

APPENDIX C – CUSTODIAL EQUIPMENT AND MATERIALS

I. CONTRACTOR'S EQUIPMENT

- a. The Contractor shall furnish all tools, equipment and supplies necessary to properly perform the Services defined in this Contract. As a minimum, the Contractor shall furnish each worker and each custodial closet with the types and quantities of tools, equipment and supplies defined in the Specifications as required to perform the services in accordance with the performance standards and within the minimum required hours.
- b. The Contractor shall use tools, equipment and supplies that are Green Label Certified, if such products exist. The Contractor shall use carpet shampooing and vacuuming equipment that is approved by the Carpet and Rug Institute Standards.
- c. The Mark Twain Branch Library is a LEED certified Building, Silver Level. All tools, equipment and supplies used by the Contractor in this building must conform to the requirements of the U.S. Green Building Council. In other buildings, the Contractor will use brands and types of tools, equipment and supplies that are certified as meeting the Green Seal Environmental Standard for Cleaning Service by the Green Seal Organization whenever there are brands and types that perform acceptably to the City.
- d. Before beginning the work, the Contractor shall submit to the Contract Administrator a list of each type of tool, equipment and supply to be used showing the manufacturers' names and model numbers. Manufacturers' specifications and photocopies of each type of tool, equipment and supply shall accompany the list.
- e. The Contractor shall use no tool, equipment or supply in the performance of the Services before obtaining the permission of the Contract Administrator. Such permission by the Contract Administrator shall not relieve the Contractor of the responsibility for assuring the appropriateness of such tool, equipment or supply or of any other responsibility or liability.
- f. **Manufacturer Brands:** The Contractor, if desirous of changing from its initial selection, shall first assure that the alternate tool, equipment or supply complies with the description or specification. Then, the Contractor shall submit to the Contract Administrator a written request to change, defining the alternate, along with the manufacturer's specifications and a photocopy of the alternate.
 - i. If the alternate complies with the specifications defined herein, performs as well as the initial selection as demonstrated by actual performance testing requested by the Contract Administrator, causes no operational interference with the City and is in the best interest of the City as determined by the Contract Administrator, then the Contract Administrator shall give written permission to use the alternate.

- ii. If requested by the Contract Administrator, the Contractor shall make available for performance evaluation by the Contract Administrator specific brands and models of tools, equipment and supplies proposed for use by the Contractor. Any such items provided shall be returned to the Contractor after the evaluation has been completed.
 - iii. Any and all costs associated with evaluating an alternate or changing to an alternate not included on the initial list submitted by the Contractor shall be borne by the Contractor if such testing or changing was a result of the Contractor's request to change.
- g. **Alternates or Exceptions:** Refer to Section 6. "Approved Alternates/Approved Brands". The phrase "or approved equal" means that the City Purchasing Agent or his designee, shall make the determination, in his sole discretion, whether or not material or equipment offered as an "equal" is the same in form, function, performance, reliability, quality and features as the brand name or product from a particular supplier.
 - i. Bidders acknowledge and agree that use of an approved equal creates a risk that the material or equipment may not actually meet the functional and performance requirements when used under field conditions. Bidders further acknowledge and agree that the City's approval of an "approved equal" product does not relieve the Contractor from its duty to meet the functional and performance requirements in the Specifications so that the Contractor may ultimately be required to replace the "approved equal" product with the material or equipment that was originally specified by brand name or by the name of a particular supplier, at no additional cost to the City, if the City makes a request for replacement. By submitting a bid, Bidder accepts these risks and the liability associated with these risks, and waives all claims against the City for costs related to supplying replacements.
- h. **Maintenance and Repair:** The Contractor shall maintain on file at the site of the work one complete set of operating and maintenance instructions for each type, brand and model of equipment, tool and item of supply used in the performance of the Services and shall provide the Contract Administrator with a photocopy of all such operating and maintenance instructions.
 - i. The Contractor shall ensure that all tools, equipment and supplies used by its employees shall be used in accordance with the manufacturer's instructions and good safety practices.
 - ii. All tools, equipment and supplies used by the Contractor in the performance of the Services shall meet all applicable safety requirements. All electrical equipment must operate at full rated performance levels using existing building electrical circuits. It shall be the responsibility of the Contractor to prevent the operation or

attempted operation of electrical equipment, or combinations of equipment that require power exceeding the capacity of existing electrical circuits.

