

**PANOLA COLLEGE**  
**BID PACKET FOR**  
**JANITORIAL/HOUSEKEEPING SERVICES**

**The bid packet contains the following sections:**

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**PANOLA COLLEGE  
1109 WEST PANOLA ST  
CARTHAGE, TEXAS 75633**

**PHONE: (903) 693-2000**

NOTICE TO BIDDERS

Panola College is soliciting sealed proposals for a janitorial contract. Submit your proposal according to the attached proposal package. Return your proposal in a sealed envelope marked **“JANITORIAL CONTRACT DO NOT OPEN UNTIL 2:00 P.M. Tuesday, May 28, 2019”** in lower left corner. Proposals will be opened at 2:00 p.m., Tuesday May 28, 2019. Proposals must be received in the Business Office at 1109 W. Panola, Carthage, Texas 75633, on or before May 24, 2019 to be considered. Panola College reserves the right to accept or reject any or all proposals. Faxed proposals are not acceptable.

If you have questions regarding this Request for Proposal, please contact Alan Moon, Director of Facilities and Procurement at (903) 693-1113 or by email at [amoon@panola.edu](mailto:amoon@panola.edu).

Please complete the following information and return with your proposal.

COMPANY SUBMITTING PROPOSAL: \_\_\_\_\_  
(Please Print)

COMPANY AGENT: \_\_\_\_\_  
(Please Print)

**INVITATION TO BID**

Please quote price to provide custodial/housekeeping services for Panola College, 1109 W. Panola, Carthage, Texas, as described in the attached specifications, to meet internal accounting procedures. It is important that the contractor itemize the quote and quote exactly as specified. Suggestions leading to a lower cost are solicited and should be quoted as an option. Bids should be submitted to the Business Office at Panola College.

If the contractor finds it is impossible or impractical to adhere to any portion of these specifications and instructions, it shall be so stated in the quotation, with all deviations grouped together in a separate section.

In addition to itemized prices, each proposal shall include the following:

1. An organizational chart of the proposed janitorial crew; including number of supervisors, lead men, and janitors used to arrive at the bid.
2. The contractor’s plan to provide continued full service when absences occur.

The contractor will be responsible for providing all mechanical floor scrubbing equipment and maintenance thereof. The contractor shall also provide a plan to assure continuity of all machine requirements in the event of equipment breakdown. The Contractor shall also provide all cleaning supplies, chemicals, hand soap and sanitizer, plastic liners, and paper products which includes (but not limited to) toilet tissue, hand towels, toilet seat covers, etc.

**CONTRACT TERM**

The contract for janitorial services, based upon Board of Trustees approval of the proposal, will be for one fiscal year ending September 30, 2020, with the contract renewable annually at the discretion of Panola College’s Board of Trustees following satisfactory delivery of the janitorial services specified in this proposal.

In the event clarification of an issue is required, please contact Alan Moon, Director of Facilities and Procurement; Panola College, Carthage, Texas 75633; (903)693-1113.

Bid opening will be in the Martha Miller Administration Building at 2:00 P.M. on Tuesday, May 28, 2019. Prior to a recommendation being made to the Board of Trustees, the successful bidder will be required to attend an interview with a committee from Panola College. Final approval or rejection of bids will be made by the Board of Trustees of Panola College. Date and time of award will be published as required by law.

**SCHEDULE**

PRE-SUBMITTAL & SITE SURVEY IS MANDATORY BEFORE PROPOSAL WILL  
BE ACCEPTED FOR CONSIDERATION

Pre-bid location meetings	Date
1. Main campus (location TBA)	May 7, 2019 8:00 a.m.
2. Harrison county Marshal Place (mall)	May 7, 2019 11:00 a.m.

3. Shelby county SCC then SRTC

May 7, 2019 3:00 p.m.

\*Maps available upon request

\*Signature for proof of attendance is Mandatory, no exceptions

Date

Question via Email deadline

May 13, 2019

Response to Email questions

May 17, 2019

Sealed Proposal due

May 24, 2019

Sealed bid openings

May 28, 2019

Recommendation to the Board of Trustees

June 24, 2019

Start date

October 1, 2019

**PANOLA COLLEGE WILL ACCEPT PROPOSALS FROM THOSE COMPANIES THAT ARE RECORDED AS ATTENDING ALL PRE-BID AND SITE SURVEYS. NO EXCEPTIONS.**

**PANOLA COLLEGE  
GENERAL INFORMATION AND PROCEDURES**

**I. STATEMENT OF QUALIFICATIONS**

The bidder will attach a letter to the quotation outlining his/her qualifications to perform the services, with respect to items listed. Panola College reserves the right to reject any and all bids.

