coating, Screen Sanding, Epoxy Sealing, VCT, Ceramic, Wood, Marble, Granite, Terrazzo, etc.				
General Man Hour Rate for Additional Services				

IV. INFORMATION FOR OFFERORS TO SUBMIT

INFORMATION FOR OFFERORS TO SUBMIT –GENERAL: You shall submit a signed Cover Page and Page Two. Your offer should include all other information and documents requested in this part and in parts II.B. Special Instructions; III. Scope of Work; V. Qualifications; VIII. Bidding Schedule/Price Proposal; and any appropriate attachments addressed in Part IX. Attachments to Solicitations. You should submit a summary of all insurance policies you have or plan to acquire to comply with the insurance requirements stated herein, if any, including policy types; coverage types; limits, sub-limits, and deductibles for each policy and coverage type; the carrier’s A.M. Best rating; and whether the policy is written on an occurrence or claims-made basis.

INFORMATION FOR OFFERORS TO SUBMIT - EVALUATION (JANUARY 2006): In addition to information requested elsewhere in this solicitation, offerors should submit the following information for purposes of evaluation:

Offerors shall submit all information and documents required here or elsewhere in this solicitation, Offeror is to restate each item and provide their response to that item immediately thereafter.

PROPOSAL CONTENTS

1. **Experience and indication of successful comprehensive custodial services with similar institutions and References**
 - A. Bidder shall provide information regarding its demonstrated experience, and all other items requested in Section III, Scope of Work/Specifications of the solicitation. Bidder must provide its related experience on similar projects. List all similar projects in progress or completed within the last five (5) years. Provide a minimum of three (3) references with contact information for all similar projects, to include contact name, telephone number, physical address, and e-mail address.
 - B. Provide company background/history and length of time you have been providing services as described in the solicitation, including resume(s) of the individual(s) to be assigned as the University’s account representative.

2. **Bidder’s Qualifications / Work Plan**
 - A. The on-site manager/supervisor shall be dedicated to the contract. The on-site manager/supervisor assigned to the contract shall have a minimum of six (6) years custodial management experience with at least four (4) of those years in a supervisory capacity of which two (2) years should be with bidder’s company.
 - B. Information on bidder’s relevant qualifications must be provided, including success in operating a similar program on other college campuses or equivalent environments. Provide a general description of the campuses or grounds and other information believed to demonstrate qualifications to perform the contract if given the opportunity.
 - C. List of bidder owned equipment and list of equipment to be used in performing the contract work by site.
 - D. Number of employees and hours each employee will work each day in fulfilling the obligations of the contract by site.
 - E. All bidders shall furnish a list of supplies and materials to be used in the performance of the contract, other than those supplied by the OWNER. All supplies should be manufactured by a full line national company and be compatible with the other materials used in the performance of the contract. All materials are subject to the approval of the USC Athletics Department/Assistant Director for Custodial Services.
 - F. Provide a written work plan to include, but not limited to: implementation, daily, weekly, and monthly duties; change in staffing; communication between staff and supervisor; communication between supervisor and USC Representative.

3. **Cost (separate envelope)**

Provide cost based on all equipment, services, labor and materials required to perform contract work described in the solicitation on the bidder’s schedule as provided herein. Complete and submit Bid Schedule in Section VIII, BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL of the solicitation.

MINORITY PARTICIPATION (JAN 2006)

Is the bidder a South Carolina Certified Minority Business? Yes NO

Is the bidder a Minority Business certified by another governmental entity? Yes NO

If so, please list the certifying governmental entity: _____

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor? Yes NO

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor? Yes NO

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor? Yes NO

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? Yes NO

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- Traditional minority
- Traditional minority, but female
- Women (Caucasian females)
- Hispanic minorities
- DOT referral (Traditional minority)
- DOT referral (Caucasian female)
- Temporary certification
- SBA 8 (a) certification referral
- Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

SUBMITTING REDACTED OFFERS (MAR 2015): If your offer includes any information that you marked as “Confidential”, “Trade Secret”, or “Protected” in accordance with the clause entitled “Submitting Confidential Information”, you must also submit one complete copy of your offer from which you have removed or concealed such information (the redacted copy). The redacted copy should (i) reflect the same pagination as the original, (ii) show the empty space from which information was redacted, and (iii) be submitted on magnetic media. (See clause entitled “Electronic Copies – Required Media and Format.”) Except for the information removed or concealed, the redacted copy must be identical to your original offer, and the Procurement Officer must be able to view, search, copy and print the redacted copy without a password. [04-4030-2]

V. QUALIFICATIONS

QUALIFICATION OF OFFEROR (MAR 2015): (1) To be eligible for award, you must have the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance. We may also consider a documented commitment from a satisfactory source that will provide you with a capability. We may consider information from any source at any time prior to award. We may elect to consider (i) key personnel, any predecessor business, and any key personnel of any predecessor business, including any facts arising prior to the date a business was established, and/or (ii) any subcontractor you identify. (2) You must promptly furnish satisfactory evidence of responsibility upon request. Unreasonable failure to supply requested information is grounds for rejection. (3) Corporate subsidiaries are cautioned that the financial capability of an affiliated or parent company will not be considered in determining financial capability; however, we may elect to consider any security, e.g., letter of credit, performance bond, parent-company corporate guaranty, that you offer to provide Instructions and forms to help assure acceptability are posted on procurement.sc.gov, link to “Standard Clauses & Provisions.” [05-5005-2 QUALIFICATIONS – REQUIRED INFORMATION (MAR 2015): Submit the following information or documentation for you and for any subcontractor (at any tier level) that you identify pursuant to the clause titled Subcontractor – Identification. Err on the side of inclusion. You represent that the information provided is complete. (a) The general history and experience of the business in providing work of similar size and scope. (b) Information reflecting the current financial position. Include the most current financial statement and financial statements for the last two fiscal years. If the financial statements have been audited in accordance with the following requirements, provide the audited version of those statements. [Reference Statement of Financial Accounting Concepts No. 5 (FASB, December, 1984), as amended.] (c) A detailed, narrative statement listing the three most recent, comparable contracts (including contact information) which have been performed. For each contract, describe how the supplies or services provided are similar to those requested by this solicitation, and how they differ. (d) A list of every business for which supplies or services substantially similar to those 16 sought with this solicitation have been provided, at any time during the past three years. (e) A list of every South Carolina

public body for which supplies or services have been provided at any time during the past three years, if any. (f) List of failed projects, suspensions, debarments, and significant litigation. [05-5015-2]

NOTE: The University reserves the right to contact Offeror's references.

