



SUPPLEMENTAL CUSTODIAL SERVICES QUOTE FORM

Current forms and information are available at:

<https://www.leonschools.net/Page/4404>

ALL QUOTES MUST BE BASED ON AWARDED CONTRACT RATES AND PROVIDE SUFFICIENT DETAIL FOR THE CONTRACT MANAGER TO AUDIT FOR COMPLIANCE.

Quote Date: _____

Contractor Name: _____ DTC # _____

LCS Site: _____

Dates of Service: Beginning Date: _____ End Date: _____

Description of services including buildings or areas to be cleaned and total sq. footage when appropriate.

Pricing Model (choose one): ☐ Flat Fee ☐ Fixed Rate

Please complete the fee schedule below for the appropriate pricing model chosen.

Flat Fee: Total Project Cost: \$ _____ based on total sq. ft. of _____ or estimated hours _____

Fixed Rate: \$ _____ per _____ Unit (month, day, hour, or sq. ft.)

Contract Total Maximum Spend (Not to Exceed): \$ _____

NO SERVICES ARE TO BE PROVIDED WITHOUT AN AUTHORIZED PURCHASE ORDER

All invoices must be submitted in arrears in the month following services being provided with non-recurring/unique invoice numbers. Invoices based on hourly rates shall include timesheets containing the dates and hours worked and any other documentation supporting the hours billed (such as sign-in and out sheets).

The invoice or supporting documentation (such as timesheets) must be signed by the Board's on-site personnel (Administrator, Principal, Assistant Principal, Teacher, or School Office Staff) with direct knowledge of whether services were delivered. Invoices for fixed fees shall include details of the services performed and any supporting documentation.

SUPPLEMENTAL CUSTODIAL SERVICES CONTRACTOR STAFF VERIFICATION

Contractor Name: _____ **LCS Site:** _____

All Contractor Staff providing services on-site at a Board location must obtain a Level II background check through the LCS Safety & Security Fingerprint Office at the Contractor's expense.

The Contractor shall provide no services until the Board obtains and verifies the required clearance and the Board issues a Purchase Order. Any Contractor that fails to comply with these requirements will be found in default of their Contract. Contract cancellation will be at the sole discretion of the District.

All Contractor Staff providing services must be listed below and are the only individuals authorized to perform services at this LCS Site. The Contractor must send any request for revisions to the below-listed contractor staff to the Board's purchasing office at: purchasing@leonschools.net and must receive written authorization before any change can be made to the listed individuals below.

Level II clearance verification can be obtained at: <https://fps.leon.k12.fl.us>

#	Legal First Name	Legal Last Name	Phone Number	SSN (last 4)	Level II Verified
1					
	Work Schedule: Start Time: _____ AM PM End Time: _____ AM PM				
2					
	Work Schedule: Start Time: _____ AM PM End Time: _____ AM PM				
3					
	Work Schedule: Start Time: _____ AM PM End Time: _____ AM PM				
4					
	Work Schedule: Start Time: _____ AM PM End Time: _____ AM PM				
5					
	Work Schedule: Start Time: _____ AM PM End Time: _____ AM PM				

Contractor Acceptance:

Authorized Representative Signature

Printed Name

Title

Date

EXHIBIT A

Supplemental Custodial Services Schedule of Duties

Restrooms, Including Public Restrooms, Private Restrooms, Showers, and Locker Rooms	Daily	Weekly	Monthly
Floors shall be swept/vacuumed and damp mopped/scrubbed with approved germicidal detergent. Set up wet floor signs. The mop and bucket shall be cleaned after each restroom.	X		
Water closets, seats, urinals, handrails, partition doors, and door handles shall be washed and disinfected inside and outside. Seats shall be cleaned on both sides and left in a raised position.	X		
Partition tops shall be dusted.	X		
Partition walls shall be spot-clean with a detergent disinfectant solution.	X		
All wash basins, sinks, and chrome fixtures shall be thoroughly cleaned with a non-abrasive cleaner and disinfectant.	X		
The doorknob, light switches, and push plates shall be cleaned with a germicidal disinfectant.	X		
Bright metal parts of all fixtures are to be polished.	X		
Mirrors, shelving, and piping shall be cleaned and polished dry.	X		
Hand towels and soap dispensers are to be cleaned and replenished.	X		
Empty all trash containers and replace liners. Spot clean to remove smudges.	X		
Walls: spot clean to remove soap splashes, fingerprints/smudges.	X		
Sanitary napkin receptacles shall be emptied, cleaned, disinfected, properly dried, and provided with a new liner daily.	X		
Paper towels, hand soap, and toilet paper dispensers shall be filled as needed *.	X		
Tile walls to be cleaned and disinfected.		X	
Dust all ceiling vents and ledges that can be reached from the floor.		X	
Floor drains: add water and enzymes.			X

*All dispensers including paper towels, toilet paper, and soap shall be filled with an adequate supply so that the dispenser will not become empty before the next service day. Any paper towel rolls with less than 2" of the paper product will be replaced at the time of service. Toilet paper dispensers will have a minimum of 2 rolls of paper in each large roll dispenser. Single small roll dispensers will have a full roll along with a spare at each location. Partial/leftover rolls of toilet paper may be left on top of dispensers once the dispenser has been filled.