- (A) Bidder must furnish list of five references giving name, title, address and telephone number of clients with whom bidder presently has contracts, or has had contracts with performing comparable work, including dates. Bidder is not to give personal references.
- (B) State the nature of business and the geographical area which the bidder services. State location of central office and any branch office. Bidder certifies that he/she is duly qualified, capable, and otherwise bondable business entity that he/she is not in receivership or contemplates same, nor has filed bankruptcy.
- (C) Bidder shall furnish a letter of recommendation from a financial institution that describes the assessment of the financial institution as to whether the bidder is financially responsible to perform the described services.
- (D) Bidder must give description of its technical training program, including statement of qualifications, quality control measures, and furnish rules and regulations governing employees of the company during working hours as well as basic business philosophies and intent.
- (E) Bidder must give description of its management training program.

- (F) Describe explicitly what would be done in the event employee(s) failed to report to work and/or if there was a problem with materials or equipment that would prevent a part of the entire job from being completed according to specifications.
- (G) Bidder must provide insurance certificates for Workers' Compensation, comprehensive general liability, and property damage adequate to cover the contract being submitted, to include loss by theft or negligence.
- (H) Bidder must provide statement attesting to compliance with the Fair Labor Standards Act, Equal Employment Opportunity statutes, and written Affirmative Action statutes.

### **BIDDER INSTRUCTIONS**

1. Bidder agrees to pay all legally required contributions, interest, penalties, cost, and such other unemployment insurance and F.I.C.A., with respect to each person employed by BIDDER in connection herewith as required by law. Bidder at his own expense will procure and, at all times during the performance of the work hereunder, maintain Workers' Compensation, comprehensive general liability and property damage insurance in amounts and with companies acceptable to Panola College; the College reserves the right to inspect any and all documents relating to payment of such.
2. Both parties hereto shall have the right to cancel this contract by giving the other party thirty (30) days written notice of intent by certified mail. There shall then be no further obligations hereunder by either party.
3. Bidder will have at least one of its personnel on duty, based on the Carthage campus during regular college working hours. This employee of the Contractor shall be the same employee mentioned in Exhibit C, Building outline, Sharp Hall. This person will be responsible for keeping restroom supplies stocked, cleaning spills and responding to emergencies. Bidder will have main cleaning crew to do major cleaning of College facilities after 3:00 p.m. daily.
4. The Sharp Hall requires special cleaning schedules. See EXHIBIT C for cleaning schedules required.
5. The square footage as shown in EXHIBIT C – Building Outline is believed to be substantially correct. The College is not responsible for inadvertent errors in measurements.

**PANOLA COLLEGE  
CONTRACT FOR SERVICES**

WITNESS THIS CONTRACT (hereinafter called Contract) made this \_\_\_\_\_ day of \_\_\_\_\_ by and between Panola College at 1109 W. Panola, Carthage, Texas 75633, (the Owner) and (the Contractor)\_\_\_\_\_.

WITNESSETH: In consideration of the promises hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Panola College and Contractor agree as follows:

PURPOSE: The Contractor will provide custodial/housekeeping services and other related services as called for under this contract to Panola College, according to the set of Specifications and Agreement of Services set forth. The Contractor reserves the right to perform services required by any reasonable means and in any reasonable manner it sees fit.

FIXED RATE: The fixed rate will be \_\_\_\_\_ per \_\_\_\_\_ based on \_\_\_\_\_ budgeted man-hours payable as outlined in Article II - Compensation, which follows.

BUILDING(S) and/or AREA(S) SERVICED: Contractor shall perform the services described in the Specifications (Exhibit A) for the following buildings and/or areas: See EXHIBITS B and C.

EXHIBIT A - Custodial/Housekeeping Services Cleaning Frequency

EXHIBIT B - Areas Serviced and the Months Serviced during the year

EXHIBIT C - Building Outlines

ARTICLE I

TERM: The term of this contract shall become effective as of \_\_\_\_\_, and shall continue in effect for a period of one year thereafter. Said contract shall thereafter continue in full force and effect unless and until either party gives thirty (30) days written notice of its intention to terminate. Provided however, either party shall have the right to terminate this contract at any time and for any reason, but only by giving thirty (30) days written notice to the other party of its intention to terminate. Owners reserve the right to review and extend services annually.