QUALIFICATIONS – REQUIRED INFORMATION (MAR 2015): Submit the following information or documentation for you and for any subcontractor (at any tier level) that you identify pursuant to the clause titled Subcontractor – Identification. Err on the side of inclusion. You represent that the information provided is complete. (a) The general history and experience of the business in providing work of similar size and scope. (b) Information reflecting the current financial position. Include the most current financial statement and financial statements for the last two fiscal years. If the financial statements have been audited in accordance with the following requirements, provide the audited version of those statements. [Reference Statement of Financial Accounting Concepts No. 5 (FASB, December, 1984), as amended.] (c) A detailed, narrative statement listing the three most recent, comparable contracts (including contact information) which have been performed. For each contract, describe how the supplies or services provided are similar to those requested by this solicitation, and how they differ. (d) A list of every business for which supplies or services substantially similar to those sought with this solicitation have been provided, at any time during the past three years. (e) A list of every South Carolina public body for which supplies or services have been provided at any time during the past three years, if any. (f) List of failed projects, suspensions, debarments, and significant litigation. [05-5015-2]

VI. AWARD CRITERIA

AWARD CRITERIA -- PROPOSALS (JAN 2006): Award will be made to the highest ranked, responsive and responsible offeror whose offer is determined to be the most advantageous to the State. [06-6030-1]

AWARD TO ONE OFFEROR (JAN 2006): Award will be made to one Offeror.

EVALUATION FACTORS – PROPOSALS: Responsive Offers will be evaluated using only the factors stated below. Evaluation factors are stated in the relative order of importance, with the first factor being the most important. Once evaluation is complete, all responsive offerors will be ranked from most advantageous to least advantageous.

1. **Experience and Indication of Successful Comprehensive Custodial Services with Similar Institutions and References**
2. **Bidder's Qualifications / Work Plan**
3. **Company Background Information**
4. **Cost (provide in a separate envelope)**

DISCUSSIONS AND NEGOTIATIONS – OPTIONAL (FEB 2015): Submit your best terms from both a price and a technical standpoint. Your proposal may be evaluated and your offer accepted without any discussions, negotiations, or prior notice. Ordinarily, nonresponsive proposals will be rejected outright without prior notice. Nevertheless, the State may elect to conduct discussions, including the possibility of limited proposal revisions, but only for those proposals reasonably susceptible of being selected for award. [11-35-1530(6); R.19-445.2095(I)] If improper revisions are submitted during discussions, the State may elect to consider only your unrevised initial proposal, provided your initial offer is responsive. The State may also elect to conduct negotiations, beginning with the highest ranked offeror, or seek best and final offers, as provided in Section 11-35-1530(8). Negotiations may involve both price and matters affecting the scope of the contract, so long as changes are within the general scope of the request for proposals. If negotiations are conducted, the State may elect to disregard the negotiations and accept your original proposal. [06-6058-1]

NEGOTIATIONS (JAN 2006): The Procurement Officer may elect to make an award without conducting negotiations. However, after the offers have been ranked, the Procurement Officer may elect to negotiate price or the general scope of work with the highest ranked offeror. If a satisfactory agreement cannot be reached, negotiations may be conducted with

the second, and then the third, and so on, ranked offerors to such level of ranking as determined by the Procurement Officer.

VII. TERMS AND CONDITIONS – A. GENERAL

ASSIGNMENT, NOVATION, AND CHANGE OF NAME, IDENTITY, OR STRUCTURE (FEB 2015): Contractor shall not assign this contract, or its rights, obligations, or any other interest arising from this contract, or delegate any of its performance obligations, without the express written consent of the responsible procurement officer. The foregoing restriction does not apply to a transfer that occurs by operation of law (e.g., bankruptcy; corporate reorganizations and consolidations, but not including partial asset sales). Notwithstanding the foregoing, contractor may assign monies receivable under the contract provided that the state shall have no obligation to make payment to an assignee until thirty days after contractor (not the assignee) has provided the responsible procurement officer with (i) proof of the assignment, (ii) the identity (by contract number) of the specific state contract to which the assignment applies, and (iii) the name of the assignee and the exact address or account information to which assigned payments should be made. (b) If contractor amends, modifies, or otherwise changes its name, its identity (including its trade name), or its corporate, partnership or other structure, or its FEIN, contractor shall provide the procurement officer prompt written notice of such change. (c) Any name change, transfer, assignment, or novation is subject to the conditions and approval required by Regulation 19-445.2180, which does not restrict transfers by operation of law. [07-7A004- 2]

BANKRUPTCY - GENERAL (FEB 2015): (a) Notice. In the event the Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the Contractor agrees to furnish written notification of the bankruptcy to the Using Governmental Unit. This notification shall be furnished within two (2) days of the initiation of the proceedings relating to the bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the bankruptcy petition was filed, and a listing of all State contracts against which final payment has not been made. This obligation remains in effect until final payment under this Contract. (b) Termination. This contract is voidable and subject to 17 immediate termination by the State upon the contractor's insolvency, including the filing of proceedings in bankruptcy. [07-7A005-2]

CHOICE-OF-LAW (JAN 2006): The Agreement, any dispute, claim, or controversy relating to the Agreement, and all the rights and obligations of the parties shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of South Carolina, except its choice of law rules. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation.

CONTRACT DOCUMENTS & ORDER OF PRECEDENCE (FEB 2015): (a) Any contract resulting from this solicitation shall consist of the following documents: (1) a Record of Negotiations, if any, executed by you and the Procurement Officer, (2) the solicitation, as amended, (3) documentation of clarifications [11-35-1520(8)] or discussions [11-35-1530(6)] of an offer, if applicable, (4) your offer, (5) any statement reflecting the state's final acceptance (a/k/a "award"), and (6) purchase orders. These documents shall be read to be consistent and complimentary. Any conflict among these documents shall be resolved by giving priority to these documents in the order listed above. (b) The terms and conditions of documents (1) through (5) above shall apply notwithstanding any additional or different terms and conditions in any other document, including without limitation, (i) a purchase order or other instrument submitted by the State, (ii) any invoice or other document submitted by Contractor, or (iii) any privacy policy, terms of use, or end user agreement. Except as otherwise allowed herein, the terms and conditions of all such documents shall be void and of no effect. (c) No contract, license, or other agreement containing contractual terms and conditions will be signed by any Using Governmental Unit. Any document signed or otherwise agreed to by persons other than the Procurement Officer shall be void and of no effect. [07-7A015-2]

DISCOUNT FOR PROMPT PAYMENT (JAN 2006): (a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may include discounts for prompt payment on individual invoices.

