

Scope of Work

BACKGROUND: Guam Community College (GCC/College) is located on a 32.75-acre parcel of land in the village of Mangilao. Sixteen (16) buildings on the site are of permanent concrete and metal steel frame. The most recent permanent building was completed in 2019. GCC is soliciting the service of a qualified service provider for custodial labor at the College campus.

SCOPE OF WORK (SOW):

A. General Requirements of the SOW:

The qualified service provider for this SOW project shall:

1. Conduct a holistic assessment, verify existing conditions, and include component elements for custodial service at the College. The qualified service provider shall provide labor, basic hand tools/equipment (i.e. mops, brooms, vacuum cleaners, floor buffers, etc.), and Personal Protective Equipment (PPE) (i.e. latex gloves, safety glasses/goggles, dust/face mask, etc.) required to provide custodial services following the Scope of Work (SOW, B.2). The College will provide all coordination and cleaning supplies to accomplish the work at Guam Community College.
2. Ensure ‘good standings’ with governing authorities having jurisdiction with the SOW (e.g., Guam Department of Labor, Department of Revenue and Taxation, Occupational Safety and Health Administration (OSHA), etc.) prior to commencing work related to this SOW.
3. Provide at least two (2) references from a current and past (within 5 years) contract that identifies “good standing” and experience in facilities projects of similar size and scope.
4. Conform to all Occupational Safety and Health Administration (OSHA) regulations, and National Electric Code (NEC) and Local Building Codes. Clean, maintain and protect work site as necessary throughout the project period. Provide suitable protective covering on newly installed work where reasonably required to ensure freedom from damage or deterioration at time of substantial completion. Coordinate necessary provisions to protect adjacent buildings’ properties prior to commencing work for safety and to minimize disruptions. Relocate contents away from immediate work area to unoccupied location as work requirements dictate.
5. Properly dispose all waste, debris, rubbish etc. associated with cleaning service. Do not allow debris to accumulate at the work site.
6. Contractor shall hire and maintain a well-trained and adequate staff to ensure consistent, efficient, and satisfactory performance under this Agreement. In addition, CONTRACTOR is expected to provide sufficient backup personnel in times of staff shortages due to extended illness, emergencies, and inclement weather, to ensure

consistent, efficient, and satisfactory performance.

7. Contractor shall perform the services as specifically stated in the Scope of Work/Frequency of Tasks assigned daily, weekly, monthly, quarterly, and annually (Exhibit A).
8. Failure to satisfactorily perform the quality of work required under this Contract shall be accepted as evidence that the Contractor's work force is too small or inadequate supervision. Immediate corrective measures shall be made to ensure adequate staff and/or equipment to complete the tasks.
9. Any necessary cleaning equipment, including but not limited to; power-driven floor scrubbing, waxing and polishing machines, vacuum cleaners, power-washing equipment, shall be furnished by the Contractor.
10. The qualified service provider and their employees shall adhere to GCC's Tobacco and Betel Nut (Pugu'a) Free Policy 175:
 - a) DO NOT use tobacco products while on Guam Community College property.
 - b) DO NOT use electronic cigarette (e-cigs)) devices while on Guam Community College property.
 - c) DO NOT chew or spit pugu'a or chewing tobacco while on Guam Community College property.
11. All precautions shall be taken to assure that GCC's stakeholders (students, employees, and visitors) remain out of harm's way throughout the duration of this project. The qualified service provider shall properly fence/barricade the project site, provide a lighted safe alternate walkway, and use appropriate signage as needed.
12. GCC's hours of operation is Monday through Thursday, 7:30 a.m. to 10:00 p.m., Friday from 7:30 a.m. to 6:00 p.m., and Saturday from 7:30 a.m. to 12:00 p.m. GCC also recognizes government of Guam's holidays (Appendix #1). The qualified service provider shall develop a work schedule to ensure custodial service meets the requirements of this SOW. Work hours may be occasionally adjusted to accommodate the College's operating hours and/or a special event. The qualified service provider may also adjust personnel work hours with concurrence from the Assistant Director for the Office of Planning & Development.
13. Submit a bid price proposal having an itemized cost such that GCC may award the project based on the '...lowest, most responsive...' bid price proposal as described on the Scope of Work and related requirements (A. General Requirements of the Scope of Work and B. Specific Requirements of the Scope of Work);
14. Attend the scheduled mandatory site visit prior to providing a bid price to determine the nature and extent of work required, including verifying site conditions, etc. The site visit will show qualified service provider the location of each building. All qualified service

provider must attend the scheduled **mandatory site visit** which will take place after the **10:00 a.m., Monday, August 16, 2021** Pre-Bid Conference at the Technology Center (building 1000), room 1107 (1st floor). Please call 735-5540 or 735-5542 if accommodations are needed.

15. **LOCATION OF WORK:** Custodial service will be performed at buildings located at the College's Mangilao campus as described in the attached map (Appendix #2). Below is a list of each building and their corresponding square footage (Sq. Ft.).