The obligations of either party to perform under this Contract shall be excused during each period of delay caused by such matters as labor difficulties, physical destruction, government orders, or acts of God, which are reasonable and beyond the control of the party obligated to perform.

Panola College shall not hire Contractor's employee(s) during employment or for a period of one year after the employee's termination to do like or similar work without written consent from Contractor. The penalty for not obtaining written consent shall be a sum equal to the employees earnings during his/her last two (2) months of employment with the Contractor. This sum shall be paid by Panola College and shall reimburse the Contractor for monies and time spent training employee(s) for their duties.

## ARTICLE II

COMPENSATION: Panola College agrees to pay the Contractor for its services in the amount and manner set forth below:

### A. AMOUNT

1. Panola College agrees to pay the Contractor at the fixed rate specified in Article I, during the term of this Contract.
2. Contractor is subject to the Minimum Wage provisions of the Fair Labor Standards Act; it is therefore understood that any adjustments in the Minimum Wage that occur while this Contract is in force will cause the fixed rate to be adjusted accordingly.
3. Contractor pays all State, Federal, and local payroll taxes. In the event of any adjustment in tax rates that occur while this contract is in force, it is understood that the fixed rate will be adjusted accordingly.
4. The Owner reserves the right to verify at any time that Contractor is complying with any and/or all applicable State, Federal, and local payroll and personnel regulations such as those for Minimum Wages, Affirmative Action, Equal Employment opportunities, etc.
5. Work Outside the Specifications
  - a. Contractor agrees to perform work outside the Specifications, not to exceed fifty (50) man hours per month, as requested and approved by an authorized Panola College representative; provided, however, that such work can be lawfully performed by Contractor pursuant to the licenses and permits required for Contractor's main business activity.
  - \* b. Charges for work outside the Specifications performed by Contractor shall be at a rate equal to the exact amount paid for direct wages to accomplish such work plus forty (40%) percent of the total amount of the direct wages.
6. It is further agreed that if at any time during the term of the Contract, the contractor shall be required by Owner to perform services in any additional areas, or if the type of services required becomes more difficult than those originally contracted

for by virtue of changes made in the nature of space utilization, flooring, wall covering, etc., Panola College will thereafter pay the Contractor the fixed rate plus an amount equal to the cost of the additional number of man-hours required. The cost of the additional man-hours shall be calculated by dividing the fixed rate by the number of contract budgeted man-hours and multiplying by the number of man-hours required to perform the additional services.

**B. PROCEDURE**

1. Panola College agrees that the Contractor will be paid on a monthly basis, no later than the tenth of the following month, for the services supplied Panola College during the preceding calendar month. In the event Panola College unreasonably refuses to make the monthly payments under this Contract, notwithstanding the provisions of Article I hereof, Panola College shall pay the Contractor the reasonable costs of collection of said payment(s), including reasonable attorneys and court fees.
2. If any invoice remains unpaid for more than ten (10) days following the date payment is due, Panola College shall pay a delinquency charge equal to one and one-half percent (1 1/2%) per month of the unpaid invoice(s), or the highest rate permitted by law, whichever is lower.

\*This pertains also to contraction or construction-related cleaning and/or cleaning problems.



**PANOLA COLLEGE  
AGREEMENT OF SERVICES**

**WORKWEEK:** The Contractor will provide Panola College with its services five (5) days each week, such days to include Monday through Friday.

**LEGAL HOLIDAYS:** Christmas Day, Thanksgiving Day, Independence Day, Labor Day, New Year's Day, Memorial Day, Martin Luther King, Jr. Day, Good Friday.

**PERFORMANCE AND CONTROL:** Contractor shall furnish at their own cost and expense all labor, services, material, machinery and appliances which may be necessary or appropriate in the performance of the above labor and work in a good and workmanlike manner. Disposable items such as toilet tissue, towels, napkins, hand soap and plastic liners used for the disposal of trash will be supplied by Contractor. The work and labor herein provided for shall be done and performed by Contractor as an independent contractor and under Contractor's supervision, management, direction and control.

