

**Taos SWCD**  
**Janitorial Services Scope of Work**  
**REVISED 6-1-2021**

**Important – PLEASE READ:** The Scope of Work defined here is to be performed weekly unless otherwise stated (specific regular workday to be determined). Please see the attached floor plan with rooms numbered according to this Scope of Work.

This contract is for six (6) months of janitorial services, with an option to extend for up to a total of three years at the same price. Please give one price for the entire six months. Do not submit a bid with hourly rates. Bid prices are before NMGR. The successful bidder must acknowledge their willingness to follow all federal, state, and local laws regarding government facilities prior to contract award.

This is a contract position and as such, the successful bidder will not be considered an employee of Taos SWCD. The successful bidder will be paid on a monthly-basis (entire bid divided by six months). Monthly invoices will be submitted on or after the first of every month after the work is complete.

All cleaning supplies will be provided by Taos SWCD, though we will rely on the successful bidder to inform us of needed supplies. The District has a small vacuum cleaner but the successful bidder is welcome to use their own equipment (at no additional cost to Taos SWCD).

**1. Lobby:**

- Dust all surfaces (including reception tables)
- Sanitize/wash reception counter (including under and around any items on the counter)
- Wipe down reception chairs
- Wash glass on doors
- Sanitize/clean doorknobs (indoor and outdoor)
- Empty wastebasket, replace liner
- Vacuum entry mat
- Sweep floor
- Mop floor
- Dust light fixtures **(once per month)**
- Dust windowsills **(once per month)**

**2. Large Conference Room:**

- Sanitize/clean tables
- Dust chairs
- Wipe TV screens as needed
- Sanitize/clean refreshment counter (move and clean around any items on the tables and counter)
- Clean coffee machine, wash carafes and coffee baskets as needed
- Sanitize/clean doorknobs
- Empty wastebaskets, replace liners
- Vacuum
- Dust windowsills **(once per month)**

**3. Break Room:**

- Sanitize/clean counters

- Sanitize/clean sink
- Sanitize/clean doorknobs
- Empty wastebaskets, replace liners
- Sweep floor
- Wash floor (once per month)
- Dust light fixtures (once per month)
- Dust windowsills (once per month)

4. **West Hall (by bathrooms):**

- Sanitize/clean drinking fountain
- Sanitize/clean doorknobs/handles
- Sweep floor
- Mop floor
- Dust windowsills (once per month)

5. **Restrooms:**

- Sanitize/wash toilets
- Sanitize/wash sinks
- Wash mirrors as needed
- Replace toilet paper as needed
- Replace paper towels as needed
- Replace hand soap as needed
- Sanitize/clean doorknobs and toilet partition door handles
- Wipe down bathroom doors as needed
- Empty wastebaskets, replace liners
- Sweep floor
- Mop floor
- Dust other surfaces and windowsills (once per month)

6. **Administrative Assistant Desk Area**

- Dust any uncovered desk and counter areas
- Sanitize/clean doorknobs
- Empty wastebaskets, replace liners
- Vacuum floor
- Dust cabinet tops (once per month)
- Dust chairs (once per month)
- Dust computers, screens, and printers as needed (once per month)
- Dust light fixtures (once per month)
- Dust windowsills (once per month)

7. **Staff Hall (by District Manager's office)**

- Sanitize/clean doorknobs
- Sweep floor
- Mop floor (once per month)
- Dust light fixtures (once per month)

8. **Unlocked Staff Offices (up to five)**

- Dust uncovered desk surfaces including legs (wash desktops if needed)

- Sanitize/clean doorknobs
- Empty wastebaskets, replace liners
- Vacuum floor
- Dust chairs (once per month)
- Dust computers, screens, and printers as needed (once per month)
- Wash glass on interior doors (once per month)
- Dust cabinet tops (once per month)
- Dust light fixtures (once per month)
- Dust windowsills (once per month)

**9. Copier Room:**

- Dust uncovered counter surfaces
- Empty wastebaskets, replace liners
- Sweep floor
- Mop floor (once per month)
- Dust copier as needed (once per month)
- Dust light fixtures (once per month)
- Dust cabinet tops (once per month)
- Dust windowsill (once per month)

**10. Administrative File Area (by door to server room)**

- Sanitize/clean doorknob
- Sweep floor
- Mop floor (once per month)
- Dust file cabinet tops (once per month)
- Dust wall cabinet tops (once per month)
- Dust light fixtures (once per month)

**11. IT Room Omitted from Scope of Work.**

**12. Small Conference Room:**

- Dust uncovered desk and counter surfaces (including table legs)
- Dust large format printer as needed
- Sanitize/clean doorknobs
- Empty wastebaskets, replace liners
- Sweep floor
- Mop floor (once per month)
- Dust wall cabinet tops (once per month)
- Dust light fixtures (once per month)
- Dust chairs (once per month)
- Dust windowsill (once per month)

**13. Technician Area**

- Dust uncovered desk surfaces
- Sweep floor
- Dust computers, screens and printers as needed (once per month)
- Mop floor (once per month)
- Dust light fixtures (once per month)