(b) In connection with any discount offered for prompt payment, time shall be computed from the date of the invoice. If the Contractor has not placed a date on the invoice, the due date shall be calculated from the date the designated billing office receives a proper invoice, provided the state annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment shall be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday when Federal Government offices are closed and Government business is not expected to be conducted, payment may be made on the following business day.

DISPUTES (JAN 2006): (1) Choice-of-Forum. All disputes, claims, or controversies relating to the Agreement shall be resolved exclusively by the appropriate Chief Procurement Officer in accordance with Title 11, Chapter 35, Article 17 of the South Carolina Code of Laws, or in the absence of jurisdiction, only in the Court of Common Pleas for, or a federal court located in, Richland County, State of South Carolina. Contractor agrees that any act by the Government regarding the Agreement is not a waiver of either the Government's sovereign immunity or the Government's immunity under the Eleventh Amendment of the United State's Constitution. As used in this paragraph, the term "Agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation. (2) Service of Process. Contractor consents that any papers, notices, or process necessary or proper for the initiation or continuation of any disputes, claims, or controversies relating to the Agreement; for any court action in connection therewith; or for the entry of judgment on any award made, may be served on Contractor by certified mail (return receipt requested) addressed to Contractor at the address provided as the Notice Address on Page Two or by personal service or by any other manner that is permitted by law, in or outside South Carolina. Notice by certified mail is deemed duly given upon deposit in the United States mail.

EQUAL OPPORTUNITY (JAN 2006): Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference.

FALSE CLAIMS (JAN 2006): According to the S.C. Code of Laws § 16-13-240, "a person who by false pretense or representation obtains the signature of a person to a written instrument or obtains from another person any chattel, money, valuable security, or other property, real or personal, with intent to cheat and defraud a person of that property is guilty" of a crime.

FIXED PRICING REQUIRED (JAN 2006): Any pricing provided by contractor shall include all costs for performing the work associated with that price. Except as otherwise provided in this solicitation, contractor's price shall be fixed for the duration of this contract, including option terms. This clause does not prohibit contractor from offering lower pricing after award.

IRAN DIVESTMENT ACT – ONGOING OBLIGATIONS – (JAN 2015): (a) You must notify the procurement officer immediately if, at any time during the contract term, you are added to the Iran Divestment Act List. (b) Consistent with Section 11-57-330(B), you shall not contract with any person to perform a part of the Work, if at the time you enter into the subcontract, that person is on the then-current version of the Iran Divestment Act List. [07-7A072-1]

NO INDEMNITY OR DEFENSE (FEB 2015): Any term or condition is void to the extent it requires the State to indemnify, defend, or pay attorney's fees to anyone for any reason. [07-7A045-2].

NOTICE (JAN 2006): (A) After award, any notices shall be in writing and shall be deemed duly given (1) upon actual delivery, if delivery is by hand, (2) upon receipt by the transmitting party of automated confirmation or answer back from the recipient's device if delivery is by telex, telegram, facsimile, or electronic mail, or (3) upon deposit into the United States mail, if postage is prepaid, a return receipt is requested, and either registered or certified mail is used. (B) Notice to contractor shall be to the address identified as the Notice Address on Page Two. Notice to the state shall be to the Procurement Officer's address on the Cover Page. Either party may designate a different address for notice by giving notice in accordance with this paragraph.

OPEN TRADE (JUN 2015): During the contract term, including any renewals or extensions, Contractor will not engage in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35- 5300.

PAYMENT & INTEREST (FEB 2015): (a) The State shall pay the Contractor, after the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified herein, including the purchase order, payment shall not be made on partial deliveries accepted by the Government. (b) Unless otherwise provided herein, including the purchase order, payment will be made by check mailed to the payment address on "Page Two." (c) Notwithstanding any other provision, payment shall be made in accordance with S.C. Code Section 11-35-45, or Chapter 6 of Title 29 (real property improvements) when applicable, which provides the Contractor's exclusive means of recovering any type of interest from the Owner. Contractor waives imposition of an interest penalty unless the invoice submitted specifies that the late penalty is applicable. Except as set forth in this paragraph, the State shall not be liable for the payment of interest on any debt or claim arising out of or related to this contract for any reason. (d) Amounts due to the State shall bear interest at the rate of interest established by the South Carolina Comptroller General pursuant to Section 11-35-45 ("an amount not to exceed fifteen percent each year"), as amended, unless otherwise required by Section 29-6-30. (e) Any other basis for interest, including but not limited to general (pre-and post-judgment) or specific interest statutes, including S.C. Code Ann. Section 34-31-20,

are expressly waived by both parties. If a court, despite this agreement and waiver, requires that interest be paid on any debt by either party other than as provided by items (c) and (d) above, the parties further agree that the applicable interest rate for any given calendar year shall be the lowest prime rate as listed in the first edition of the Wall Street Journal published for each year, applied as simple interest without compounding. (f) The State shall have all of its common law, equitable and statutory rights of set-off. [07-7A055-3]

PUBLICITY (JAN 2006): Contractor shall not publish any comments or quotes by State employees, or include the State in either news releases or a published list of customers, without the prior written approval of the Procurement Officer.

PURCHASE ORDERS (JAN 2006): Contractor shall not perform any work prior to the receipt of a purchase order from the using governmental unit. The using governmental unit shall order any supplies or services to be furnished under this contract by issuing a purchase order. Purchase orders may be used to elect any options available under this contract, e.g., quantity, item, delivery date, payment method, but are subject to all terms and conditions of this contract. Purchase orders may be electronic. No particular form is required. An order placed pursuant to the purchasing card provision qualifies as a purchase order.

SURVIVAL OF OBLIGATIONS (JAN 2006): The Parties' rights and obligations which, by their nature, would continue beyond the termination, cancellation, rejection, or expiration of this contract shall survive such termination, cancellation, rejection, or expiration, including, but not limited to, the rights and obligations created by the following clauses: Indemnification - Third Party Claims, Intellectual Property Indemnification, and any provisions regarding warranty or audit.

TAXES (JAN 2006): Any tax the contractor may be required to collect or pay upon the sale, use or delivery of the products shall be paid by the State, and such sums shall be due and payable to the contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by the State. It shall be solely the State's obligation, after payment to contractor, to challenge the applicability of any tax by negotiation with, or action against, the taxing authority. Contractor agrees to refund any tax collected, which is subsequently determined not to be proper and for which a refund has been paid to contractor by the taxing authority. In the event that the contractor fails to pay, or delays in paying, to any taxing authorities, sums paid by the State to contractor, contractor shall be liable to the State for any loss (such as the assessment of additional interest) caused by virtue of this failure or delay. Taxes based on Contractor's net income or assets shall be the sole responsibility of the contractor.

