
**AMENDMENT # A00003 - SFO # VA101-16-R-0012
New Port Richey, FL**

PART I BASIC SOLICITATION REQUIREMENTS

SECTION 8.2.3 INTERIOR CLEANING BY LESSOR – This section has been deleted in its entirety and replaced with the following:

A. Lessor’s Responsibilities

The Lessor shall furnish all supplies, materials machinery, appliances, supervision, and labor necessary to provide complete janitorial services for the clinic. Services shall be provided in all interior areas of the leased premises to provide a clean, neat, and attractive appearance by performing the functions described below. The Lessor shall make careful selection of cleaning products and equipment to ensure they are packaged ecologically, environmentally beneficial and/or recycled products that are phosphate-free, non-corrosive, non-flammable, and fully biodegradable, and minimize the use of harsh chemicals and the release of irritating fumes. The Lessor shall select paper and paper products with recycled content conforming to EPA’s CPG. Performance will be based on the Contracting Officer’s evaluation of results, not the frequency or method of performance.

Cleaning crew shall turn off lights as necessary and check all doors on completion of the work to ensure that doors are locked. Ensure that security alarm is set before leaving if there are no VA personnel on the premises.

The Lessor shall provide janitorial services for the leased space, public areas, including outside areas, walk off mats shall be provided at all entry doors and vacuumed daily, mats shall be replaced with clean mats every two weeks or as necessary, entrances, and all other common areas and provide replacement of all supplies per VA specifications (trash cans, trash can bags, soap dispenser, liquid germicidal soap, alcohol foam dispensers, alcohol foam, paper towel holder, paper towels, toilet paper dispenser, 2-ply toilet paper, light bulbs, disposable toilet seat covers and replacement covers, sharps containers (needle buckets where applicable) and in accordance with the following schedule showing frequency and work to be accomplished. Alcohol-based hand sanitizer is available at point of care, entrance to procedure/treatment/exam rooms, medication rooms, patient gym, physical therapy, eating areas, lobbies, waiting areas, and entrance and exits to building. Lessor shall ensure proper precautions are taken when performing all “wet” floor applications, i.e. caution signs, etc. The Lessor shall select paper and paper products (i.e. bathroom tissue, and paper towels) with recycled content, conforming to EPA’s CPG. The Lessor will use cleaning products such as the following: A germicidal detergent will be used for general housekeeping, e.g., cleaning floors, counter tops, and other hard surfaces in the environment – ascent of virex 256 or wexcide. A cleaner which is tuberculocidal will be used for cleaning surfaces contaminated with blood or any type of body fluid or substance, e.g., exam tables soiled with drainage, counters with blood spills – 1:0 bleach or Virex 256.

The lessor shall furnish all supplies, materials machinery, appliances, supervision, and labor necessary to provide complete janitorial services for the clinic. Services shall be provided in all interior areas of the leased premises to provide a clean, neat, and attractive appearance by performing the functions described below. The Lessor shall make careful selection of cleaning products and equipment to ensure they are packaged ecologically, environmentally beneficial and/or recycled products that are phosphate-free, non-corrosive, non-flammable, and fully biodegradable, and minimize the use of harsh chemicals and the release of irritating fumes. The Lessor shall select paper and paper products with recycled content conforming to EPA’s CPG. Performance will be based on the Contracting Officer’s evaluation of results, not the frequency or method of performance.

Daily. Trash must not be left overnight. Empty trash receptacles and put new bag in. Clean ashtrays. Sweep entrances, clean foot scrapers and entrance mats, lobbies, and corridors. Clean elevator if one is present. Damp mop and spray buff all floors in main corridors, entrances, and lobbies. Remove any carpet stains. Mop vinyl and tile flooring. Sweep and/or vacuum traffic patterned areas in offices and extend sweep of vacuum to remove obvious dirt from around and under furniture. Clean drinking fountains. Provide and replace light bulbs and ballasts when found burned-out. Sweep and damp mop or scrub toilet rooms. Sanitize all restrooms, including toilet, urinals, sinks, flooring, stainless fixtures, vents, and pipes. Clean all toilet fixtures and replenish toilet supplies (refill paper towel dispensers when needed, refill sanitary napkin dispenser as needed, refill umbrella plastic bag dispensers as needed, refill toilet paper dispensers when needed, refill toilet seat cover dispensers, and replace empty/low antimicrobial hand soap in non-refillable disposable containers. refill soap dispensers when needed). Replace alcohol-based hand sanitizers when empty or expired. Dispose of all trash and garbage generated in or about the building. Dispose of throw-away cardboard boxes. Dispose of shredded paper. Spot clean carpet to remove stains. Clean all mirrors, door glass (interior and exterior) throughout the facility. . Clean seating upholstery when needed. Dust mop floors as needed and wipe down walls. Dust ledges, sills, moldings, and baseboard. Wipe doors and doorknobs as needed. Clean waste receptacles as needed. Dust light lenses in ceiling when needed. Police sidewalks, parking areas and driveways. If there is a loading dock, sweep loading dock areas and platforms. Sanitize exam tables and all sinks.

