Allegany College of Maryland

PHYSICAL PLANT – STUDENT HOUSING

CUSTODIAL SERVICES– WILLOWBROOK WOODS

Allegany College of Maryland is seeking competitive proposals from qualified, reliable contractors to provide custodial services to the student housing complex. The successful vendor will be responsible for providing all supplies/materials, equipment and staffing to complete the project during the summer months when the complex is closed to students. Specifications are outlined below. Any questions can be directed to Adam Phipps, Director of Physical Plant, Allegany College of Maryland @ 301-784-5262 or email ahipps@allegany.edu

Scope:

1. Student housing complex consists of five apartment buildings each having 3 floors with 4 apartments per floor for a total of 60 apartments. Each apartment consists of 4 bedrooms (labeled A/B and C/D) and 2 bathrooms along with living room and kitchen areas. One apartment is occupied by a staff member and is not included in this scope of work. See picture for apartment layout.
2. Each apartment must be thoroughly cleaned and disinfected according to the specifications below.
3. The vendor is to carefully examine the site, specs and include labor, materials and equipment necessary to perform the job.
4. Anticipated start date for this work will be July 5, 2022. All work must be completed by August 15, 2022. Cleaning schedules/dates may need adjusted pending maintenance work. This will be determined by Director Physical Plant.
5. The successful bidder will be required to place a tag on the entrance door handle once unit is cleaned. The tag will identify who cleaned unit, date of cleaning and note any issues found during the cleaning process.

Trash Out: Once students move (typically 1st or 2nd week May) all 5 buildings will be trashed out. This typically happens 1 week after move out day. This process normally takes 2 to 4 days to complete depending on staff levels. Dumpsters will be provided.

Custodial Services:

A/B & C/D bedrooms (236 bedrooms – each bedroom is 9’x11’)

- Dust all bedrooms including hard-to-reach areas.
- Vacuum all bedrooms including under bed and any furniture
- Clean inside windows and lower section outside window – tilt in. (outside upper will not be cleaned as it does not tilt in and cannot be reached).
- Dust HVAC vents.
- Dust window blind if it is not damaged. If damaged PPD will replace.
- Dust all walls starting from top to bottom. This will include baseboard trim.
- Dust and wipe furniture, dressers and doors with murphy’s oil soap.
- If any items needs repaired, contact PPD.

Bathrooms (118 bathrooms – each bathroom is 7’x7’)

- Dust all areas including hard-to-reach areas.
- Disinfect toilet, sink and bathtub. Dust walls and baseboard.
- Dust exhaust vent.
- Dust HVAC vent.
- Wet mop floor.
- If any items needs repaired, contact PPD.

**Living Room (59 living rooms – each living room is 23’x11’)**

- Dust all areas including hard-to-reach areas.
- Dust all walls starting from top to bottom. This will include baseboard trim.
- Vacuum all carpet including under furniture.
- Vacuum all chairs and couches in living room.
- Dust and vacuum utility closet. Dust vent in utility closet door.
- Clean sliding glass window inside and out. Vacuum/clean sliding glass window bottom track.
- Sweep balcony and balcony closet.
- Dust HVAC vents.
- If any items needs repaired, contact PPD.

**Kitchen (59 kitchens – each kitchen is 8’x10’)**

- Dust all areas including hard-to-reach areas.
- Dust all walls starting from top to bottom. This will include baseboard trim.
- Dust all kitchen cabinets inside and out.
- Wet mop floor.
- Thoroughly clean and disinfect entire refrigerator. This will include cleaning grill in upper freezer. (PP will remove grill)
- Dust behind refrigerator. (PP will pull out refrigerator)
- Clean and disinfect dishwasher and sink.
- Clean and disinfect under kitchen sink.
- Clean stove top and inside oven thoroughly. Clean exhaust hood. Filter will be replaced by PP. Drip pans will be replaced – do not clean
- Clean and disinfect microwave.
- Dust closet and closet door.
- If any items needs repaired, contact PPD.

**Clubhouse**

- Dust all areas including hard-to-reach areas.
- Dust all walls starting from top to bottom. This will include baseboard trim.
- Wet mop floor.
- Clean all windows inside and out.
- Clean and disinfect bathroom.
- Dust and vacuum laundry area. Do not pull out machines.

**Patio Balconies**

- Clean balconies concrete
- Remove any bird nests above light fixtures and clean
- Wipe down hand rails
Move in day

- The successful bidder will be required to provide 2 cleaners move in day which is typically a Saturday mid-August.