TERMINATION DUE TO UNAVAILABILITY OF FUNDS (JAN 2006): Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefore. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled. In the event of a cancellation pursuant to this paragraph, contractor will be reimbursed the resulting unamortized, reasonably incurred, nonrecurring costs. Contractor will not be reimbursed any costs amortized beyond the initial contract term.

THIRD PARTY BENEFICIARY (JAN 2006): This Contract is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Contract as a third party beneficiary or otherwise

WAIVER (JAN 2006): The State does not waive any prior or subsequent breach of the terms of the Contract by making payments on the Contract, by failing to terminate the Contract for lack of performance, or by failing to strictly or promptly insist upon any term of the Contract. Only the Procurement Officer has actual authority to waive any of the State's rights under this Contract. Any waiver must be in writing.

VII. TERMS AND CONDITIONS – B. SPECIAL

CHANGES (JAN 2006):

(1) Contract Modification. By a written order, at any time, and without notice to any surety, the Procurement Officer may, subject to all appropriate adjustments, make changes within the general scope of this contract in any one or more of the following:

- (a) drawings, designs, or specifications, if the supplies to be furnished are to be specially manufactured for the [State] in accordance therewith;
- (b) method of shipment or packing;
- (c) place of delivery;
- (d) description of services to be performed;

(e) time of performance (i.e., hours of the day, days of the week, etc.); or,

(f) place of performance of the services.

Subparagraphs (a) to (c) apply only if supplies are furnished under this contract. Subparagraphs (d) to (f) apply only if services are performed under this contract.

(2) Adjustments of Price or Time for Performance. If any such change increases or decreases the contractor's cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, an adjustment shall be made in the contract price, the delivery schedule, or both, and the contract modified in writing accordingly. Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment Clause of this contract. Failure of the parties to agree to an adjustment shall not excuse the contractor from proceeding with the contract as changed, provided that the State promptly and duly make such provisional adjustments in payment or time for performance as may be reasonable. By proceeding with the work, the contractor shall not be deemed to have prejudiced any claim for additional compensation, or an extension of time for completion.

(3) Time Period for Claim. Within 30 days after receipt of a written contract modification under Paragraph (1) of this clause, unless such period is extended by the Procurement Officer in writing, the contractor shall file notice of intent to assert a claim for an adjustment. Later notification shall not bar the contractor's claim unless the State is prejudiced by the delay in notification.

(4) Claim Barred After Final Payment. No claim by the contractor for an adjustment hereunder shall be allowed if notice is not given prior to final payment under this contract.

CSIG (JAN 2006): The parties expressly agree that the UN Convention on the international Sale of Goods shall not apply to this agreement. [07-7B030-1]

COMPLIANCE WITH LAWS (JAN 2006): During the term of the contract, contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

CONFERENCE – PRE-PERFORMANCE (JAN 2006): Unless waived by the Procurement Officer, a pre-performance conference between the contractor, state and Procurement Officer shall be held at a location selected by the state within five (5) days after final award, and prior to commencement of work under the contract. The responsibilities of all parties involved will be discussed to assure a meeting of the minds of all concerned. The contractor or his duly authorized representative shall be required to attend at contractor's expense.

CONTRACTOR PERSONNEL (JAN 2006): The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

CONTRACTOR'S LIABILITY INSURANCE - GENERAL (FEB 2015):

(a) Without limiting any of the obligations or liabilities of Contractor, Contractor shall procure from a company or companies lawfully authorized to do business in South Carolina and with a current A.M. Best rating of no less than A: VII, and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work and the results of that work by the contractor, his agents, representatives, employees or subcontractors.

(b) Coverage shall be at least as broad as:

(1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit. This contract shall be considered to be an "insured contract" as defined in the policy.

(2) Auto Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

(3) Worker's Compensation: As required by the State of South Carolina, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

(c) Every applicable Using Governmental Unit, and the officers, officials, employees and volunteers of any of them, must be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

(d) For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the State, every applicable Using Governmental Unit, and the officers, officials, employees and volunteers of any of them. Any

insurance or self-insurance maintained by the State, every applicable Using Governmental Unit, or the officers, officials, employees and volunteers of any of them, shall be excess of the Contractor's insurance and shall not contribute with it.

(e) Prior to commencement of the work, the Contractor shall furnish the State with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. All certificates are to be received and approved by the State before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The State reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time.

(f) Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. In addition, the Contractor shall notify the State immediately upon receiving any information that any of the coverages required by this section are or will be changed, cancelled, or replaced.

(g) Contractor hereby grants to the State and every applicable Using Governmental Unit a waiver of any right to subrogation which any insurer of said Contractor may acquire against the State or applicable Using Governmental Unit by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the State or Using Governmental Unit has received a waiver of subrogation endorsement from the insurer.

(h) Any deductibles or self-insured retentions must be declared to and approved by the State. The State may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

(i) The State reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

[07-7B056-2]

CONTRACTOR'S USE OF STATE PROPERTY (JAN 2006): Upon termination of the contract for any reason, the State shall have the right, upon demand, to obtain access to, and possession of, all State properties, including, but not limited to, current copies of all State application programs and necessary documentation, all data, files, intermediate materials and supplies held by the contractor. Contractor shall not use, reproduce, distribute, display, or sell any data, material, or documentation owned exclusively by the State without the State's written consent, except to the extent necessary to carry out the work.

CONTRACTOR'S OBLIGATION – GENERAL (JAN 2006): The contractor shall provide and pay for all materials, tools, equipment, labor and professional and non-professional services, and shall perform all other acts and supply all other things necessary, to fully and properly perform and complete the work. The contractor must act as the prime contractor and assume full responsibility for any subcontractor's performance. The contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.

DEFAULT (JAN 2006):

(a)(1) The State may, subject to paragraphs (c) and (d) of this clause, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to-

(i) Deliver the supplies or to perform the services within the time specified in this contract or any extension;

(ii) Make progress, so as to endanger performance of this contract (but see paragraph (a)(2) of this clause); or

(iii) Perform any of the other material provisions of this contract (but see paragraph (a)(2) of this clause).

(2) The State's right to terminate this contract under subdivisions (a)(1)(ii) and (1)(iii) of this clause, may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the Procurement Officer) after receipt of the notice from the Procurement Officer specifying the failure.