Weekly. Polish all furniture. Sweep sidewalks, parking areas and driveways. Dust mini blinds and window sills. Buff entrance floor. Spot clean as necessary. Thoroughly spot clean Wall's for fingerprints, etc. and counter tops. Inspect all light fixtures. Provide and replace light bulbs and ballasts when found burned out. Table and chairs in waiting area clean as necessary, but no less than weekly, vacuum upholstered furniture. Clean all interior windows. Clean all air return and all vents and all ceiling speaker system grills as needed.

Every 2 weeks. Damp mop and spray buff all floors in secondary entrances, lobbies, and corridors and all office areas and treatment rooms.

Monthly. Thoroughly dust all horizontal surfaces of furniture in office areas (Do not dust the desktops). Thoroughly vacuum and spot clean carpets and/or sweep full floor areas in office space. Spot clean wall surfaces. Mop or scrub stair steps, risers and landings. Sweep garages and garage ramp. Sweep the full floor area in storage space. Clean vinyl cove baseboard when needed. Clean all air supply and return and a/c vents and all ceiling speaker system grills. Burnish VCT flooring. Power scrub floors. In toilet rooms, damp wipe stall partitions and waste paper receptacles.

Quarterly. Dust vertical surfaces and walls in office areas. Strip and apply four coats of finish to resilient floors in toilet. Wet mop or scrub loading areas, garages, ramps, and drive ways. Strip and refinish all floors. These areas will be scheduled with the Contracting Officer or his/her designee. All carts, furniture, etc. will be moved from the room prior to stripping and refinishing the floor. Upon completion, items will be replaced in exact area from which they were removed (possible evening hours work). Light covers are to be removed and the fixtures to be cleaned inside and out.

Semi-annually. Wash both sides of exterior windows and interior windows and other glass surfaces. Strip and apply four coats of finish to resilient floors in toilets. Strip and refinish main corridor and other heavy traffic areas. If carpet is required in lease, deep cleaning of carpet via extraction will be done semi-annually or as needed. All carpet will be protected by placing protective nonabsorbent pads or foil between furniture and cleaned carpet until dry at which time pads or foil will be removed. This task shall be scheduled in advance with the Contracting Officer or his/her designee (this will be accomplished after work hours). Thorough washing of walls will be done semi-annually or as needed.

Annually. Wash all Venetian blinds. Vacuum all drapes in place.

Cleaning crew shall turn off lights as necessary and check all doors on completion of the work to ensure that doors are locked. Ensure that security alarm is set before leaving if there are no VA personnel on the premises.

B. Materials and Procedures

1. Standards

It is the Lessor's responsibility to maintain the clinic in a condition that meets all housekeeping and sanitation requirements of this solicitation and the current standards of the Joint Commission for the Accreditation of Hospitals and Outpatient Clinics (JCAHO).

The Lessor shall be responsible for providing a weekly certification in writing to the Government that all required cyclic cleaning has been completed.

Any pest infestations must be dealt with immediately.

2. Work Schedule

Work will be accomplished at times indicated. Work schedule shall be from 6:00 a.m. to 7:00 p.m., Monday through Friday, **and 7:00 am to 1:00 pm on Saturdays (except Federal Holidays)**. The Lessor shall ensure that sufficient employees are available to prepare the clinic to see patients at **7:00 AM**, to be available to clean up spills, keep the public and specimen collection toilet rooms clean, and keep the toilet rooms stocked with sufficient paper products and soap. **Mechanical equipment such as vacuum cleaners, burnishers, scrubbing machines, etc., will not be used during normal business hours.**

3. Janitorial Staff and Supervision

Janitorial staff will have access throughout the building; therefore, none of the janitorial staff may have a police record for anything more serious than traffic or parking violations.

There shall be a janitorial staff supervisor on duty at all times when janitorial staff is in the building. Any person whose work or conduct is found to be unacceptable by the Government shall be removed from the janitorial staff.

