South Strabane Township Contract for Cleaning of Municipal Facilities

Pre-Submittal Requirements:

All parties interested in securing this Contract must meet with the Township to conduct a pre-bid walkthrough for the Township Municipal Building, Public Works Facility, and Police Department. In order to schedule a pre-bid walkthrough please contact Assistant to the Township Manager Patrick Conners by email at pconners@southstrabane.com or by phone at 724-225-9055.

Insurance:

The Contractor shall furnish proof of insurance, which names the insurance company issuing the policy in an aggregate amount not less than $1,000,000. The insurance policy must list South Strabane Township as the additional insured and hold harmless its officers, employees, and agents from all losses, damages, injuries, claims, demands and expenses arising out of the operation of the contracted services or as required by the Township's insurer. The Township shall be listed as a Primary Holder with no limitations in a manner required by the Township's insurer. In order to comply with the insurance requirements, the Contractor must list the following wording on all insurance endorsements: "South Strabane Township and its officials, agents, employees and volunteers." South Strabane Township will not be responsible for any theft, damage to Contractor's property and/or public property as a result of the Contractor's operations in performing the contracted services.

Personnel:

The Contractor will provide the Township with the name, address, and a copy of driver's license of each individual who will be providing custodial services. Prior to any new individual beginning work under the Contract, notification as well as the previous aforementioned information will be provided to the Township. The appropriate Township official will be given the opportunity to accompany the Contractor's supervisors as the tasks are explained to the Contractor's employees.

All employees who have access to Township facilities shall be subject to a personal background check. In addition, all employees who have access to Police Department facilities shall have their fingerprints registered prior to conducting custodial services.

Materials to be Used:

The Contractor must provide the Township with a list of chemicals and cleaning products that will be used on Municipal facilities. In addition, the Contractor must provide material safety data sheets for each product used.

The Township will supply paper products including paper towels and toilet tissue. It shall be the responsibility of the Contractor to alert the Township when paper products need replenished. Unless otherwise noted, all other cleaning supplies shall be provided by the Contractor. Cleaning

equipment that is approved by the Township may be stored within designated custodial rooms of the facilities for the convenience of the Contractor.

Payment to the Contractor

The Contractor shall be paid monthly upon submission of a monthly itemized invoice for services provided. Any additional services not a part of monthly costs must be listed separately on the invoice.

Term of Contract

The term of the Contract for Custodial Services shall be one year and shall automatically renew for an additional one year period upon the completion of an annual review of services provided for the previous year. Such contract may be terminated by either party upon thirty (30) days written notice.

Specifications for Custodial Services for South Strabane Township Police Station

Premises:

South Strabane Township Police Department
9 Smith Drive
Washington, PA 15301-9622

Areas: Cell Area, Detective's Office, Hallways, Locker Room, Restrooms, Chief's Office, Entrance/Foyer, Interview Room, Lockers, Stairwells/Stairways, Conference Room, Fitness Room, Lobby/Reception, Offices, and Supply/Storage Closet.

The following areas are to be excluded from service: Downstairs File Room, Garage, and Evidence Room.

Size: Approximately 4,502 sq. ft.

Cleaning Days/Hours:

Normal cleaning throughout the Police Station is designed under "Services to be Provided" commencing after the close of business (4:30 p.m.). The days for cleaning shall be every Monday, Wednesday, and Friday.

Access to the Police Station:

The Township will provide a key fab necessary to access the Police Station. The Contractor and their employees shall not duplicate the key fab to this Facility.

Services to be Provided:

The Contractor agrees to perform the following services as outlined below:

A. Services Provided Daily:

1. Carpets: – Carpeted areas and mats are to be vacuumed and kept clear of dust and debris.
2. Hard Floors: – Floors are to be swept and kept clear of dust and debris. After sweeping, floors are to be mopped. All mopping is to be done with minimum water to ensure that the adjoining walls and baseboards are not splashed, streaked or marked as a result of the mopping operations.
3. Supplies: – Supplies shall be refilled as needed, including: Soap, toilet tissue, and paper towels. Such materials will be supplied by the Township.
4. Trash Removal: - Trash shall be removed from all waste baskets and placed in a large plastic garbage bag which once filled, shall be placed in the designated dumpster. Garbage bags and waste basket liners will be supplied by the Township.