(b) If the State terminates this contract in whole or in part, it may acquire, under the terms and in the manner the Procurement Officer considers appropriate, supplies or services similar to those terminated, and the Contractor will be liable to the State for any excess costs for those supplies or services. However, the Contractor shall continue the work not terminated.

(c) Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the State in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Contractor.

(d) If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted supplies or services were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule.

(e) If this contract is terminated for default, the State may require the Contractor to transfer title and deliver to the State, as directed by the Procurement Officer, any (1) completed supplies, and (2) partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (collectively referred to as "manufacturing

materials" in this clause) that the Contractor has specifically produced or acquired for the terminated portion of this contract. Upon direction of the Procurement Officer, the Contractor shall also protect and preserve property in its possession in which the State has an interest.

(f) The State shall pay contract price for completed supplies delivered and accepted. The Contractor and Procurement Officer shall agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property; if the parties fail to agree, the Procurement Officer shall set an amount subject to the Contractor's rights under the Disputes clause. Failure to agree will be a dispute under the Disputes clause. The State may withhold from these amounts any sum the Procurement Officer determines to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders.

(g) If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the termination had been issued for the convenience of the State. If, in the foregoing circumstances, this contract does not contain a clause providing for termination for convenience of the State, the contract shall be adjusted to compensate for such termination and the contract modified accordingly subject to the contractor's rights under the Disputes clause. 27

(h) The rights and remedies of the State in this clause are in addition to any other rights and remedies provided by law or under this contract.

HIPAA LAW: The Contractor agrees that to the extent that some or all of the activities within the scope of this Contract are subject to the Health Insurance Portability Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the University of South Carolina may require to ensure compliance. Additional information may be viewed at: <http://www.sa.sc.edu/shs/hipaa/>

ILLEGAL IMMIGRATION (NOV 2008): (An overview is available at www.procurement.sc.gov) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

INDEMNIFICATION - THIRD PARTY CLAIMS – DISCLOSURE OF INFORMATION (FEB 2015)

(a) Without limitation, Contractor shall defend and hold harmless Indemnitees from and against any and all suits, claims, investigations, or fines (hereinafter "action") of any character (and all related damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities) by a third party which arise out of or in connection with a disclosure of government information (as defined in the clause titled Information Security - Definitions) caused in whole or in part by any act or omission of contractor, its subcontractors at any tier, their employees, workmen, servants, agents, or anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by an Indemnitee, and whether or not such action is brought by a third party or an Indemnitee, but only if the act or omission constituted a failure to perform some obligation imposed by the contract or the law.

(b) Indemnitee must notify contractor in writing within a reasonable period of time after Indemnitee first receives written notice of any action. Indemnitee's failure to provide or delay in providing such notice will relieve contractor of its obligations under this clause only if and to the extent that such delay or failure materially prejudices contractor's ability to defend such action. Indemnitee must reasonably cooperate with contractor's defense of such actions (such cooperation does not require and is without waiver of an Indemnitee's attorney/client, work product, or other privilege) and, subject to Title 1, Chapter 7 of the South Carolina Code of Laws, allow contractor sole control of the defense, so long as the defense is diligently and capably prosecuted. Indemnitee may participate in contractor's defense of any action at its own expense. Contractor may not, without Indemnitee's prior written consent, settle, compromise, or consent to the entry of any judgment in any such commenced or threatened action unless such settlement, compromise or consent (i) includes an unconditional release of Indemnitee from all liability related to such commenced or threatened action, and (ii) is solely monetary in nature and does not include a statement as to, or an admission of fault, culpability or failure to act by or on behalf of, an Indemnitee or otherwise adversely affect an Indemnitee. Indemnitee's consent is necessary for any settlement that requires Indemnitee to part with any right or make any payment or subjects Indemnitee to any injunction.

(c) Notwithstanding any other provision, contractor's obligations pursuant to this clause are without any limitation whatsoever. Contractor's obligations under this clause shall survive the termination, cancellation, rejection, or expiration of

the contract. This provision shall be construed fairly and reasonably, neither strongly for nor against either party, and without regard to any clause regarding insurance.

(d) "Indemnitee" means the State of South Carolina, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees. [07-7B102-1]

INDEMNIFICATION-THIRD PARTY CLAIMS – GENERAL (NOV 2011): Notwithstanding any limitation in this agreement, and to the fullest extent permitted by law, Contractor shall defend and hold harmless Indemnitees for and against any and all suits or claims of any character (and all related damages, settlement payments, attorneys' fees, costs, expenses, losses or liabilities) by a third party which are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property arising out of or in connection with the goods or services acquired hereunder or caused in whole or in part by any act or omission of contractor, its subcontractors, their employees, workmen, servants, agents, or anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by an Indemnitee, and whether or not such claims are made by a third party or an Indemnitee; however, if an Indemnitee's negligent act or omission is subsequently determined to be the sole proximate cause of a suit or claim, the Indemnitee shall not be entitled to indemnification hereunder. Contractor shall be given timely written notice of any suit or claim. Contractor's obligations hereunder are in no way limited by any protection afforded under workers' compensation acts, disability benefits acts, or other employee benefit acts. This clause shall not negate, abridge, or reduce any other rights or obligations of indemnity which would otherwise exist. The obligations of this paragraph shall survive termination, cancelation, or expiration of the parties' agreement. This provision shall be construed fairly and reasonably, neither strongly for nor against either party, and without regard to any clause regarding insurance. As used in this clause, "Indemnitees" means the State of South Carolina, its instrumentalities, agencies, departments, boards, political subdivisions and all their respective officers, agents and employees. [07-7B100-2]

LICENSES AND PERMITS (JAN 2006): During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the State, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.

OWNERSHIP OF DATA & MATERIALS (JAN 2006): All data, material and documentation either prepared for the state pursuant to this contract shall belong exclusively to the State.

PRICE ADJUSTMENTS (JAN 2006): (1) Method of Adjustment. Any adjustment in the contract price made pursuant to a clause in this contract shall be consistent with this Contract and shall be arrived at through whichever one of the following ways is the most valid approximation of the actual cost to the Contractor (including profit, if otherwise allowed):

- (a) by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
 - (b) by unit prices specified in the Contract or subsequently agreed upon;
 - (c) by the costs attributable to the event or situation covered by the relevant clause, including profit if otherwise allowed, all as specified in the Contract; or subsequently agreed upon;
 - (d) in such other manner as the parties may mutually agree; or,
 - (e) in the absence of agreement by the parties, through a unilateral initial written determination by the Procurement Officer of the costs attributable to the event or situation covered by the clause, including profit if otherwise allowed, all as computed by the Procurement Officer in accordance with generally accepted accounting principles, subject to the provisions of Title 11, Chapter 35, Article 17 of the S.C. Code of Laws.
- (2) Submission of Price or Cost Data. Upon request of the Procurement Officer, the contractor shall provide reasonably available factual information to substantiate that the price or cost offered, for any price adjustments is reasonable, consistent with the provisions of Section 11-35-1830.

