



Proposal to Set Aside DDDS Georgetown/Milford

DELAWARE HEALTH AND SOCIAL SERVICES DDDS SPECIFICATIONS

A. LOCATION # 1

5 Academy St.
Georgetown, DE

B. DAYS OF SERVICE

Days of service will be 2 days a week. Services will not be rendered on observed state holidays.

C. SCOPE OF WORK

Floors

- Sweep and mop all floors
- In offices, remove floor mats during cleaning
- Sweep and mop dirt and debris from corners of every room
- Place chairs on top of tables in each team's room to sweep/vacuum and mop

All Walls

- Clean cob/spider webs, dust, spills from walls in every room

All Furniture/Computer Equipment

- Dust complete desk
- Dust table-tops (Shelving, picture frames, T.V. screens, i.e., wherever there is dust)

Carpeting/Rugs

- Remove area rugs during cleaning floors, vacuum all rugs and carpet

All Trash/Soda Containers

- Empty and replace liners

Restrooms

- Mop and sweep floors
- Clean toilet inside/outside
- Clean sink Inside/outside
- Clean Mirrors
- Empty trash and replace liners

D. SPECIAL REQUIREMENTS

All Ventilation Vents

- Dust/vacuum throughout the building

All floors throughout building to be stripped and waxed twice a year

A. LOCATION # 2

291 A Rehoboth Blvd
Milford, DE

B. DAYS OF SERVICE

Days of service will be 2 days a week. Services will not be rendered on observed state holidays.

C. SCOPE OF WORK

Double Door Entrance

- Mop/sweep floor and clean dirt out of corners
- Vacuum mat
- Clean glass doors, interior and exterior (once per month)
- Dust cobwebs from ceiling corners
- Move cabinet and clean under (once per month)

Women's Bathroom

- Mop/sweep floors
- Clean toilets inside/outside
- Clean sinks inside/outside
- Clean Mirrors
- Wash windows interior/exterior (once every 3 months)
- Clean dirt/debris from corners

Men's Bathroom

- Mop/sweep floors

- Clean toilets inside/outside
- Clean sinks inside/outside
- Clean mirrors
- Wash windows interior/exterior (once every 3 months)

Shop

- Sweep/mop floors
- Wash windows interior/exterior (once every 3 months)
- Clean dirt/debris out of corners
- Wipe soda machine down (Once per month)

Hallway

- Sweep/mop floor
- Clean cobwebs out of corners
- Clean hand rails down (once per month)
- Wash window in door (once per month)

Short Hallway (Connects to KSI)

- Vacuum floor
- Dust cobwebs

Center Director's Office

- Dust table/bookshelf (once per week)
- Vacuum floor
- Dust for cobwebs
- Clean dirt/debris from corners
- Empty trash and replace liners

Dining Room

- Sweep/mop floors
- Dust furniture (once per week)
- Clean dirt/debris out of corners
- Clean windows (once every 3 months)
- Remove cobwebs
- Empty trash and replace liners
- Move corner cabinet and clean wax build up (once per month)

Kitchen

- Sweep/mop floors
- Clean dirt/debris from corners, wipe down base boards
- Dust cobwebs
- Empty trash and replace liner

Staff Room

- Vacuum floor
- Dust all furniture (once per week)

Staff Bathroom

- Mop/sweep floor
- Clean toilet inside/outside
- Clean dirt/debris from corners
- Clean mirrors
- Empty trash and replace liners

Assistant Center Director's Office

- Vacuum
- Empty trash and replace liner
- Dust furniture (once per week)
- Dust cobwebs
- Clean windows (once every 3 months)

Office Bathroom

- Clean toilet inside/outside
- Sweep/mop floor
- Shake mat
- Clean mirror (once per week)
- Clean dirt/debris from corners
- Move trash cans and clean behind them
- Clean in shower stall (once per month)

TV Room 1 & 2

- Vacuum floor
- Dust furniture (once a week)
- Clean windows (once every 3 months)
- Clean under furniture (once every 2 weeks)
- Clean glass tables (once per week)

Hallway Front Door

- Clean glass door interior and exterior (once a month)
- Vacuum
- Dust cobwebs
- Clean dirt/debris from corners

D. SPECIAL REQUIREMENTS

Men's Bathroom

- Tile floors scrubbed, cleaned, and sealed (once per year)

All Vinyl Composition Tile stripped and refinished (twice per year)

E. Determination of Fair Market Value

DDDS Georgetown/Milford

To develop pricing for this contract, A.N.D. analyzed three cost variables: standard labor costs; materials; and overhead. Please note pricing is broken down by service type (custodial costs and floor care) and separated by location for accounting purposes because each service will be provided by a different vendor. Easterseals will be the proposed subcontractor for custodial services and Goodwill of Delaware and Delaware County will be performing floor care services.

A.N.D. conducted a thorough cost analysis of yearly/monthly expenses per service at each site. Current vendor pricing is listed to explain the analysis of cost savings to the State. A ten percent multiplier was applied to the estimated costs to service each site to account for projected cost increases over a 3 year period. Current vendor pricing billed to the State is \$17,698.08 for the Georgetown DDDS site, and \$15,504.96 for the First State Senior Center in Milford.

F. Proposed Pricing

Building	Cleanable Space	Frequency of Services	Proposed Price Monthly	Proposed Price Yearly
Georgetown DDDS	6,547	2 days / week	\$648.26	\$7,779.12
First State Senior Center Milford	3,884	2 days / week	\$418.13	\$5,017.54
Floor Care Georgetown DDDS	5,124	2x's per year	N/A	\$5,009.22
Floor Care First State Senior Center		2x's per year	N/A	\$1,961.04 \$130 (BR Floor) \$915.52 (VCT)

Total Cleanable Square Footage: 10,431 sq ft

After utilizing the labor method as a cost analysis tool, increasing by 10%, and then adding in the yearly costs for requested floor care, A.N.D. is pleased to propose a yearly price of **\$7,779.12** for custodial services, and **\$5,009.22** for yearly floor care, bringing the total to **\$12,788.34** for Georgetown DDDS, saving the State **\$4,909.74** per year. Using the same method for the First State Senior Center in Milford, A.N.D. proposes a yearly price of **\$5,017.54** for custodial services and **\$1,961.04** for yearly floor care, bringing the total to **\$6,978.58**, saving the State a total of **\$8,526.38** per year. The costing methodology is broken out above.

G. Requested Floor Care

Goodwill of Delaware and Delaware County proposed pricing for yearly floor care maintenance.

The services being requested for Georgetown DDDS involve a complete strip and refinish of all VCT 2 times per year with 3 coats of wax. Each occurrence is proposed at \$2,504.61, bringing the yearly total to **\$5,009.22**.

The services being requested for the First State Senior Center in Milford are to machine scrub and seal men's bathroom 1 time per year and strip and refinish the floor using 3 coats of wax 2 times per year of all VCT. Each occurrence for machine scrub and sealing men's bathroom is \$130.00, and for each occurrence for strip and refinish is \$915.52, bringing the yearly total to **\$1,961.04**.