LOCATION OF WORK		
Building	Floor	Sq. Ft.
A	1 st & 2 nd	11,000
B	1 st	2,000
C	1 st & 2 nd	10,000
D	1 st	13,000
E100	1 st & 2 nd	19,000
E200	1 st & 2 nd	23,000
300 (UNDER CONSTRUCTION)*	1 st	12,000
400 Multi Purpose Auditorium	1 st	4,000
500	1 st	3,200
600	1 st	5,000
900	1 st & 2 nd	1,500
1000 Technology Center	1 st & 2 nd	23,000
2000 Student Services & Administration	1 st & 2 nd	22,000
3000 Allied Health Center	1 st & 2 nd	22,000
4000 Learning Resource Center	1 st & 2 nd	22,000
5000 Student Center	1 st & 2 nd	22,000
6000 Foundation	1 st & 2 nd	21,000
Forensic DNA (UNDER CONSTRUCTION)*	1 st	12,000

16. Properly dispose all waste, debris, rubbish etc. associated with cleaning service. Do not allow debris to accumulate at the work site.
17. Take all precautions to assure that GCC's stakeholders (students, employees, and visitors) remain out of harm's way throughout the duration of the custodial service.

18. Custodial Staff

- The Contractor is required to provide all the necessary labor needed to perform the tasks defined in the SOW.
- At any time during the contract period, if the Contractor fails to meet the task and frequency schedules, the Contractor shall be required to increase the labor hours

and/or equipment levels in order to correct these deficiencies at no additional cost to GCC.

- c) Performance deficiencies resulting from inadequate staffing levels is unacceptable and shall not be used by the contractor as justification for missed frequencies, unacceptable custodial services or cleanliness issues.
- d) The Contractor shall complete the staffing requirement tables included herein to illustrate the number of custodial staff required to perform the services defined in the scope of work. (Staffing tables as shown in Exhibit B) and shall be returned as part the contractor's proposal.

19. **PERFORMANCE PERIOD:** The performance period for this contract is for one (1) year commencing on the date of the award with an option to renew for four (4) additional years upon approval by the College. The College has the unilateral right to use these performance periods.

20. **TOTAL BID PRICE:** Final comprehensive lump-sum cost to realize the requirements of this SOW (A. General Requirements of the Scope of Work and B. Specific Requirements of the Scope of Work). Submit **bid price** and ALL **required documents** by **10:00AM, Monday, August 30, 2021** to:

Joleen Evangelista, Procurement & Inventory Administrator
Materials Management Office, Room 2105
Guam Community College
One Sesame Street
Mangilao, Guam 96913

21. GCC shall be indemnified for any under-estimations / oversights attributed to the qualified service provider's lack of due diligence or wrongful assumptions.

B. Specific Requirements of the SOW:

- 1. Qualified service provider shall verify existing conditions and include component elements for the complete and holistic custodial service at GCC's Mangilao campus.
- 2. **DESCRIPTION OF WORK:** The qualified service provider shall provide the appropriate number of employees to complete services described as scheduled (frequency).

DESCRIPTION OF WORK		
SERVICE	FREQUENCY	LOCATION
1. Trash Receptacles (located in classrooms, labs, lounge, conference rooms, restrooms, hallways, and walkways/sidewalks): Empty, wipe, disinfect, and replace liners.	DAILY	ALL BUILDINGS
2. Trash (e.g. cigarette butts, plastic, paper, bottles, and cans): Remove from areas inside the campus and fifty feet (50') outside the gates/fences.	DAILY	Inside and Outside GCC's gates/fence
3. Sinks and sink fixtures (classrooms, labs, lounge): Clean (remove debris/remains, spit, stain, and calcium buildup), disinfect, wipe dry, and polish.	DAILY	ALL BUILDINGS
4. Drinking Fountains and Bottle Water Refilling Stations: Clean (remove debris/ remains, spit, stain, and calcium buildup), disinfect, wipe dry, and polish.	DAILY	ALL BUILDINGS
5. Tables, Desks, Chairs, (classrooms, labs, lounge): Clean (remove debris/remains, gum, stain, etc.), disinfect, and wipe dry.	DAILY	ALL BUILDINGS
6. Floors (classrooms, labs, and lounge): Sweep, damp mop, and clean (remove spills and stains).	DAILY	ALL BUILDINGS
7. A. Restrooms: Showers, partitions, doors, dispensers, (sanitary waste, soap, paper towel, and trash), automatic hand dryers, mirrors, and floor. Scrub to remove debris/remains, stain, calcium buildup, and graffiti. Wipe, dry, polish dispensers. Sweep, wet mop and dry floors.	DAILY	ALL BUILDINGS
B. Restrooms: Sinks, sink fixtures, toilets, (seat and bowl including base) and urinals. Disinfect commonly touched areas and sinks, sink fixtures, toilets, urinals. Wipe dry and polish sink fixtures. Restock inventory (toilet tissue, paper towel, and hand soap).	TWICE DAILY	ALL BUILDINGS
8. Trash Receptacles (all employee offices): Empty, wipe, disinfect, and replace liners.	WEEKLY-FRIDAY	ALL BUILDINGS
9. Sinks and sink fixtures (all employee offices): Clean (remove debris/remains, spit, stain, and calcium buildup), disinfect, wipe dry, and polish.	WEEKLY-FRIDAY	ALL BUILDINGS
10. Floors (all employee offices): Sweep, damp mop, and clean (remove spills and stains).	WEEKLY-FRIDAY	ALL BUILDINGS