PRICE ADJUSTMENT - LIMITED -- AFTER INITIAL TERM ONLY (JAN 2006): Upon approval of the Procurement Officer, prices may be adjusted for any renewal term. Prices shall not be increased during the initial term. Any request for a price increase must be received by the Procurement Officer at least ninety (90) days prior to the expiration of the applicable term and must be accompanied by sufficient documentation to justify the increase. If approved, a price increase becomes effective starting with the term beginning after approval. A price increase must be executed as a change order. Contractor may terminate this contract at the end of the then current term if a price increase request is denied. Notice of termination pursuant to this paragraph must be received by the Procurement Officer no later than fifteen (15) days after the Procurement Officer sends contractor notice rejecting the requested price increase. [07-7B165-1]

PRICE ADJUSTMENTS – LIMITED BY CPI “ALL ITEMS” (JAN 2006): Upon request and adequate justification, the Procurement Officer may grant a price increase up to, but not to exceed, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Consumer Price Index (CPI) for all urban consumers (CPI-U), “all items” for services, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at www.bls.gov

PRICING DATA – AUDIT – INSPECTION (JAN 2006) [Clause Included Pursuant to § 11-35-1830, - 2210, & -2220] (a) Cost or Pricing Data. Upon Procurement Officer's request, you shall submit cost or pricing data, as defined by 48 C.F.R. § 2.101 (2004), prior to either (1) any award to contractor pursuant to 11-35-1530 or 11-35-1560, if the total contract price exceeds \$500,000, or (2) execution of a change order or contract modification with contractor which exceeds \$100,000. Your price, including profit or fee, shall be adjusted to exclude any significant sums by which the state finds that such price was increased because you furnished cost or pricing data that was inaccurate, incomplete, or not current as of the date agreed upon between parties. (b) Records Retention. You shall maintain your records for three years from the date of final payment, or longer if requested by the chief Procurement Officer. The state may audit your records at reasonable times and places. As used in this subparagraph (b), the term "records" means any books or records that relate to cost or pricing data submitted pursuant to this clause. In addition to the obligation stated in this subparagraph (b), you shall retain all records and allow any audits provided for by 11-35-2220(2). (c) Inspection. At reasonable times, the state may inspect any part of your place of business which is related to performance of the work. (d) Instructions – Certification. When you submit data pursuant to subparagraph (a), you shall (1) do so in accordance with the instructions appearing in Table 15-2 of 48 C.F.R. § 15.408 (2004) (adapted as necessary for the state context), and (2) submit a Certificate of Current Cost or Pricing Data, as prescribed by 48 CFR § 15.406-2(a) (adapted as necessary for the state context). (e) Subcontracts. You shall include the above text of this clause in all of your subcontracts. (f) Nothing in this clause limits any other rights of the state.

PROTECTION OF HUMAN HEALTH AND THE ENVIRONMENT: The University of South Carolina requires that all contractual activities to be in compliance with local, state and federal mandates concerning “protection of human health and the environment”. In addition, the University of South Carolina is a “Drug Free Work Place” and requires all contractors to comply with South Carolina Code of Laws Section 41-15-10 ET sequence (1976 w/amendments). Any contractor doing business with the University will be required to document compliance with these mandates and to furnish specific information requested by the University’s Department of Environmental Health and Safety when notified to do so. The Contractor understands and agrees that jobsites are open at all times work is being performed by the Contractor to authorized University employees who have been trained to identify unsafe work conditions. The Contractor will immediately correct any deficiencies noted by these inspections when requested by the University’s Department of Environmental Health and Safety to do so. In work areas where a specific hazard is posed which includes but is not limited to lead paint and asbestos abatement projects, Contractors will be required to produce Lead Compliance Plans and Asbestos Project Designs which outline their method of work prior to the start of work. Each contractor shall designate a responsible member of the Contractor’s organization to be at the site whose duty shall be the prevention of accidents. By submission of this bid, the vendor agrees to take all necessary steps to insure compliance with the requirements outlined above.

RESTRICTIONS ON PRESENTING TERMS OF USE OR OFFERING ADDITIONAL SERVICES (FEB 2015):

(a) Citizens, as well as public employees (acting in their individual capacity), should not be unnecessarily required to agree to or provide consent to policies or contractual terms in order to access services acquired by the government pursuant to this contract (hereinafter “applicable services”) or, in the case of public employees, to perform their job duties; accordingly, in performing the work, contractor shall not require or invite any citizen or public employee to agree to or provide consent to any end user contract, privacy policy, or other terms of use (hereinafter “terms of use”) not previously approved in writing by the procurement officer. Contractor agrees that any terms of use regarding applicable services are void and of no effect.(b) Unless expressly provided in the solicitation, public contracts are not intended to provide contractors an opportunity to market additional products and services; accordingly, in performing the work, contractor shall not –for itself or on behalf of any third party –offer citizens or public employees (other than the procurement officer) any additional products or services not required by the contract.(c) Any reference to contractor in items (a) or (b) also includes any subcontractor at any tier. Contractor is responsible for compliance with these obligations by any person or entity that contractor authorizes to take any action related to the work.(d) Any violation of this clause is a material breach of contract. The parties acknowledge the difficulties inherent in determining the damage from any breach of these restrictions. Contractor shall pay the state liquidated damages of \$1,000 for each contact with a citizen or end user that violates this restriction.[07-7B212-1]

RELATIONSHIP OF THE PARTIES (JAN 2006): Neither party is an employee, agent, partner, or joint venturer of the other. Neither party has the right or ability to bind the other to any agreement with a third party or to incur any obligation or liability on behalf of the other party.

TERMINATION FOR CONVENIENCE (JAN 2006): (1) Termination. The Procurement Officer may terminate this contract in whole or in part, for the convenience of the State. The Procurement Officer shall give written notice of the termination to the contractor specifying the part of the contract terminated and when termination becomes effective.