- Dust windowsills **(once per month)**

#### **14. Small Conference Coffee Area**

- Sanitize/clean counter top
- Sanitize/clean sink
- Empty wastebasket, replace liner
- Sweep floor
- Mop floor **(once per month)**
- Dust light fixtures **(once per month)**

#### **15. Archive File Room:**

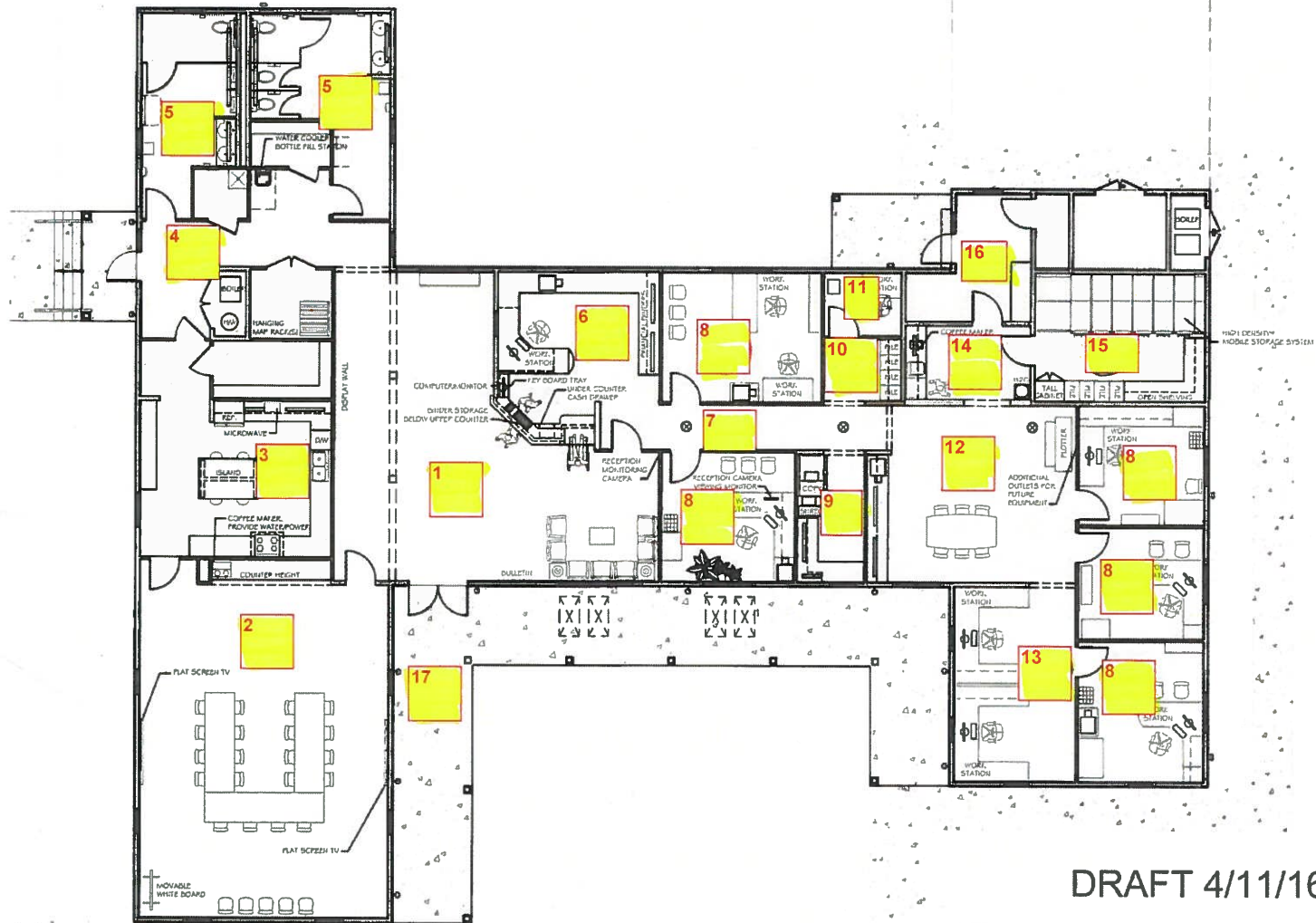
- Dust uncovered counter surface
- Sanitize/clean doorknob
- Sweep floor
- Mop floor **(once per month)**
- Dust light fixtures **(once per month)**

#### **16. Mud Room**

- Sanitize/clean doorknobs
- Vacuum entry mat
- Sweep floor
- Mop floor **(once per month)**
- Dust uncovered areas on shelving system **(once per month)**
- Wash glass on interior doors **(once per month)**

#### **17. Front Patio (Exterior)**

- Sweep tile on west side of portal leading to main entry door



DRAFT 4/11/16

SCALE: 3/32" = 1'-0"

**CWA**  
**CONRON & WOODS ARCHITECTS**  
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PRELIMINARY FLOOR PLAN  
 TAOS SOIL & WATER CONSERVATION DISTRICT - OFFICE COMPLEX  
 TAOS, NEW MEXICO

PRELIMINARY  
 NOT FOR  
 CONSTRUCTION

DATE	REVISION

PROJECT 15EY01  
 DRAWN HAMM  
 CHECKED RLW  
 DATE 4/7/16

SHEET  
 A101