- iii. The Contractor shall develop and implement adequate procedures and controls to ensure that all tools, equipment and supplies remain at all times in good, clean condition.
 - iv. All equipment and tools shall have non-marking wheels, adequate bumpers and guards to prevent marking or scratching of fixtures, furnishings or building surfaces.
 - v. The Contractor shall maintain access to spare parts and shall have trained qualified employees and resources and adequate quantities of backup equipment to insure that the minimum quantities of required equipment and tools are available and in safe and proper operating condition at all times during the performance of the Service.
- i. **Storage Locations:** The Contractor shall label the storage locations on shelves in each custodial closet for chemicals, small tools and supplies.
- i. The Contractor shall permanently identify all equipment and tools required for a specific building or building group, floor or group of floors, assignment or group of assignments with the building, floor or assignment numbers or groups of numbers.
 - ii. The Contractor shall develop, implement and maintain adequate procedures and make sufficient inspections each shift to ensure that the minimum tools, equipment and supplies are in designated storage locations.
- j. **Supplies Furnished by the City:** Unless otherwise arranged for, the City shall provide the following supplies to be installed in dispensers and waste receptacles located in the spaces cleaned by the Contractor:
- 1. Toilet Tissue;
 - 2. Paper Towels;
 - 3. Toilet Seat Covers;
 - 4. Hand Soap;
 - 5. Air Freshener; and
 - 6. Trash Can Liners
- ii. The Contractor may be asked to provide the above supplies for certain buildings. In such instances, the Contractor shall invoice the City for the actual cost of supplies plus no more than a 10 percent (10%) handling fee. The Contractor shall not provide supplies until written authorization is received from the Contract Administrator for building(s) in question.
 - iii. Dispensers for toilet tissue, paper towels, hand soap, and toilet seat covers are furnished and installed by the City.
 - iv. Contractor shall provide the Contract Administrator, or his/her designated representative, with a monthly inventory of all consumable items used.

- v. Problems with dispensers shall be reported to City Representative within two (2) business days.
 - vi. Contractor shall make sure supply storage areas are kept secure and locked at all times. The Contractor shall provide adequate safeguards to prevent pilferage, loss and misuse to these items and to ensure that these items are put to their intended use.
 - vii. The Contractor shall take delivery at locations and times designated by the City and shall acknowledge by signature receipt of the types and quantities of items.
 - viii. The City shall have the unilateral right to require the Contractor to provide reports detailing the distribution and usage by building and individual work assignment.
- k. **Precautionary Labels and Warnings:** Material that requires precautionary warnings shall have affixed to all containers such labels or markings as are prescribed and approved by law, regulatory agency, or this Contract. The marking or labeling of material containing hazardous or toxic material, substances or wastes shall be in accordance with all federal, state and local laws, ordinances, rules and regulations. The Contractor shall develop and implement procedures to insure its employees use these materials in accordance with the instructions of the manufacturers.
- l. **Future Equipment Changes Required by Federal, State or Local Laws:** If the equipment herein specified must be retrofitted or replaced to comply with future federal, state or local laws, any increase in cost to the Contractor shall be subject to negotiation between the Contractor and the City.

II. SPECIFICATIONS AND DESCRIPTIONS – EQUIPMENT

CUSTODIAL CART-SHELF CART

- constructed of chemically resistant plastic
- vinyl waste collection bag
- fold-away bag support handle
- floor sign holder with 'CAUTION-WET FLOOR' sign
- locking security doors for shelves
- locking security hood for cart top
- non-marking swivel front wheels
- leak-proof mop bucket compartment
- holders for mops and brooms and hooks for small tools
- rectangular tool caddy with carry handle to fit on top shelf
- Acceptable Brands: Rubbermaid – 9T72 High Capacity Cart with 9T86 Locking Security Hood and 9T85 Locking Cabinet Kit or approved equal