(2) Contractor's Obligations. The contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the contractor will stop work to the extent specified. The contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. The contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Procurement Officer may direct the contractor to assign the contractor's right, title, and interest under terminated orders or subcontracts to the State. The contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

(3) Right to Supplies. The Procurement Officer may require the contractor to transfer title and deliver to the State in the manner and to the extent directed by the Procurement Officer: (a) any completed supplies; and (b) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing material") as the contractor has specifically produced or specially acquired for the performance of the terminated part of this contract. The contractor shall, upon direction of the Procurement Officer, protect and preserve property in the possession of the contractor in which the State has an interest. If the Procurement Officer does not exercise this right, the contractor shall use best efforts to sell such supplies and manufacturing materials in accordance with the standards of Uniform Commercial Code Section 2-706. Utilization of this Section in no way implies that the State has breached the contract by exercise of the Termination for Convenience Clause.

(4) Compensation. (a) The contractor shall submit a termination claim specifying the amounts due because of the termination for convenience together with cost or pricing data required by Section 11-35-1830 bearing on such claim. If the contractor fails to file a termination claim within one year from the effective date of termination, the Procurement Officer may pay the contractor, if at all, an amount set in accordance with Subparagraph (c) of this Paragraph.

(b) The Procurement Officer and the contractor may agree to a settlement and that the settlement does not exceed the total contract price plus settlement costs reduced by payments previously made by the State, the proceeds of any sales of supplies and manufacturing materials under Paragraph (3) of this clause, and the contract price of the work not terminated;

(c) Absent complete agreement under Subparagraph (b) of this Paragraph, the Procurement Officer shall pay the contractor the following amounts, provided payments agreed to under Subparagraph (b) shall not duplicate payments under this Subparagraph:

- (i) contract prices for supplies or services accepted under the contract;
- (ii) costs reasonably incurred in performing the terminated portion of the work less amounts paid or to be paid for accepted supplies or services;
- (iii) reasonable costs of settling and paying claims arising out of the termination of subcontracts or orders pursuant to Paragraph (2) of this clause. These costs must not include costs paid in accordance with Subparagraph (c)(ii) of this paragraph;
- (iv) any other reasonable costs that have resulted from the termination. The total sum to be paid the contractor under this Subparagraph shall not exceed the total contract price plus the reasonable settlement costs of the contractor reduced by the amount of payments otherwise made, the proceeds of any sales of supplies and manufacturing materials under Subparagraph (b) of this Paragraph, and the contract price of work not terminated.

(d) Contractor must demonstrate any costs claimed, agreed to, or established under Subparagraphs (b) and (c) of this Paragraph using its standard record keeping system, provided such system is consistent with any applicable Generally Accepted Accounting Principles.

(5) Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not (i) affect the state's right to require the termination of a subcontract, or (ii) increase the obligation of the state beyond what it would have been if the subcontract had contained an appropriate clause.

TERM OF CONTRACT – EFFECTIVE DATE / INITIAL CONTRACT PERIOD (JAN 2006): The effective date of this contract is the first day of the Maximum Contract Period as specified on the final statement of award. The initial term of this agreement is one year from the effective date. Regardless, this contract expires no later than the last date stated on the final statement of award. [07-7B240-1]

TERM OF CONTRACT – OPTION TO RENEW (JAN 2015): (a) At the end of the initial term, and at the end of each renewal term, this contract shall automatically renew for a period of year(s), month(s), and day(s), unless contractor receives notice that the state elects not to renew the contract at least thirty (30) days prior to the date of renewal. Regardless, this contract expires no later than the last date stated on the final statement of award. (b) Contractor acknowledges that, unless excused by Section 11-57-320, if the contractor is on the then-current Iran Divestment Act List as of the date of any contract renewal, the renewal will be void ab initio. [07-7B245-2]

VIII. BIDDING SCHEDULE / PRICE-BUSINESS PROPOSAL

PROVIDE THIS SECTION IN A SEPARATE ENVELOPE

COST TO PROVIDE CUSTODIAL SERVICES FOR ATHLETIC SITES OF THE UNIVERSITY

ITEM 1

SERVICE CONTRACTS (All Labor, Equipment, Services, Materials required)

Item	Qty	Unit of Measure	Description	Unit Price
1	1	Month	Monthly Cost to provide custodial services for Founders Park	\$
2	1	Month	Monthly Cost to provide custodial services for Wardle Golf House	\$
3	1	Month	Monthly Cost to provide custodial services for the Dodie Anderson Academic Enrichment Center	\$
4	1	Month	Monthly Cost to provide custodial services for the Rice Athletics Center	\$
5	1	Month	Monthly Cost to provide custodial services for the Roost Athletics Training Center	\$
6	1	Month	Monthly Cost to provide custodial services for the Indoor Field House	\$
7	1	Month	Monthly Cost to provide custodial services for the Stone Soccer Stadium/Soccer Locker Room Complex	\$
8	1	Month	Monthly Cost to provide custodial services for the Carolina Tennis Center	\$
9	1	Month	Monthly Cost to provide custodial services for the Williams Brice Stadium	\$
10	1	Month	Monthly Cost to provide custodial services for the One Wood Farm	\$
11	1	Month	Monthly Cost to provide custodial services for the Colonial Life Arena	\$
12	1	Month	Monthly Cost to provide custodial services for the Carolina Softball Stadium	\$
13	1	Month	Monthly Cost to provide custodial services for the Athletics Practice Facility	\$

Total for ITEM 1: Monthly Unit Price: \$ _____

ITEM II: SERVICE CONTRACTS

SPECIAL EVENT CLEANING

Provide Special Event Cleaning hourly rates. The actual charges for this request will be based on the actual site hours and actual events serviced each year based on the hourly charge quoted.

	<u>Mon-Fri</u>	<u>Overtime / Sat-Sun</u>	<u>Holidays</u>
Item 1: Hourly Charge for Special Event Cleaning – Laborer	\$_____	\$_____	\$_____
Item 2: Hourly Charge for Special Event Cleaning – Supervisor	\$_____	\$_____	\$_____

IX. ATTACHMENTS TO SOLICITATION

- A) IMPORTANT TAX NOTICE – NONRESIDENTS ONLY
- B) STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE FORM I-312
- C) OFFEROR’S CHECKLIST
- D) ATTACHMENT A – SITE VISIT FACILITIES (IN ORDER OF VISITS)

IMPORTANT TAX NOTICE – NONRESIDENTS ONLY

Withholding Requirements for Payments to Nonresidents: Section 12-8-550 of the South Carolina Code of Laws requires persons hiring or contracting with a nonresident conducting a business or performing personal services of a temporary nature within South Carolina to withhold 2% of each payment made to the nonresident. The withholding requirement does not apply to (1) payments on purchase orders for tangible personal property when the payments are not accompanied by services to be performed in South Carolina, (2) nonresidents who are not conducting business in South Carolina, (3) nonresidents for contracts that do not exceed \$10,000 in a calendar year, or (4) payments to a nonresident who (a) registers with either the S.C. Department of Revenue or the S.C. Secretary of State and (b) submits a Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to the person letting the contract.