**OWNER REPRESENTATIVE:** Panola College shall designate a member of its administrative staff as the person to whom Contractor shall report performance of activities under this Contract. The College shall inform Contractor of changes in this position. Panola College Representative designated is Alan Moon, Director of Facilities and Procurement.

**STORAGE:** Panola College agrees to furnish to Contractor, free of charge, suitable storage facilities and the use of all utilities including local phone service for the purpose of administration and supervision of duties undertaken by Contractor under the terms of this Contract.

**INSURANCE:** Contractor shall be liable for loss, destruction or damage to property or for injury to persons if such loss, damage, destruction or injury is proximately the result of the negligence of a Contractor Employee acting within the scope of his employment authority. The Contractor agrees to obtain and maintain in effect at all times during the term of this Contract the following insurance:

Property Damage Insurance	
Comprehensive General Liability	\$300,000/100,000
Fidelity Bonds:	\$10,000 per employee
Workers' Compensation	

The Contractor agrees to furnish certificates of the insurance described above to Panola College, clearly showing the insured interest and specifying that Panola college shall be informed in writing of any cancellation of coverage at least thirty (30) days prior to the effective date of said cancellation.

**Employees:** Contractor shall furnish the Panola College Police Department with full names, date of birth, and proof of work authorization on each and every employee that will provide services on behalf of the contractor prior to the employee working on any Panola College campus.

CONFORMANCE WITH LEGAL OBLIGATIONS: Panola College agrees to keep, or cause to keep, all its facilities in conformity with all applicable Federal, State or local laws, ordinances and regulations and agrees to indemnify the Contractor and hold Contractor harmless for any loss or injury caused by Panola College's failure to abide by the terms of this Contract. The Contractor agrees to make Panola College whole for any physical damages caused by the Contractor's employees during the course of their employment.

BINDING: This Contract shall inure to and bind all parties (the Contractor and Panola College), their successors, assigns, agents and/or representatives.

ENTIRE AGREEMENT: This Contract contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Contract, and there are no understandings or agreements other than those incorporated or referred to herein. This contract may not be modified except by an instrument in writing signed by the parties.

NOTICES: All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or if sent by registered or certified mail, return receipt requested, properly addressed and postage prepaid to Panola College at 1109 W. Panola, Carthage, Texas 75633, or to the Contractor at the address shown below, or at any other address as may be given by either party to the other by notice in writing pursuant to the provisions of this Agreement of Services.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement of Services as of the day and year specified in Article I of the Contract for Services attached hereto.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Address, City, State, Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PANOLA COLLEGE – Owner

\_\_\_\_\_  
Signature: Dr. Gregory Powell, President

\_\_\_\_\_  
Date

**BID FORM**

Having carefully examined the Bid Notice, Invitation to Bid, General Information and Procedures including Exhibits A, B, and C, Agreement of Services, and the Contract (to be completed upon award of contract to successful bidder), the undersigned Bidder hereby proposes and agrees to furnish services and equipment in strict compliance with the specifications itemized on Exhibit A and at the price quoted below. The bidder affirms to the best of his/her knowledge that the bid has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give the bidder an unfair advantage over other bidders.

Bidder agrees to furnish custodial/housekeeping services to Panola College as outlined in the specifications for an initial annual sum of \$ \_\_\_\_\_, based on budgeted man-hours totaling \_\_\_\_\_.

VENDOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

SIGNATURE OF BIDDER \_\_\_\_\_ DATE \_\_\_\_\_

POSITION WITH COMPANY \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF COMPANY OFFICIAL AUTHORIZING THIS BID

\_\_\_\_\_  
OFFICIAL POSITION

**PANOLA COLLEGE  
CLEANING FREQUENCY  
EXHIBIT A – SPECIFICATIONS  
\*Daily – Monday through Friday**

SERVICES DESCRIPTION	*DAILY	WEEKLY	MONTHLY	AS NEEDED
<b>1. RESTROOMS</b>				
SWEEPING	X			
MOPPING	X			
TOILETS & URINALS (COMPLETE UNIT)	X			
PARTITION TOPS	X			
PARTITION SIDES/BRACKETS		X		
URINAL TOILET PART/WALLS	X			
TOILET PAPER DISPENSERS		X		
TOWEL DISPENSERS	X			
TRASH RECEPTACLES	X			
SINKS & FAUCET FIXTURES	X			
COUNTERS	X			
CABINETS	X			
MIRRORS	X			
WALLS - SPOT CLEAN	X			
STOCK ALL PAPER ITEMS	X			
ACIDIZE TOILETS, URINALS		X		
<b>2. HARD FLOORS</b>				
DETAIL CORNERS/WALL EDGES			X	
DUST MOP (IN,UNDER,AROUND)	X			
SWEEPING (IN,UNDER,AROUND)	X			
MOP (IN,UNDER,AROUND)	X			
SPRAY BUFFING			X	
STRIPPING/PER SQ. FT.				ONCE PER SEMESTER
BUFFING (SEE EXHIBIT B)				
WAXING			X	
STAIRWELLS (EMERGENCY)			X	
STAIRS (INTEROFFICE)	X			
DOORWAY FRAME BASE/ FOOT PLATES			X	
ELEVATOR FLOORS & TRACKS	X			
<b>3. CARPET/MATS</b>				

SPOTS	X			
DETAIL VACUUM/WALL EDGES			X	
VACUUM/IN CORNERS	X			
VACUUM/UNDER DESK	X			
VACUUM/UNDER FURNITURE	X			
VACUUM/UNDER CHAIR MATS			X	
VACUUM/TOP OF CHAIR MATS	X			
VACUUM/BEHIND DOORS	X			
VACUUM/OPEN AREAS/ENTRY MATS	X			
<b>4. SPOT CLEAN/CLEAN</b>				
PARTITIONS & ALL CHALKBOARDS	X			
WALLS/CORRIDORS, HALLS	X			
WALLS/OFFICES	X			
ALUMINUM DOORS/FRAMES	X			
WOODEN DOORS/FRAMES	X			
DOOR KICK/PUSH PLATES	X			
BASEBOARDS			X	
TRASH CAN LIDS/EXTERIORS	X			
TRASH CAN INTERIORS IF LINERS ARE USED				X
<b>SERVICES DESCRIPTION</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>AS NEEDED</b>
CHAIR MATS	X			
COUNTER TOPS	X			
TABLE TOPS	X			
DESK TOPS	X			
DESK DRAWERS/SIDES/BASES	X			
LIGHT SWITCHES	X			
TELEPHONES			X	
FURNITURE LEGS/FRAMES			X	
VINYL FURNITURE			X	
CLOTH FURNITURE/ ON REQUEST			X	
FILE CABINETS	X			
VENDING MACHINES	X			
COFFEE BARS	X			
CABINETS	X			
WATER FOUNTAIN/TOP/SIDES	X			

INTER-OFFICE GLASS PARTITIONS	X			
WINDOW FRAMES			X	
WALL WASHING				X
ELEVATOR/WALLS, DOORS	X			
<b>5. DAILY DUSTING</b>				
COBWEBS/VISIBLE	X			
DESK CHAIR SEATS		X		
DESK TOPS/EXPOSED	X			
TYPEWRITER WELLS	X			
CREDENZA/EXPOSED	X			
COFFEE/END TABLES/ EXPOSED	X			
<b>SERVICES DESCRIPTION</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>AS NEEDED</b>
COUNTER/EXPOSED	X			
TABLE/EXPOSED	X			
TELEPHONES			X	
LITERATURE TRAYS			X	
DESK ACCESSORIES/MISC.			X	
<b>6. DETAIL DUSTING</b>				
DOOR TOPS/FRAMES		X		
BASEBOARDS			X	
WALL MOULDING			X	
DESK/BASES & SIDES		X		
WINDOW SILLS(WALL WINDOWS/ INTER-OFFICE)		X		
BUILDING ENTRANCES	X			
PICTURE FRAMES		X		
WALL HANGINGS		X		
LAMPS, VASES, ETC.		X		
AIR VENTS/WALL, CEILING		X		
VENETIAN BLINDS		X		
EMERGENCY STAIRWELL/ HAND RAILS/CEILINGS		X		
INTER-OFFICE STAIR HAND RAILS	X			
FILE CABINETS	X			
PARTITION TOPS	X			
BOOKSHELVES			X	
FURNITURE LEG/RUNGS			X	