Smoking is not permitted. Possession of weapons is prohibited. Enclosed containers, including tool kits, shall be subject to search.

Janitorial company's standard uniforms are acceptable, if they clearly identify the company and the occupation of the individual. Janitorial staff will be required to wear photo identification badges.

4. Safety and Special Procedures

The Lessor shall consider the clinical environment and ensure that the janitorial staff is instructed on applicable safety precautions and special requirements. These requirements may include, but are not limited to, such conditions as cleaning of human secretions, blood, barium, etc. from both floors and walls. Lessor will be notified of isolation areas that need terminal cleaning. Terminal cleaning is defined as complete wipe down of all sinks, walls, countertops, casework, exam tables, etc., with germicide, and mopping of the floor with germicide. These areas require the use of gloves, gowns, masks, and shoe covers, which will be provided by the Government. The Lessor shall be responsible for collecting of sharps containers and hazardous materials. See "ALL AREAS" below under "Daily Cleaning Requirements" for method of handling sharps containers and hazardous waste.

The janitorial staff shall comply with applicable Federal, State, and Local safety and fire regulations and codes. The Lessor shall immediately bring to the attention of the Government any fire and safety deficiencies. The Lessor shall take such safety precautions as necessary to protect the lives and health of occupants of the building.

5. Equipment and Materials

All equipment and materials used in the performance of this contract will be cleaned and stored properly at the end of the workday. Cleaning carts and/or equipment will not be left unattended for

any reason while patients are in the clinic. Lessor shall ensure all equipment, tools, and supplies meet necessary safety requirements and janitorial staff have full working knowledge of their use.

An EPA-registered germicide will be used to clean all patient areas, floors, examination tables, and medical equipment. The Lessor shall provide all labor, materials, supplies, machinery, and appliances that may be necessary or appropriate in the performance of janitorial services. The Lessor shall provide supplies such as toilet tissue, multifold paper towels, toilet seat covers, and Medicated Vestal hand soap. The Lessor shall provide plastic linings for all trash receptacles. Provide clear plastic linings for non-hazardous waste trash receptacles and red plastic linings for hazardous waste trash receptacles. Housekeeping aide closets are located throughout the clinic for storage of supplies and equipment. The Lessor shall keep a minimum of two weeks stock of supplies on hand. All accumulated trash shall be removed and disposed of in the dumpster. As to hazardous waste and sharps containers, which have been properly placed in boxes, they must be picked up and stored in the designated storage area. Supplies to be used shall be approved by the Government.

Specifications for supplies are as follows:

- Toilet tissue: Roll type, 4-1/2 inches wide, two-ply
- Paper towels: Multi-fold, 10-1/8 inches wide
- Hand soap: Medicated Vestal in non-refillable disposable containers.
- Trash receptacle liners: (a) Polyethylene, flat type, 33 inches long, 52 inches wide, .66 millimeters thick; (b) Polyethylene, flat type, 24 inches long, 33 inches wide, .31 millimeters thick; (c) Polyethylene, red bags (biohazard) 33 inches long, 52 inches wide and 24 inches long, 33 inches wide
- Carpet shampoo and soil resistant treatment: Non-allergenic type
- Furniture polish: Spray type for use on wood and wood veneer
- Window cleaner: Ammonia type sufficient to remove smoke film and dust
- Air freshener cartridges in bathrooms: Johnson Wax Good Sense
- Upholstery cleaners: Dry or foam type recommended for fabric upholstery
- Germicide: EPA-registered
- Resilient floor tile cleaner and maintainer: As recommended by manufacturer of resilient flooring
- Floor finish: High-speed floor finish as recommended by manufacturer of resilient flooring
- Floor sealer: As recommended by manufacturer of resilient flooring
- Floor stripper: As recommended by manufacturer of resilient flooring
- Toilet seat covers: Paper, white
- Sharps Containers 5-quart model S-16089

A copy of the MSDS sheets for all products used shall be maintained at the clinic and shall be available for review by VA upon request.

C. Daily Cleaning Requirements

1. Building Entrances

- Pick up trash and cigarette butts around entrances and vestibules.
- Empty trash receptacles. Trash must not be left overnight.

2. Primary Care Area

During normal business hours:

- All primary care area floors shall be wet mopped using a germicide before patients are seen.
- Wipe down all exam tables with a clean cloth dampened with germicide.
- Clean and disinfect sinks and countertops.
- Replace empty/low antimicrobial hand soap in non-refillable disposable containers
- Clean mirrors.