HIGH SPEED FLOOR BURNISHER

- 100 volt, 60 cycle, 1.3 to 1.5 hp motor
- 1950 to 2050 rpm (loaded)
- 20" diameter
- safety interlock switch
- 4" minimum diameter, non-marking, stair climbing rear wheels
- minimum 75 ft. Cable, 14 gauge, 3 wire
- non-marking construction or bumper guards
- 75 to 90 pounds weight
- 15 amp maximum circuit breaker
- Acceptable Brands: Windsor Industries – "Lighting 2000" or approved equal

UPRIGHT CARPET VACUUM

- 18 to 21 pounds weight
- 14" brush width minimum
- non-marking wheels and bumper guards
- 35 foot cable length, minimum
- 25 foot extension cord with grounding plug, minimum wire size of 16 AWG
- low profile for easy reach under desks, furniture, etc.
- built in utility hose
- crevice tool, upholstery tool, dusting brush and extension wand
- separate motors for vacuum and for brush
- vacuum motor 950 watts minimum
- brush motor 190 watts minimum
- minimum 90 cfm air volume & minimum 69 inches water lift
- sound level 70 dBA maximum
- top fill collection container
- disposable collection/filter bags capable of capturing at least 99.9 % of particles 1 micron and larger
- clogging indicator light
- secondary exhaust filter
- circuit breaker
- adjustable brush height
- Acceptable Brands: Windsor Industries, Inc. – "VS" or approved equal

BACK-PACK VACUUM

- less than 10.25 pounds weight
- 150 CFM minimum airflow
- 100 inch minimum static water lift
- 70 decibels maximum sound at operator level
- 110 volt electrical cord 45 feet minimum length
- adjustable shoulder harness with hip support
- disposable filtration system captures at least 99.9% of particles 1 micron & larger
- hose, wand, crevice tool, dusting brush, floor tool, carpet tool and extension wand
- Acceptable Brands: ProTeam Super QuarterVac or approved equal

WET/DRY VACUUM

- vacuum motor 1.5 hp minimum
- 15-16 gallon recovery tanks
- 87"-101" water lift
- wet & dry tools
- 27-28 ft power cable
- wheels and casters, non-marking
- Acceptable Brands: Windsor Industries – "Recover 12" or approved equal

WIDE AREA CARPET VACUUM

- 26" vacuum swath
- dual counter-rotating brushes
- floating brush deck
- two 1.1 hp vacuum motors minimum hp
- rear wheels, 10" minimum size
- front swivel casters, 3" minimum size
- disposable filter bag
- maximum of 74 DBa at operator level
- 70' minimum length power cable
- constructed of non-marking materials
- minimum air flow rate 220 cfm (105 l/s)
- 115V, 60 Hz, 13 amps
- 62" waterlift (1600 mm)
- Acceptable Brands: Windsor Industries – "NuWave " or approved equal

CARPET SPOT EXTRACTOR

- 2 gallon minimum solution tank capacity
- 2 gallon minimum recovery tank capacity
- 25' minimum cable length
- pump 55 psi minimum
- hose 1" diameter minimum, 8 'minimum length
- 2 stage vacuum motor, 1.12 hp (840 watt)
- 85" waterlift minimum
- 100 cfm minimum
- transport cart
- double Dry Hand Tool with built-in 2.75" (7 cm) brush.
- spotting Wand 56" minimum length with 9 to 10" wide head.
- extraction spray wand with hose assembly
- nylon mesh hose bag
- Acceptable Brands: Windsor – "Presto 3 Deluxe" or approved equal

HIGH PRESSURE SPRAYER/WASHER

- 110 volt, ac
- variable pressure
- pump pressure 160-30 bar
- water flow 870 l/h
- water temp max flow 80 C
- water temp steam 140 C
- fuel tank capacity 25 liters
- Acceptable Brands: Alto (Clarke) – "3040HA" or approved equal

III. SPECIFICATIONS AND DESCRIPTIONS – HAND TOOLS

ABRASIVE PADS

- constructed from chemically resistant synthetic fibers
- fine and medium abrasive
- hand size