CEILING CORNERS/ LIGHT COVERS			X	
INTER-OFFICE GLASS PARTITIONS		X		
<b>SERVICES DESCRIPTION</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>AS NEEDED</b>
REFRIGERATOR TOPS	X			
VENDING MACHINE TOPS	X			
<b>7. GLASS/CHROME</b>				
GLASS DOORS	X			
DOORS/DOOR INSERTS	X			
SPOT CLEAN GLASS PARTITION	X			
SIDE/TOP PANEL ENTRY DOORS		X		
MIRRORS/INTER-OFFICE	X			
SERVICE WINDOWS	X			
INTER-OFFICE GLASS PARTITIONS/SEE EXH B			X	
DISPLAYS/DIRECTOR BOARDS	X			
GLASS/RACQUETBALL COURTS	X			
EXPOSED GLASS FURNITURE TOPS	X			
<b>8. POLISHING</b>				
WOOD PANELING				X
COFFEE/END TABLES		X		
DESK TOPS/EXPOSED AREAS	X			
CREDENZAS/EXPOSED AREAS		X		
DRINKING FOUNTAIN	X			
STAINLESS/CHROME ITEMS		X		
MISC. FURNITURE		X		
<b>9. TRASH/ASHTRAYS</b>				
TRASH CANS EMPTY	X			
LINERS REPLACED/WHEN SOILED/FOOD AND DRINK				X
ASHTRAYS EMPTY/WIPE OUT	X			

<b>SERVICE DESCRIPTION</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>AS NEEDED</b>
ALL TRASH TO BE THROWN OUT SHOULD BE IN TRASH CAN OR CLEARLY MARKED TRASH	X			

**10. MISCELLANEOUS SERVICES AND REQUIREMENTS**

- A. ALWAYS TURN OFF OFFICE LIGHTS
- B. ALWAYS LOCK ENTRANCE DOORS
- C. NEVER DISTURB PAPERS, ETC., ON DESKS
- D. DO NOT CONSUME FOOD OR BEVERAGES IN OFFICE AREAS
- E. DO NOT USE TELEPHONES OR OFFICE EQUIPMENT
- F. DO NOT LOITER ON FURNITURE
- G. ALWAYS PLACE ALL TRASH AND REFUSE IN THE DUMPSTER
- H. ALWAYS RETURN MOVABLE FURNITURE TO THE PROPER POSITIONS



**PANOLA COLLEGE**

**EXHIBIT B**

AREAS SERVICED AND THE MONTHS SERVICED DURING THE YEAR:

**W. H. Gullette Technology Building** – 12 months per year

**Q. M. Martin Auditorium:**

Classrooms and restrooms – 12 months per year

Auditorium – 10 months per year and as needed in summer

Performing Arts Annex – 9 months per year and as needed in summer

**Martha Miller Administration Building:**

Offices, classrooms and restrooms – 12 months per year

Band hall and restrooms – 9 months per year and as needed in summer

**Roy Monk Building** – 12 months per year

**Raymond Rhea Fine Arts Building** – 12 months per year

**M. P. Baker Library** – 12 months per year

**Charles C. Matthews Student Center**

Offices, Classrooms, Restrooms 12 months

**Fitness Center:**

Courts/weight rooms/dressing rooms/aerobic area and restrooms – 12 months per year

Gym and Classrooms – 9 months per year and as needed in summer

Offices – 12 months per year

**Arthur M. Johnson Gymnasium:**

9 months per year and as needed in summer

Offices – 12 months per year

**Lawrence L. Sharp Hall:**

Cleaned daily 9 months per year – special summer instructions

**Merle Glass Building** – 12 months per year

**W. C. Smith Building** – 12 months per year

**Health and Natural Science Building**

Classrooms, common spaces and offices **12** months

**J. C. Phillips Hall, Buchanan Hall, Charles Hughes Hall:**

Clean prior to and after summer camps

**Sid Baker Turner Memorial Chapel** – Clean on a weekly basis

**Maintenance Building** – Offices and restrooms – 12 months per year

Spring Break:

1. Scrub and recoat hallways only. Recoat only all other waxed areas.
2. Perform all other duties on specifications (Exhibit A) except carpet extracting.
3. Maintain serviced areas in operation during these times according to specifications (Exhibit A).