- Replace empty or expired alcohol-based hand sanitizer products.
3. Specialty Care Area
During normal business hours:
- Treatment rooms shall be cleaned and disinfected after each patient procedure.
 - All floors shall be wet mopped using a germicide.
 - Wipe down all exam tables with a clean cloth dampened with germicide.
 - Clean and disinfect sinks, countertops, equipment, etc.
 - Wipe down all walls with a clean cloth dampened with germicide.
 - Clean and refill soap dispensers. Replace empty/low antimicrobial hand soap in non-refillable disposable containers.
 - Clean mirrors.
 - Replace empty or expired alcohol-based hand sanitizer products
4. All Areas
During normal business hours:
- Trash receptacles shall be emptied and liners changed.
 - Trash shall be removed from the building and placed in appropriate containers.
 - Boxes and other empty containers, to be disposed of, shall be removed from the building and placed in appropriate containers.
 - Hazardous waste and full sharps containers shall be collected in red plastic bags and placed in cardboard boxes provided.
 - Cardboard boxes shall be sealed with tape and placed in hazardous collection room for removal and disposal off site. The Government will be responsible for the disposal of hazardous or pathological waste which has been properly stored in the designated store room.
 - Spills, body fluids, etc. shall be cleaned from floors and walls immediately upon notification.
 - Remove black scuff marks from corridor floors as necessary.
 - Replace empty or expired alcohol-based hand sanitizer products
5. All Areas
During normal business hours:
- Complete other required janitorial services.
 - Dust furniture, desks (do not disturb papers on desks), machines, phones, file cabinets, window ledges, etc.
 - All resilient tile floor areas shall be swept and wet mopped with germicide.
 - Electrical equipment shall only be used during these hours.
 - Carpeted areas and mats shall be vacuumed. Carpet sweeper is not acceptable.
 - Spot clean any carpet stains.
 - Spot clean walls and doors.
 - Replace empty or expired alcohol-based hand sanitizer products
6. Direct Patient Care Areas
During normal business hours:
- Janitorial services in direct patient care areas such as clinics, x-ray, dental, laboratory, rehab medicine, etc.
 - Sweep and wet mop with germicide.
 - Wipe down all exam tables with a clean cloth dampened with germicide.
 - Clean and disinfect sinks and countertops.
 - Clean and refill soap dispensers. Replace empty/low antimicrobial hand soap in non-refillable disposable containers.
 - Clean mirrors.
 - Replace empty or expired alcohol-based hand sanitizer products

7. All Restrooms

During normal business hours:

- All restrooms shall be swept and wet mopped at least twice each day.
- All paper products and hand soap shall be replenished. Replace empty/low antimicrobial hand soap in non-refillable disposable containers.
- All surfaces, including commodes, urinals, walls, mirrors, counters and sinks, shall be cleaned and disinfected.

Sponges and cloths shall not be used to clean commodes and urinals. Commodes and urinals shall be cleaned with disposable items that are disposed of after cleaning commode and/or urinal in each toilet room. Items used to clean commodes and urinals shall not be used in turn for cleaning other items or wiping down other surfaces. Clean exterior of commodes and urinals first, followed by cleaning of the interior.

8. Ceramic Tile Areas (Other than restrooms)

During normal business hours:

- Ceramic tile floors shall be swept and damp mopped. If dirt build-up occurs, ceramic tile floors shall be scrubbed when determined that it is required by COR.

9. Corridors, Waiting Areas, Administrative Areas, Mental Health

During normal business hours:

- The areas shall be swept, wet mopped with a neutral cleaner, and burnished.
- Carpeted areas shall be vacuumed.
- Replace empty or expired alcohol-based hand sanitizer products

10. (Pharmacy, Receiving, SPD, Biomedical Engineering, Telephone Room, Shared Appointment Rooms (if unoccupied)

During normal business hours:

- The areas shall be swept, wet mopped with a neutral cleaner, and burnished.
- Areas with cushioned flooring shall be maintained in accordance with manufacturer's recommendations.
- Carpeted areas shall be vacuumed.
- Restrooms shall be swept and wet mopped once each day and all paper products and hand soap replenished.
- All restroom surfaces, including commodes, urinals, walls, mirrors, counters and sinks, shall be cleaned and disinfected.
- Replace empty or expired alcohol-based hand sanitizer products

11. Waiting Room Tables, Doors, Walls and Trim

- Dust tables, ledges, sills, moldings, and baseboards.
- Replace empty or expired alcohol-based hand sanitizer products

12. Mirrors and Glass Cleaning

- Clean all mirrors and glass at entrances (fingerprints and smudges).