BROOM

- synthetic fiber self-flagging bristles
- head width approximately 10 inches
- attaches to extending handle
- 2 screw-type mounting holes, 1 at 90 degrees and a 2nd at approximately 60 degrees
- 4' to 8' extending aluminum handle
- Acceptable Brands: FLO-PAC No. 853 Flagged Blue Acrilflo or approved equal

CLEANING CLOTHS

- absorbent synthetic fiber
- disposable
- lintless
- rags or paper towels not acceptable

COUNTER BRUSH

- synthetic fiber, flagging bristles
- 8" to 9" block/handle

DECK BRUSH

- stiff, heavy duty, synthetic fiber bristles
- brush size approximately 2 ½" x 12"
- attaches to extending handle
- Acceptable Brands: FLO-PAC NO. 197 Dual Surface Floor Scrub Brush or approved equal

DETAIL BRUSH – NYLON

- stiff nylon bristle
- similar to tooth brush

DETAIL BRUSH – BRASS

- stiff brass bristle
- similar to tooth brush

DISPENSING PUMPS

- chemically resistant plastic

- dispenses 1 ounce per stroke
- dip tube length 14"-15"

DOOR STOP

- wedge shape
- non-marking rubber construction

DRAIN BRUSH

- approximately 1 ½" diameter
- approximately 6" brush length
- stiff nylon bristles twisted in wire

CORNER BRUSH

- stiff synthetic fiber bristles for scrubbing wall-floor corners
- triangular shape
- attaches to extending handle

DUST MOP

- paraffin-base treatment, dust mop heads
- laundered and retreated off-site
- stored in plastic bags until used
- 5" minimum width
- dust mop head attaches to handle with swivel joint
- handle length approximately 5'

DUST CLOTHS

- disposable
- Treated

DUST PAN

- constructed of nonmetallic material
- eyelet or hook for hanging on cart

DUSTING TOOL

- extending handle
- lambswool

FLOOR MACHINE POLISHING PADS

- polyester construction
- minimum pad thickness of $\frac{3}{4}$ "
- designed for burnishing with 1500-3000 RPM floor machines
- Acceptable Brands: 3 M Company – "Scotch-Brite brand Ultra High Speed Buffer Pad" or approved equal

FLOOR MACHINE SPRAY BUFF PADS

- polyester construction
- minimum pad thickness of $\frac{3}{4}$ "
- designed for spray buffing with 600-1500 RPM floor machines
- Acceptable Brands: 3 M Company – "Scotch Brite brand Super High Speed Buffer Pad" or approved equal

FUNNEL

- constructed from chemically resistant plastic
- $\frac{1}{2}$ pint capacity

INSPECTION MIRROR

- hand size

LINERS FOR CUSTODIAL CART OR TRASH COLLECTION BARRELS

- minimum 1 $\frac{1}{2}$ Mil polyethylene
- sized to fit custodial trash barrel and shelf-type custodial carts

LINERS FOR TRASH RECEPTACLES

- minimum 1-Mil polyethylene for smaller receptacles
- minimum 1 $\frac{1}{2}$ -Mil polyethylene for larger receptacles
- clear

- sized to fit various size trash receptacles

MEASURING CUP

- constructed from chemically resistant transparent plastic
- 1 ounce and ½ gradients
- minimum capacity of 16 ounces

MOP BUCKET AND WRINGER

- constructed from chemically resistant structural plastic
- “CAUTION-WET FLOOR” and international symbol for slippery floor printed on 2 opposite sides of bucket
- metallic bails
- removable, swivel non-marking casters
- down pressure wringer
- bucket capacity approximately 32 quarts and marked with 1 gallon gradient

PAIL

- constructed from chemically resistant plastic
- metallic bale with plastic grip
- pouring spout
- capacity approximately 2 gallons with 1 quart gradients

PLASTIC DROP CLOTH

- pliable plastic painters drop cloth
- approximately 4 ft x 8 ft
- Reusable

PLUMBING PLUNGER

- rubber plunger
- short handle
- Combination Auger with C-Style Cutter Head

PUSH BROOM-EXTERIOR USE

- brush head constructed from chemically resistant plastic approximately 18” in length
- synthetic fiber

