



IMP RCP PROJECT POSTING TEMPLATE

PROJECT ADMINISTRATORS		
Tim Kinsella	Thomas Mayronne	GID Investment Advisers LLC
(617) 854-9122	(917) 854-9138	125 High St., 27 th Floor
tkinsella@gid.com	tmayronne@gid.com	Boston, MA 02110

Posting Date	10/8/21	Budgeted Amount	\$73,920	GL Account Code	53201
Property Name	Windsor Interlock				
Property Entity Number	32154				
Property Address	Two Interlock Ave. NW, Atlanta, GA 30318				
Description of Project/Service (Brief title of posting)	Porter/Housekeeping Services				
Project Start Date	10/1/2021	Project End Date	9/30/2023		
Community Contact	Scott Roberson	Contact Tel #	770-490-4090	Contact Email	sroberson@windsorcommunities.com
Vendor Qualifications (Licenses, Certificates, etc...)	Established company				
Vendor Experience in local marketplace (Years in industry, number of similar past projects, etc...)	Provide references				
Scope of work	<p>2 Permanent Housekeeper at 40 hrs. a week</p> <p>Housekeeper and Porter Specifications</p> <ul style="list-style-type: none"> • Day porter and cleaner will be under the direction and supervision of the on-site Service Manager • Day porter and cleaner will accomplish any and all duties scheduled by the on-site Service Manager <p>These duties will include but not be limited to the following:</p>				



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Main Lobby, Management Offices

- Sweep all hard surface floors, including all stone ceramic tile, marble

terrazzo, VCT, linoleum, rubber, vinyl and other types of flooring to insure dust free floors with special attention given to hard to reach areas

- Damp mop ceramic tile, marble terrazzo or all hard surface flooring in the lobby of

the building

- Vacuum all carpet and rugs
- Clean lobby doors
- Wash and clean all windows
- Wash clean all water fountains and coolers
- Empty all wastepaper baskets and disposal receptacles, install liners as

necessary

- Dust and wipe clean all fixtures, shelving, desk equipment, telephones,

cabinets, furniture and clean all glass tables and desktops with impregnated cloths as needed

- Wash and remove all finger marks, smudges, scuff marks, ink stains, gum or

foreign matter from any glass, metal partitions and other marks on walls, windowsills and other similar surfaces as required

- Wipe clean as instructed and as needed, all brass, stainless steel and other

bright work

Fitness Center/ Resident Clubroom/ Business Center/Cyber Lounge Café and other common areas:

- Pick up trash
- Remove trash and replace liners



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- Mop hard floor area
- Wipe tabletops and dust furniture
- Clean water fountain
- Wipe down bar/countertops
- Clean glass doors and windows
- Vacuum rugs and carpet
- Clean kitchen and empty refrigerator
- Turn off unused media equipment.
- Clean Restrooms as described in Section E
- Sweep and Damp mop all floors of common area (as described in Sec A 1.)
- Empty Coffee Waste in the Cyber Café and wipe the countertop
- Fill all soap dispensers, towel dispensers, and clean and replace towels in the fitness center
- Wipe down Fitness Center Equipment

Interior Corridors:

- Vacuum carpeted areas
- Dust baseboards
- Clean Artwork
- Clean trash chute door and trash chute room and floors
- Operate cardboard machine for recycling program (includes all cardboard from external sources)
- Clean out and wash down trash rooms in garage
- On Tuesday, perform all pulling of recycle cans down, empty and replace
- Spot clean carpet in hallway as needed (equipment provided by customer)
- Perform minor touch up painting, if needed

Elevators:

- Polish stainless-steel areas

- Remove trash



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- Clean handrails
- Mop/Clean flooring in elevators
- Clean elevator buttons
- Clean threshold
- Dust walls and ceiling
- Clean all elevator tracks

Restrooms:

- Sweep and damp mop flooring with approved germicidal detergent solution
- to remove all spills, smears, scuff marks and foot tracks
- Wash and polish mirrors, powder shelves, and bright work and enamel surfaces, including flush-o-meters, piping, and toilet hinge all metal
- Scour, wash and disinfect all basins, bowls and urinals - Remove stains as necessary and clean underside of rims or urinals and bowls
- Wash both sides of all toilet seats with approved germicidal solution
- Disinfect, damp wipe and wash all partitions, enamel surfaces, tile walls, dispensers, doors and receptacles. Spot wash daily as required
- Empty and clean paper towel and sanitary napkin disposal receptacles
- Fill all toilet tissue holders, soap dispensers, towel dispensers, and sanitary napkin vending dispensers: (to be billed separately). Each receptacle should be filled with enough quantity as to last the entire business day whenever possible.
- Includes all common area restrooms, including poolside restroom
- Report to the Supervisor any broken, damaged or improper functioning of any mechanical or plumbing device, including burned out bulbs and fluorescent tubes
- Dust all Venetian blinds and window fixtures

Outdoor Amenity Areas:

- Arrange pool furniture



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- Clean grills, deconstructing grills weekly for deep clean
- Empty trash cans, replace liners
- Any and all trash and policing of grounds
- Wipe down furniture
- Pressure washing of pool deck
- Sweep and pressure wash designated areas of the parking garage as directed

OTHER SERVICES

- Janitor closets, equipment and materials shall be kept in a neat, clean and orderly

Condition at all times

- Defective or inoperative building equipment shall be brought to the attention of the

Customer, such as:

- Leakage or problem plumbing
- Defective lights or lighting
- Doors and/or gates not properly secured
- Other unusual circumstances that might affect the security, maintenance or

effectiveness of the facility

SUPERVISION

- You will stay in contact with management concerning all work performed by your employees
- You will train your personal to perform to the best of their ability in order to accomplish the proposed work
- You will provide your employees with uniforms with your company logo's and they will be kept clean and orderly at all times

Security procedures and Responsibility

- You will perform background check and screen any employee that is assigned to
- Windsor
- You will take full responsibility of your employee's actions while on Windsor



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- property on the clock
- Your employees will check to ensure that the building is properly secure before
- leaving the building. This includes the office in the morning if the cleaner finished
- before the office personnel arrive.
- We will provide all necessary insurance and bonds on all its' personnel.

Building Access and Key Fob's:

- A building ACCESS FOB will be issued to all personnel that are assigned to Windsor.
- This key fob is always each your employee's responsibility to take care of.
- In the event that an ACCESS FOB is lost or vandalized, your EMPLOYEE must let Management know immediately and your company may be responsible to reimburse the property \$55.00 per device.

Thank you for your interest in our project and we look forward to reviewing your proposal. If you have any questions, please call or email Scott Roberson with the information listed below. This agreement may be terminated by either party at any time, for any reason or for no reason at all, provided that at least 30 days advance written notice of termination

NOTE: The IMP – CalPERS Responsible Contract form & The IMP – CalPERS Neutrality Agreement form must be submitted for all contractors bidding on the Project/Service. These forms can be found on the intranet under Purchasing Forms.