

24. **EQUIPMENT AND SUPPLIES**

The contractor's Site Manager, day supervisor, two (2) day service personnel and two (2) recycling staff, shall be equipped with Sprint/Nextel Cellular Phones, capable of communicating with the base stations of the Hennepin County Government Center. If the successful contractor wishes, Hennepin County will make available two-way Sprint/Nextel phone rental to the successful contractor at the rate of \$40.00 per phone, per month. The monthly rental costs, subject to change, will include all maintenance and repair costs but will not cover loss or misuse of the equipment. The contractor shall have no less than six (6) phones assigned/dedicated to the job site. Personal cell phone use is not permitted during working hours. Staff may use personally owned cell phones during their break or lunch periods.

Contractor shall supply all equipment to perform the services contained in this specification. Equipment shall be maintained according to manufacturer recommendations and shall be in good condition at all times. Soil shall be removed from vacuums and sealed in plastic bags in a manner that minimizes re-suspension of dust. Any equipment deemed unsafe or in disrepair by the Building Operations Manager shall be replaced immediately with safe equipment that has the ability of accomplishing the same tasks, at no additional costs to Hennepin County.

Mechanical and all other equipment, used in the cleaning operations, must be of a type that is listed below and shall be operated in such a manner as not to cause danger of any nature to employees or other persons or damage to the building structure, fixtures, furnishings, etc. Any injuries or damages shall be immediately reported to Security Operations Center (612-348-5133).

The following criteria shall apply to all vacuums used in the performance of this specification. The contractor shall rely on manufacturer's written equipment specification data to meet criteria in this section. Replacement Parts: Must meet or exceed original equipment specifications. These criteria do not apply to vacuums used on floor mats. Upright Vacuums, backpack vacuums and canister vacuums must be Green Label Approved by the Carpet and Rug Institute. A list of Green Label Approved vacuums can be found at www.carpet-rug.com

Contractor shall furnish all supplies required to perform all cleaning services contained in this specification. The contractor shall provide all plastic liners and/or other supplies or equipment for the collection and/or disposal of all trash at no additional cost to the County. This shall include all wastebasket liners regardless of their size or configuration. Hennepin County shall furnish toilet tissue, hand towels, hand soaps, light bulbs, sidewalk salt and floor mats.

The contractor shall furnish sanitary napkins, tampons, disposal bags and shall empty and retain monies collected from the sanitary products machines. Hennepin County will maintain the operation and repair of these dispensers. The sanitary product dispensers currently are coin operated at the cost of \$.25 per use. If the contractor wishes to increase the cost of dispensing sanitary products, upgraded coin operators are available. These upgrade changes will be at the contractor's sole expense.

Any on-site equipment or supplies owned by Hennepin County shall not be used by the Contractor in fulfilling the requirements of the specifications (except where noted). This shall include furnishing equipment and supplies for removing trash from all locations within the facility to the appropriate dumpsters.

The successful bidder will, prior to the bid award, furnish a list of equipment to be used. In addition to the other than standard housekeeping equipment, the contractor shall be required to have on-site, **at a minimum**, the following equipment:

- 1 - restroom cart
- 3 - 15 gallon wet/dry vacuum (commercial grade)
- 20 - wet floor / caution signs (bilingual, English/Spanish)
- 2 - 8' ladders (industrial grade)
- 4 - 6' ladders
- 6 - 20" box fans (or equal)
- 1 - 20" hi-speed floor polisher
- 1 - 20" turbo fan (or equal)
- 1 - floor machine (low speed/standard)
- 1 - 32" Battery operated auto scrubber
- 1 - carpet hot water extractor with internal hot water heater and attachments for cleaning and spotting furniture and carpet
- 4 - Trash Collection Bins (on wheels) for centralized disposals
- 1 - Regulated waste collection bin for disposal of regulated waste containment bags ("red bags") and contaminated sharps
- Supply of "red bags" for containing liquid and semi-liquid regulated wastes and puncture-resistant containers for contaminated sharps

The successful bidder will, prior to the bid award, furnish a complete list of all cleaning supplies and/or chemicals. The list shall contain chemical compositions as well as Material Safety Data Sheets for each product used. It shall be the contractor's responsibility to keep their staff trained, the material safety data current, on site, and accessible at all times. A copy of the Material Safety Data Sheets will be provided to the Building Operations Manager as well as having a set available for employees.

All equipment used in the cleaning operations shall be stored in a safe, proper manner, and in locations designated by the Building Operations Manager. The contractor shall be required to keep these areas clean and organized.

Environmentally Preferable Cleaners and Methods

In order to minimize the health and environmental impacts of maintaining clean facilities, Hennepin County is requiring the use of environmentally preferable cleaning products and methods.

Environmentally Preferable Cleaning Products are to be used during the entire extent of this contract. Contractor shall use only environmental preferable products in the following categories:

- General-purpose cleaners, floor cleaners, bathroom cleaners, glass cleaners, and carpet cleaners;
- Disinfectants;
- Floor finishes and floor strippers;
- Other chemicals, as needed, to perform the duties of the particular job or function.

Contractor will not use indoor air fresheners and urinal/toilet inserts unless requested to do so by Building Operations Manager.

Environmentally Preferable Cleaning Products

The county defines an environmentally preferable cleaning product as one that is registered through one of the following county-required certification agencies. Cleaning chemicals **must** be certified through Green Seal GS-37, DfE (EPA's Design for the Environment) or the ECP/EcoLogo (Canada's Environmental Choice Program). Products that are not listed through one of these certification agencies **will not** be allowed to be used as part of this cleaning contract.

Product lists submitted by Bidders **will be** referenced against product lists from the certification agencies.

For more information on the certification agencies and product lists, see the following websites:

1. Green Seal (GS-37) www.greenseal.org
2. Canada's Environmental Choice Program
www.environmentalchoice.com/English/ECP%20Home/
3. EPA Design for the Environment www.epa.gov/dfe

Prior to bid award, Bidder **must** provide a complete list of products, including Material Safety Data Sheets they will use. As stated above, the products **must** be certified through one of the three certifying agencies listed above.

Changes to any products and/or product lists used as part of this contract **must** be submitted in writing to the appropriate Building Operations Manager, along with any new Material Safety Data Sheets.

Noncompliant chemicals **must** be removed immediately from the building.

Chemicals used for disinfection of blood and other potentially infectious material shall be on EPA's list of registered antimicrobial products effective against blood borne/body fluid pathogens. Mop heads must be replaced after use for blood and body fluid clean up.

Training

Contractor **must** provide all training to their employees regarding product use, safety and MSDS information. The Contractor will be solely responsible for making sure employees properly store, handle and use all products according to instructions and warnings on the product label and MSDS.

Dispensing Equipment

All dispensing equipment and existing chemicals are to be removed from the building upon termination of the contract. Disposal costs will be charged to the Contractor if these items are not removed.

Waste from Products

The County desires to prevent waste produced and packaging to the greatest extent possible. Consequently, the County encourages the Contractor to select products packaged in a manner that minimizes waste and can be recycled in the County's program. Instructions on how to prepare packaging in order to be recycled will be provided by the Building Operations Manager.

Contractor will be responsible for disposing of any waste cleaning products generated by services under this contract or remaining at the end of the contract.

All cleaning supplies and chemicals used must be approved in advance by the Building Operations Manager.

Any flammable, volatile, or hazardous materials required in the cleaning operations shall be stored in a manner and in a location approved by the County's insurance agent and the Building Operations Manager. Removal of any hazardous material is the responsibility of the contractor if it is generated by them as a result of the cleaning activity and/or process.



Hennepin County
Environmental
Services
612-348-3777