- for exterior use
- attaches to extending handle

PUSH BROOM-INTERIOR USE

- brush head constructed from chemically resistant plastic approximately 18" in length
- synthetic fiber, self-flagging bristles
- for interior use
- attaches to extending handle

PUTTY SCRAPER

- metallic blade approximately 2" wide

RUBBER GLOVES

- chemically resistant synthetic or rubber construction
- Waterproof

SAFETY GOGGLES

- OSHA approved

SIGN - "CAUTION-WET FLOOR"

- signs must conform to OSHA Standard 1910.44 safety color code for marking physical standards
- constructed of durable plastic
- stand alone
- must bear words "CAUTION-WET FLOOR" and international caution symbol for wet floor

SIGN AND BARRIER BAR - "REST ROOM CLOSED FOR CLEANING"

- signs must conform to OSHA Standard 1910.44 safety color code for marking physical standards
- barrier bar constructed of metal, with rubber ends and adjustable, in two sizes:
 - Regular – 30" to 44"
 - Double door – 44" to 70"
- sign constructed of durable plastic and hangs from bar
- must bear words "REST ROOM CLOSED FOR CLEANING"

- Acceptable Brands:
 - Wilen Manufacturing (800) 241-7371 or (404)366-2111 or approved equal
 - Regular barrier bar #2020-1 or approved equal
 - Long Barrier bar #2020-2 or approved equal
 - Hanging Sign #2020-S or approved equal

SIGN - "OUT OF SERVICE"

- signs must conform to OSHA Standard 1910.44 safety color code for marking physical standards
- constructed of durable plastic
- stand alone
- must bear words "CLOSED FOR CLEANING"

SOLUTION BOTTLES

- chemically resistant construction
- 1 gallon
- transparent
- screw cap
- Handle

SPRAY BOTTLE

- chemically resistant plastic construction
- transparent or translucent
- 22-ounce capacity with 1 ounce gradients
- pistol-grip type sprayer with adjustable nozzle
- leak proof when on side or upside down

SQUEEGEE – GLASS

- tempered brass, stainless steel, or aluminum channel
- rubber blade
- approximate blade width 14" to 18"

SWIVEL PAD HOLDER AND ABRASIVE PADS

- pad holder constructed from chemically resistant plastic
- 360-degree swivel pad holder

- 2 abrasive pads, fine and medium
- attaches to extending handle

TOILET BOWL SWAB

- chemically resistant plastic construction
- synthetic fiber mop head
- pliable squeeze cup
- Plastic storage cup with hinged lid

TOOL CADDY FOR CUSTODIAL CART

- non-metal construction
- durable, lightweight
- approximate dimensions 15" x 10"x 5"h

UTILITY BRUSH

- soft, synthetic fiber bristles
- constructed from chemical resistant plastic
- hand size with short handle

WET MOP

- cotton and synthetic fiber mop head with looped end strings
- stitched tail-band
- quick release type mop handle constructed from chemically resistant plastic
- 20 to 32-ounce mop head
- hollow core, light weight screw-type handle approximately 5' in length
- mops shall be color-coded as follows: rest rooms, general purpose, stripping, refinishing

CHEMICALS, TOOLS, EQUIPMENT & SUPPLIES CHECKLIST

Work Assignment _____ Building: _____ Floor: _____ Room: _____

For Each Custodial Closet: (Closet Set)

☐ Closet Securable	☐ Closet is Odor Free	☐ Closet is Clean	☐ Closet is Orderly	☐ Out of Service" Sign
☐ Measuring Cup	☐ Funnel	☐ Supply of cart liners	☐ No Unauthorized Items	☐ Pail
☐ Chemical Brands are correct	☐ Gallon of Detergent Solution	☐ All chemical are labeled correctly	☐ Gallon of Germicide Solution	☐ Gallon of Glass Cleaner
☐ Gallon of Stainless Steel Cleaner	☐ Water Hose – correct length	☐ Supply of cleaning cloths	☐ Shelves are Identified	☐ Supply of Trash Liners
☐ Supply of Dust Cloths	☐ Chemicals are diluted correctly	☐ Gallon of Detergent Concentrate with *Dispensing Pump	☐ Gallon of Germicide Concentrate with *Dispensing pump	☐ Correct Sizes & Types of Chemical Containers