11. Rugs/Carpets (all employee offices and Learning Resource Center): Clean (vacuum and spot clean).	WEEKLY-FRIDAY	ALL BUILDINGS
12. Stairwells and handrails: Sweep, clean and remove spills and stains.	WEEKLY-FRIDAY	ALL BUILDINGS
13. Tables, Desks, Chairs, (conference rooms, all employee offices): Clean (remove debris/remains, gum, stain, etc.), disinfect, and wipe dry.	MONTHLY	ALL BUILDINGS
14. Doorframe/Door Jamb, light switches, and walls: Dust (dry cloth), clean (wet cloth, dry) remove fingerprints, and dirt smudges.	MONTHLY	ALL BUILDINGS
15. Structural, furniture ledges, air conditioner diffusers, partitions tops, bulletin board tops, etc.: Dust (dry dust cloth) high to reach areas.	MONTHLY	ALL BUILDINGS
16. Chair rungs/legs, furniture ledges, baseboards, windowsills, door louvers, paneling, molding, etc.: Dust (dry dust cloth) low to reach areas.	MONTHLY	ALL BUILDINGS
17. Whiteboards (classrooms, lab, and lounge): clean (liquid whiteboard cleaner, wipe dry).	MONTHLY	ALL BUILDINGS
18. Floors: Clean and buff resilient and composition floors.	QUARTERLY	ALL BUILDINGS
19. Windows and glass doors (interior and exterior): Clean (remove smudges, and dirt) .	QUARTERLY	ALL BUILDINGS
20. Blinds (vertical & mini): Dust each louver.	QUARTERLY	ALL BUILDINGS
21. Floors (classrooms, lab, lounge, conference room, hallways): Strip and wax all resilient and composition floors. Remove all and return chairs, tables, and other furnishings to proper positions	ANNUALLY	ALL BUILDINGS
22. Rugs/Carpets (e.g. Learning Resource Center): Shampoo and dry. Remove and return all chairs, tables, and other furnishings to proper positions.	ANNUALLY	ALL BUILDINGS
TOTAL COST PER MONTH	\$	
TOTAL COST PER YEAR	\$	
LOWEST BID PRICE WILL BE BASED ON TOTAL ANNUAL COST		

3. Qualified service provider shall coordinate work area clearance with room occupants prior to commencing work on to minimize disruptions. Qualified service provider will relocate room contents away from immediate work area to unoccupied location as work requirements dictate.

4. **CONTRACT ESTIMATE:** Scope of Work will be given to all interested qualified service providers. Qualified service providers will be afforded an opportunity to inspect building sites with a College representative after the Pre-Bid Conference. Each interested qualified service provider shall submit a written proposal for the performance described in the Scope of Work. The proposal shall include a breakdown of costs and is to be supported by detailed itemization of man-hours, including overtime and time differential (if any), and tool /equipment costs.
5. **POST AWARD CONFERENCE:** After award of this contract, but prior to commencement of any work, the qualified service provider shall meet with a GCC representative to discuss and develop mutual understandings relative to the administration of the activities (e.g. safety program, scheduling, and execution of work). The qualified service provider shall:
 - a) Require employees to wear a uniform during work hours.
 - b) Require employees to wear a GCC identification badge on his/her person while working on campus.
 - c) Identify an on-site supervisor as main point of contact authorized to act on behalf of the qualified service provider.
 - d) Provide sufficient number of personnel to perform required services and frequency (B.2. Description of Work). The qualified service provider shall furnish a **monthly Custodial Services Schedule** showing name of employees assigned to work on this contract, scheduled work hours for each personnel, service to perform, and frequency (Appendix #3).
 - e) Insure employees conduct themselves in proper, efficient, courteous, and business-like manner.
6. Upon Notice of Intent to Award, the selected qualified service provider will be required to submit a list of employees assigned to the College.
7. The qualified service provider shall ensure employees assigned to the College shall submit a Tuberculosis (TB) Clearance prior to working and subsequent clearance annually.
8. **PROCEDURES FOR UNSATISFACTORY OR NON-PERFORMED WORK:** In the case of unsatisfactory or non-performed work, the College:
 - a. May give the qualified service provider written notice of observed deficiencies prior to deducting for unsatisfactory or non-performed contractual requirement(s).
 - b. The College may allow, at its option, the qualified service provider to re-perform the unsatisfactory or non-performed requirement(s), at no additional cost to GCC. In the case of *daily* services, the corrective action must be completed within 24 hours of notice to the qualified service provider. In the case of other requirement(s) the corrective action must be completed in 36 hours of notice.



- c. Re-performance by the qualified service provider does not waive GCC's right to terminate for non-performance and all other remedies for default as may be provided by law.

APPENDIX 1

TASKS AND CONTRACTOR'S PROPOSED CUSTODIAL STAFF HOURS (Excel)