The withholding requirement applies to every governmental entity that uses a contract ("Using Entity"). Nonresidents should submit a separate copy of the Nonresident Taxpayer Registration Affidavit - Income Tax Withholding, Form I-312 to every Using Entity that makes payment to the nonresident pursuant to this solicitation. Once submitted, an affidavit is valid for all contracts between the nonresident and the Using Entity, unless the Using Entity receives notice from the Department of Revenue that the exemption from withholding has been revoked.

Section 12-8-540 requires persons making payment to a nonresident taxpayer of rentals or royalties at a rate of \$1,200.00 or more a year for the use of or for the privilege of using property in South Carolina to withhold 7% of the total of each payment made to a nonresident taxpayer who is not a corporation and 5% if the payment is made to a corporation. Contact the Department of Revenue for any applicable exceptions.

For information about other withholding requirements (e.g., employee withholding), contact the Withholding Section at the South Carolina Department of Revenue at 803-898-5383 or visit the Department’s website at www.sctax.org.

This notice is for informational purposes only. This agency does not administer and has no authority over tax issues. All registration questions should be directed to the License and Registration Section at 803-898-5872 or to the South Carolina Department of Revenue, Registration Unit, Columbia, S.C. 29214-0140. All withholding questions should be directed to the Withholding Section at 803-898-5383.



STATE OF SOUTH CAROLINA
 DEPARTMENT OF REVENUE
**NONRESIDENT TAXPAYER
 REGISTRATION AFFIDAVIT
 INCOME TAX WITHHOLDING**

I-312
 (Rev. 5/7/04)
 3323

The undersigned nonresident taxpayer on oath, being first duly sworn, hereby certifies as follows:

1. Name of Nonresident Taxpayer: _____
2. Trade Name, if applicable (Doing Business As): _____
3. Mailing Address: _____
4. Federal Identification Number: _____
5. Hiring or Contracting with:
 - Name: _____
 - Address: _____
- Receiving Rentals or Royalties From:
 - Name: _____
 - Address: _____
- Beneficiary of Trusts and Estates:
 - Name: _____
 - Address: _____

6. I hereby certify that the above named nonresident taxpayer is currently registered with
 (check the appropriate box):

- The South Carolina Secretary of State or
- The South Carolina Department of Revenue

Date of Registration: _____

7. I understand that by this registration, the above named nonresident taxpayer has agreed to be subject to the jurisdiction of the South Carolina Department of Revenue and the courts of South Carolina to determine its South Carolina tax liability, including estimated taxes, together with any related interest and penalties.

8. I understand the South Carolina Department of Revenue may revoke the withholding exemption granted under Code Sections 12-8-540 (rentals), 12-8-550 (temporarily doing business or professional services in South Carolina), and 12-8-570 (distributions to nonresident beneficiary by trusts or estates) at any time it determines that the above named nonresident taxpayer is not cooperating with the Department in the determination of its correct South Carolina tax liability.

The undersigned understands that any false statement contained herein could be punished by fine, imprisonment or both.

Recognizing that I am subject to the criminal penalties under Code Section 12-54-44 (B) (6) (a) (i), I declare that I have examined this affidavit and to the best of my knowledge and belief, it is true, correct and complete.

 Signature of Nonresident Taxpayer (Owner, Partner or Corporate Officer, when relevant) (Seal) _____
 Date

If Corporate officer, state title:

 (Name - Please Print)

Mail to: The company or individual you are contracting with.

OFFEROR'S CHECKLIST

AVOID COMMON BID/PROPOSAL MISTAKES

Review this checklist prior to submitting your bid/proposal.
If you fail to follow this checklist, you risk having your bid/proposal rejected.

- Do not include any of your standard contract forms.
- Unless expressly required, do not include any additional boilerplate contract clauses.
- Reread your entire bid/proposal to make sure your bid/proposal does not take exception to any of the state's mandatory requirements.
- Make sure you have properly marked all protected, confidential, or trade secret information in accordance with the instructions entitled: SUBMITTING CONFIDENTIAL INFORMATION. Do not mark your entire bid/proposal as confidential, trade secret, or protected. Do not include a legend on the cover stating that your entire response is not to be released.
- Have you properly acknowledged all amendments? Instructions regarding how to acknowledge an amendment should appear in all amendments issued.
- Make sure your bid/proposal includes a copy of the solicitation cover page. Make sure the cover page is signed by a person that is authorized to contractually bind your business.
- Make sure your Bid/proposal includes the number of copies requested.
- Check to ensure your Bid/proposal includes everything requested.
- If you have concerns about the solicitation, do not raise those concerns in your response. After opening, it is too late. If this solicitation includes a pre-bid/proposal conference or a question & answer period, raise your questions as a part of that process. Please see instructions under the heading "submission of questions" and any provisions regarding pre-bid/proposal conferences.

This checklist is included only as a reminder to help offerors avoid common mistakes.
Responsiveness will be evaluated against the solicitation, not against this checklist.
You do not need to return this checklist with your response.

ATTACHMENT A

Site Visit Facilities (in order of visits)

1. Rice Athletics Center
1304 Heyward St, Columbia, SC
2. Roost Athletic Training Center-
139 S. Marion St., Columbia, SC
3. Carolina Softball Stadium
1318 Heyward St., Columbia, SC
4. Carolina Tennis Center
1316 Heyward St., Columbia, SC
5. Dodie Anderson Academic
Enrichment Center
1302 Heyward St., Columbia, SC
6. Athletic Village Garage
1300 Heyward St., Columbia, SC
7. Stone Soccer Stadium/ Soccer
Locker Room Complex
1300 Whaley St./115 Marion St.,
Columbia, SC
8. Indoor Fieldhouse
1401 Whaley St., Columbia, SC
9. Williams-Brice Stadium
1125 George Rogers Blvd. park in lot
A- begin tour at Bignon Game Day
Center
1101 George Rogers Blvd.,
Columbia, SC
10. Indoor Football Facility
1001 Bluff Rd., Columbia, SC
followed by Gamecock Park
restrooms
11. Founders Park
431 Williams St., Columbia, SC
12. Colonial Life Arena
801 Lincoln St., Columbia, SC
13. Athletic Practice Facility
1051 Blossom St., Columbia, SC
14. Wardle Golf House
57 Golden Spur Lane, Blythewood,
SC
15. One Wood Farm
1201 Syrup Mill Rd., Blythewood, SC