* required when custodial closet is not equipped with chemical mixing station

For Each Worker: (Basic Cleaning Set)

☐ Clean Custodial Cart	☐ Cart is clean	☐ Cart is organized	☐ No unauthorized items	☐ Tool Caddy
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☐ Spray Bottle of Detergent Solution	☐ Spray Bottle of Germicide Solution	☐ Spray Bottle of Glass Cleaner	☐ Spray Bottle of Stainless Steel Cleaner	☐ Broom with extending handle
☐ Lotion Cleanser	☐ Abrasive Pads	☐ Counter Brush	☐ Door Stop	☐ Face Shield
☐ Detail Brush – Light	☐ Detail Brush – Dark	☐ Rubber Gloves	☐ Cloth Gloves	☐ Brass Detail Brush
☐ Putty Scraper	☐ Cleaning Cloths	☐ Utility Brush	☐ Squeegee	
☐ Items on cart are labeled with assignment #	☐ Spray bottles are labeled correctly	☐ Spray bottle solutions are diluted correctly	☐ 2 lambswool dusting tools	

For Each Worker Assigned to Clean Areas with Hard Floor Surfaces: (Hard Floor Set)

☐ Supply of Disposable Dust Mops – 24”	☐ Disposable Dust Mops – 36”	☐ Disposable Dust Mops – 48” (for workers with large corridors)	☐ Disposable Dust Mops – 60” (for workers with Gym Floors)	☐ Doodle Bug” Brush with white & Brown Pads
☐ Deck Brush	☐ Corner Brush	☐ 2 Clean Wet Mops	☐ 1 Dust Pan	☐ 1 Push Broom
☐ 2 Caution-Wet Floor” Signs (minimum quantity)	Mop Bucket & Wringer			

For Each Worker Assigned to Burnish Floors: (Burnisher Set)

☐ Gallon Container of Spray Buff Solution	☐ Spray Bottle of Spray Buff Solution	☐ Gallon Container of Restorer	☐ 2 Burnishing Pads	☐ 2 Buffing Pads
☐ High Speed Floor Burnisher	☐ Floor Burnisher is Clean	☐ Floor Burnisher is in good condition		

CHEMICALS, TOOLS, EQUIPMENT & SUPPLIES CHECKLIST (CONT.)

For Each Worker Assigned to Areas with Carpeted Floors: (Carpet Floor Set)

☐ Gallon Container of Carpet Stain Remover	☐ Spray Bottle of Carpet Stain Remover	☐ Aerosol Container of Gum Remover	☐ Supply of Filter Bags	
☐ Upright Carpet Vacuum	☐ Vacuum cleaner is clean	☐ Vacuum cleaner is in good condition	☐ Filters are clean	☐ Filter Bag is Clean
☐ Vacuum Hose	☐ Wand	☐ Crevice Tool	☐ Upholstery Brush	

For Each Worker Assigned to Clean Rest Rooms: (Rest Room Set)

☐ Acid Bowl Cleaner	☐ Bowl Mop	☐ Drain Brush	☐ Inspection mirror	☐ Wet mop (blue)
☐ Rest Room Supplies	☐ Soap Scum Remover	☐ "Out-of –Service" Sign	☐ Plumbing Plunger	☐ Foaming rest room cleaner, Foam Gun and hose *

* only required for workers with large rest rooms with floor drains.

Worker

☐ Uniform OK	☐ Worker is using correct methods	☐ Attended all required training classes within past 6 months	☐ Worker has Task & Frequencies Sheets	☐ Worker is following Task Frequencies
☐ Assignment Drawings up-to-date	☐ Assignment Drawings indicate days of week each room is cleaned	☐ Assignment Drawings indicate when detail cleaning is performed for each room	☐ Worker is cleaning all areas on assignment drawing	☐ Worker is not experiencing interference
☐ Worker is Working in Best Sequence				

☐ Discrepancies from previous inspections have been corrected:	Date of Last Inspection:
Contract Supervisor:	Date:
Contract Manager:	Date:
Worker:	Date:

Ⓐ Attach copy of assignment drawings indicating types and locations of discrepancies and any additional comments.