13. Housekeeping Aide Closets

- Clean daily including sinks, floors, and shelves.

14. Isolation Rooms

- Any room where patients with suspected infectious disease have been examined will be thoroughly cleaned with germicide (terminal cleaning).

15. Water bottle filling Coolers

- Clean water bottle filling coolers.

- Housing shall be wiped down. Particular attention shall be given to top surface and spout to prevent lime build-up, bacterial growth, etc.

16. Canteen and Vending Areas and Staff Lounges

- Spot clean floors, walls, counters, cabinets, sink, microwave, etc. twice daily to eliminate spills, food items, trash, etc.
- Replace empty or expired alcohol-based hand sanitizer products

D. Three Times Weekly

- Collect, remove, and dispose of refuse, trash, and garbage from trash collection area.
- Apply resilient floor tile cleaner and maintainer to all resilient tile floors and burnish.

E. Weekly Cleaning Requirements

1. Furniture

- Clean as necessary, but no less than weekly. Vacuum upholstered furniture.

2. Carpeted Areas and Mats

- Spot clean as necessary.

3. All Restrooms

- Scrub floors and ceramic tile base and wipe down with germicide.
- Clean ceramic tile walls and wipe down with germicide.
- Spot wash painted walls as necessary.
- Damp wipe toilet stall partitions and waste receptacles with germicide.

4. Doors, Walls and Trim

- Spot wash (for fingerprints, smudges, etc.) as necessary but no less than once weekly.

5. Glass Cleaning

- Clean interior and exterior of door and entrance glass in waiting areas, laboratories, exam rooms, offices, and treatment rooms.
- Spot clean walls as necessary, but not less than weekly.

F. Monthly Cleaning Requirements

1. Furniture

- Polish all furniture as necessary, but not less than monthly.

2. Air Conditioning Grilles and Registers

- Vacuum all grilles and registers.

3. Waiting Areas, Labs, Exam Rooms, Offices, Treatment Rooms

- Wash waste receptacles with germicide.

4. Floor Maintenance of Resilient Tile Areas

- Apply cleaning soap, as recommended by resilient tile manufacturer, scrub and re-wax hallways, waiting rooms, and lobbies.
- Apply cleaning soap, as recommended by resilient tile manufacturer, scrub and re-wax other resilient tiled areas as required.

G. Quarterly

1. Building Interior
 - Dust window coverings/blinds.
 - Dust handrails and handrail brackets.
2. Grounds
 - Trim/maintain onsite landscaping as required.
3. Furniture
 - Shampoo upholstered furniture during January and July.
4. Carpeted Areas and Mats
 - Have carpets professionally steam cleaned and soil resistant treatment applied during January and July.
 - Spot clean as needed.
5. Floor Maintenance of Resilient Tile Areas
 - Strip floors, apply sealer, apply wax and refinish all resilient tile floors.
6. Glass
 - Wash inside glass and clean interior of all window frames and window stools.
7. Drainage Systems
 - Inspect and clean all onsite catch basins and storm drain inlets of trash, leaves, and other deleterious materials.
 - Detention/retention and silting basins shall be inspected and cleaned of weeds and overgrowth to ensure proper drainage is maintained.
 - Basin bottoms should be scarified to maintain the integrity of the drainage design.

SECTION 8.3 NORMAL HOURS - This section has been deleted in its entirety and replaced with the following:

Normal working hours are **6:00 AM to 7:00 PM, Monday through Friday, and 7:00 AM to 1:00 PM on Saturdays**, except Federal holidays.

PART II SCHEDULE A – Part 02 - Schedule A has been revised and replaced with the following updated files:

- Pt 02A--Schedule A NPR, FL Rev 06-09-17
 - Pt 02B--Schedule A Maint Cost Worksheet NPR Rev 06-09-17
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PART IX CONCEPTUAL PLANS - Please ensure your response reflects the updated files below:

- NPR-SB-16-0.PDF
 - NPR-SB-16-0.DWG
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END OF AMENDMENT

Acknowledgement of Receipt

Amendment # A00003 - VA101-16-R-0012; New Port Richey, FL

Company _____

Name _____

Title _____

Signature of Offeror _____ Date _____

Return and initial/sign this amendment with your Proposal.