Christmas and Summer:

1. Strip and recoat all tile areas during summer. Strip and recoat hall areas and cafeteria only during Christmas.
2. Steam clean all carpet during summer and as much as time permits during Christmas.
3. Stage and Floor refinished summer only.
4. Strip and wax dressing room areas that are tile and hall during summer only.
5. Maintain serviced areas in operation during these times according to specifications (Exhibit A).
6. Detail dust, detail vacuum, detail spot clean, detail clean in general all lockers, desks, furniture, walls, doors, trash cans, entry glass, interoffice glass, restrooms, etc. in all buildings in all areas during summer and as much as possible during Christmas.

**PANOLA COLLEGE  
EXHIBIT C**

Generally nine months per year in Center proper and as needed in summer.

College Store operates 12 months per year

**BUILDING OUTLINE**

**W. H. Gullette Technology Building**

1st Floor (all tile)

VoTech	74 X 140	10360
VoTech	50 X 100	5000
VoTech	40 X 14	560
Class Room	25 X 28	<u>700</u>
		16620

Less:

143	18 X 18	324
142	18 X 9	162
145	12 X 12	144
149	7 X 10	<u>70</u>

1st Floor Totals

16620
<u>- 700</u>
15920

2nd Floor (all carpet)

140 X 74	10360
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Less:

Store Room 207 and 208	10 X 10	100
Store Room 218	20 X 8	160
Staff & 231	21 X 6	<u>126</u>
		386

2nd Floor Totals	10360
	<u>- 386</u>
	9974

Total sq. ft. 1st and 2nd floors = 25,894 - 12 months per year.

Detail Cleaning once a year.

### BUILDING OUTLINE

#### **Q. M. Martin Auditorium**

Halls - Terrazzo; Carpet on rest

Classrooms and Rest Rooms	132 X 10	1320
	115 X 31	<u>3565</u>
		4885
Auditorium as needed	68 X 108	7344
#4	22 X 18	396
#5	11 X 12	132
#6	12 X 23	276
Storage	46 X 10	<u>460</u>

Classrooms, Halls and Rest Rooms = 4,885 sq. ft. - 12 months per year.

Auditorium = 7,344 sq. ft. - as needed.

Detail cleaning once a year.

#### Performing Arts Center

All Carpet

Classroom, 2 offices and hall	57 X 32	1824
Restrooms and hall	24 X 25	<u>600</u>
		2424

Areas other than daily cleaning areas will be as needed.

Classrooms, halls, offices and restrooms = 2424 sq. ft. for nine months.

Detail cleaning once a year.

## BUILDING OUTLINE

### Martha A. Miller Administration Building

Carpet/Ceramic Tile

Administration Building offices - 12 months		12474
Hall - 12 months	55 X 10	550
Classrooms - 12 months	46 X 49	2254
Classrooms - 12 months	170 X 25	4250
Classrooms - 12 months	22 X 24	<u>528</u>
		20056

Offices & Hall = 13024 sq. ft. - 12 months

Classrooms = 7032 sq. ft. - 9 months

Less: 12 Months

Mechanical	5 X 6	30
Storage 125	3 X 3	9
Storage 126	4 X 4	16
Storage 10	4 X 3	12
Mechanical 119	9 X 8	72
Utility 169	9 X 7	63
Mechanical 166	9 X 14	126
Atrium	27 X 30	810
Storage 148	5 X 4	20
Storage 162	23 X 5	115
Mechanical 157/159	13 X 6	<u>78</u>
		1351

Total square footage cleaned 12 months 20056

-1351

18705

Detail cleaning once a year.

Band Hall - All Carpet

Band Hall	88 X 46	4048
Less:		
Storage	12 X 4	<u>- 48</u>
		4000

Band hall, offices, restrooms = 4000 sq. ft. - cleaned 9 months and as needed in summer.  
Detail cleaning once a year.

BUILDING OUTLINE

**Roy Monk Building**

Offices - carpet tile  
Halls - terrazzo  
Classrooms - carpet tiles

Classrooms	25 X 40	1000
	25 X 40	1000
	25 X 40	1000
	25 X 40	1000
	25 X 40	1000
Restrooms	20 X 25	500
Hall (terrazzo)	145 X 10	1450
Foyer (terrazzo)	26 X 31	806
Lecture Room	5 5 X 37	2035
Classroom	25 X 27	675
Restrooms	14 X 13	182
Offices	45 X 37	1665
Hall	29 X 10	<u>290</u>
		12603
Less:		
Mechanical		<u>-104</u>
		12499

Science Building = 12499 sq. ft. - cleaned 12 months

Detail cleaning once a year.