Broken dispensers or fixtures shall be immediately reported to the LCS Contract Manager of the school/facility.

EXHIBIT A

Supplemental Custodial Services Schedule of Duties

Entrances, Lobbies, Corridors, Hallways, and Stairways. <i>Areas shall be maintained in such a manner as to give a superior appearance</i>	Daily	Weekly	Monthly
Walk-off mats will either be swept or vacuumed.	X		
Carpet stains shall be spot-cleaned by hot water extraction.	X		
Floors shall be dust mopped, damp mopped and spray buffed; carpet vacuumed.	X		
Furnishings in lobby areas (i.e. benches, chairs, tables, etc.) shall be dusted as needed.	X		
Trash receptacles at all interior and exterior entrances will be emptied and cleaned.	X		
All exterior and interior door handles and handrails shall be damp wiped with disinfectant and polished with a dry cloth.	X		
Elevators shall be cleaned, including floors, doors, crevices, and walls.	X		
Drinking fountains and public telephones shall be cleaned with antibacterial germicidal cleaner and polished.	X		
Hard stair landings shall be swept and damp mopped. The carpet shall be vacuumed, and stains cleaned. Garbage or debris shall be removed, and handrails cleaned and disinfected.		X	
Administrative Areas /Office Areas, File Rooms, Libraries/Media Centers, Conference Rooms, and Breakrooms	Daily	Weekly	Monthly
Hard surface floors are to be swept or vacuumed with a treated sweep mop or broom to remove all dirt, dust, and litter. Spot mop to remove spills and stains.	X		
Hard surface floors are to be damp mopped with approved germicidal disinfectant.		X	
The full rug or carpet area is to be vacuumed to remove all dirt, dust, and litter including edges of walls, partitions, and hard floors. Carpeted floors shall be spot-cleaned by hot water extraction.		X	
Empty all trash containers and replace liners. Spot clean to remove smudges.	X		
Dust horizontal furniture surfaces (reasonably clear of papers).	X		
Spot clean desktops to remove bottle/cup rings.	X		
Spot-clean all glass partitions and doors to remove fingerprints/smudges.	X		
Clean and sanitize doorknobs/light switches.	X		
Dust and straighten wall-hung pictures.		X	
Dust baseboards and low vents.		X	
Spot clean all wall surfaces around light switches.		X	
Clean and sanitize telephones.		X	
Dust Blinds.			X
Dust ceiling vents and ledges that can be reached from the floor.			X
Vacuum all upholstered furniture.			X

EXHIBIT A

Supplemental Custodial Services Schedule of Duties

Classrooms	Daily	Weekly	Monthly
Floors shall be swept/vacuumed and damp mopped/scrubbed with approved germicidal detergent. Set up wet floor signs. The mop and bucket shall be cleaned after each restroom.	X		
Floors directly in front of the classroom entrance (between the corridor and classroom entrance) shall be swept/vacuumed and damp mopped/scrubbed with approved germicidal detergent.	X		
The full rug or carpet area is to be vacuumed to remove all dirt, dust, and litter including edges of walls, partitions, and hard floors. Carpeted floors shall be spot-cleaned by hot water extraction.	X		
Sanitize and disinfect all tables, desks, chairs, and counters.	X		
Sanitize and disinfect all other high-touch surfaces including phones, doors, door handles, and jambs.	X		
Empty trash cans and replace the liners if soiled.	X		
Disinfect light switches and door handles before closing the door and moving to the next room.	X		

All restrooms in classrooms will follow restroom cleaning requirements.

Nurses Clinic	Daily	Weekly	Monthly
Floors shall be swept/vacuumed and damp mopped/scrubbed with approved germicidal detergent. Set up wet floor signs. The mop and bucket shall be cleaned after each restroom.	X		
Sanitize and disinfect all walls, dispensers (paper towel, soap, and toilet paper), light switches, and door handles.	X		
Disinfect all cots, walls around cots, and other high-touch surfaces including but not limited to phones, doors, glass windows, door handles, and jambs.	X		
Empty trash cans and replace the liners if soiled.	X		
Disinfect light switches and door handles before closing the door and moving to the next room.	X		

All restrooms contained in the Nurses Clinic will follow restroom cleaning requirements.