### BUILDING OUTLINE

#### **Raymond Rhea Fine Arts**

Halls - terrazzo

Classrooms, etc. - tile

9 months	97 X 76	7372
Less:		
Porches (outside)	27 X 8	216
Porches (outside)	9 X 37	333
Mechanical Room	11 X 11	<u>121</u>
		670
Total nine months		7372
		<u>-670</u>
		6702
3 months	20 X 10	200
	30 X 24	720
Hall	80 X 6	<u>480</u>
		1400

Cleaned 9 months per year = 6702 sq. ft.

Cleaned an additional three months - 1400 sq. ft.

Detail cleaning once a year.

### BUILDING OUTLINE

#### **M. P. Baker Library**

31,927 Sq. Ft.

1<sup>st</sup> and 2<sup>nd</sup> Floors – cleaned 12 months – daily

Windows inside cleaned daily – Windows outside cleaned once yearly

Detail cleaning once a year.

### BUILDING OUTLINE

#### **Arthur Johnson Gymnasium**

(10 months per year)

Gym	94 X 68	6392
2 offices, bleachers, restrooms, dressing rooms, and showers		<u>8200</u> 14592

Special camps such as cheerleader and basketball are generally conducted in June comprising 2 weeks. This time is included in the 10 months.

Offices, halls, training area stained concrete

Detail cleaning once a year.

### BUILDING OUTLINE

#### **Lawrence L. Sharp Hall**

1st Floor - Carpet tile, vinyl plank

Lounge	17 X 25	425
	27 X 17	459
Halls	67 X 5	335
	95 X 5	475
Laundry	12 X 11	132
Restrooms/2 sets of showers	14 X 18	252
	14 X 18	<u>252</u>
		2330

2nd Floor - Carpet tiles and vinyl plank

Restrooms and Showers	14 X 18	252
	14 X 18	252
Halls carpet tiles	112 X 5	560
	114 X 5	570



	41 X 5	205
Stairs	16 X 10	160
	16 X 10	<u>160</u>
		2159
Total 1st Floor/2nd Floor		2330
		<u>2159</u>
		4489*

**\*Cleaned 9:30 every morning**

Summer Cleaning: All above plus:

1st Floor rooms	15 X 16 X 19 ea.	4560
2nd Floor rooms	15 X 16 X 26 ea.	<u>6240</u>
(All tile)		
		10800

4489 sq. ft. cleaned nine months a year plus one detail cleaning - summer.

1080 sq. ft. rooms cleaned only once - detail summer clean only.

Detail cleaning once a year.

BUILDING OUTLINE

**Merle Glass Building**

Carpet/Ceramic Tile

14,316 Sq. Ft.

Clean on a daily basis.

Detail cleaning once a year.

BUILDING OUTLINE

**W. C. Smith Building**

Ceramic tile throughout

Offices, Classrooms, Halls 21,750 sq. ft.

Clean 12 months per year.

Detail cleaning once per year.

BUILDING OUTLINE

**Phillips Hall, Buchanan Hall, Hughes Hall**

Vinyl plank throughout

Each Apartment building 5,870 sq. ft.

Detail cleaning each summer after completion of Spring Semester.

Clean again before the beginning of Fall Semester upon completion of summer camps.

BUILDING OUTLINE

**Sid. B. Turner Memorial Chapel**

Vinyl plank

Chapel 1,003 sq. ft.

Clean on a weekly basis.

Detail cleaning once per year.

BUILDING OUTLINE

**Maintenance Building**

Concrete/Carpet

Offices and restrooms 1,100 sq. ft.

Including Police Department – Police Chief’s office must be cleaned during the day shift.

Cleaned daily – 12 months

Detail cleaning once per year.

BUILDING OUTLINE

**Marshall Center**  
Marshall Place  
Located in Marshall, Texas

Carpet/Quarry Tile

Offices and classrooms 6,938 sq. ft.

Clean 12 months per year, 4 days per week.

Detail cleaning once per year.

BUILDING OUTLINE

**Shelby College Center and Shelby Regional Training Center**  
Located in Center, Texas

Quarry Tile

SCC:  
Classrooms, offices, restrooms 16,233 sq. ft.

SRTC:  
Classrooms, offices, restrooms 16,000 sq. ft.

Clean 12 months per year on a daily basis.

Detail cleaning once per year.