5. Dusting: - Dusting shall be performed on all furnishings, countertops, window sills, work stations, desktops, file cabinets and other horizontal surfaces. Desks piled with paper may be dusted and cleaned so as not to disturb the material.
6. Disinfectant: - All tables, desks, phones, keyboards, and copying equipment are to be cleaned with disinfectant in order to mitigate the spread of viral and bacterial disease.
7. Restroom Cleaning: - Cleaning of restrooms shall include cleaning and sanitizing of walls, sinks, sink fixtures, toilets and urinals. Mirrors and towel/toilet tissue dispensers shall also be cleaned. Restroom floors shall be mopped with coated microfiber antibacterial materials and finished with disinfectant.
8. Drinking Fountain: - The drinking fountain shall be cleaned in order to remove water spots and disinfect the outside of the unit.
9. Entrance Areas: - Door handles and glass door surfaces shall be cleaned with a suitable product to remove all smudges and fingerprints. This shall include all internal glass partitions and the exterior of entrance doors.
10. Furniture: - All fabric type furniture shall be monitored and vacuumed as needed. Non-upholstered furniture shall be wiped down with disinfectant.
11. Kitchen Area: - All countertops, sinks, and various kitchen equipment, including the microwave and refrigerator, shall be wiped down with an acceptable cleaning solution.
12. Workout Area: All workout equipment including cardio and weight machines, free weights, benches, and bars shall be wiped down with disinfectant. Hard floor surfaces shall be cleaned with a damp mop. Hard surfaces including tables and storage areas shall be dusted.
13. Locker Room and Shower Facilities: The exterior of locker facilities shall be thoroughly cleaned with disinfectant on a weekly basis. The locker room floor shall be vacuumed and disinfected using a damp mop. The shower facilities, including the wall and floor, shall be thoroughly cleaned and disinfected on a weekly basis.
14. Cell Area: When accessible, the Cell Area shall be cleaned and disinfected. Facilities in the cell area include a toilet, sink, urinal, and rubber floor.
15. Custodial Room: - The Contractor shall maintain the Custodial Room in a sanitary and orderly fashion.

B. Tasks as Needed

1. Blinds: - Blinds shall be dusted no less than once per month.
2. High and Low Dusting: - Clean items up to 12 feet from the floor (high dusting), such as ceiling vents, light fixtures, high window sills and corners not cleaned as part of normal wiping; and other items near the floor such as vents, corners, outlets and baseboards.
3. Spot mopping/spot carpet cleaning: This shall be done in addition to the prescribed frequency to clean up any spills, dirt, or road salt on the carpet/floor.

C. Annually

1. Window Cleaning: - Interior window cleaning shall be done twice-per-year
2. Carpet Shampooing: - Carpet shampooing shall be done once-per-year

3. Strip and Wax Floor: - Floors requiring mopping shall be stripped and waxed once-per-year.

Specifications for Custodial Services for South Strabane Township Public Works Facility

Premises:

South Strabane Township Public Works Department Facility
680 Floral Hill Drive
Washington, PA 15301-9622

Areas: Hallways, Lunch Room/Kitchenette, Restrooms, Locker Room, Mechanics Office, Sign Room, Lockers, Offices, Supply Closet.

The following areas are to be excluded from service: Garage, Mezzanine Level, and tool storage area.

Size: Approximately 1,385 sq. ft.

Cleaning Days/Hours:

Normal cleaning throughout the Public Works Facility is designed under "Services to be Provided" commencing after the close of business (3:00 p.m.). The days for cleaning shall be every Tuesday and Friday except for Township recognized Holidays or otherwise notified by the Township.

Access to the Public Works Facility:

The Township will provide a key fab necessary to access the Public Works Facility. The Contractor and their employees shall not duplicate the key fab to this Facility.

Services to be Provided:

The Contractor agrees to perform the following services as outlined below:

D. Services Provided Daily:

1. Hard Floors: - Entry mats are to be vacuumed. Floors are to be swept and kept clear of dust and debris. After sweeping, floors are to be mopped. All mopping is to be done with minimum water to ensure that the adjoining walls and baseboards are not splashed, streaked or marked as a result of the mopping operations.
2. Supplies: – Supplies shall be refilled as needed including soap, toilet tissue, and paper towel dispensers. Such materials will be supplied by the Township.
3. Trash Removal: - Trash shall be removed from all waste baskets and placed in a large plastic garbage bag which once filled, shall be placed in a designated area of the garage. Garbage bags and waste basket liners will be supplied by the Township.
4. Dusting: - Dusting shall be performed on all furnishings, countertops, window sills, work stations, desktops, file cabinets and other horizontal surfaces. Desks piled with paper may be dusted and cleaned so as not to disturb the material.

5. Disinfectant: - All tables, desks, phones, keyboards, and other office equipment are to be cleaned with disinfectant in order to mitigate the spread of viral and bacterial disease.
6. Restroom Cleaning: - Cleaning of restrooms shall include cleaning and sanitizing of walls, sinks, sink fixtures, toilets and urinals. Mirrors and towel/toilet tissue dispensers shall also be cleaned. Restroom floors shall be mopped with coated microfiber antibacterial materials and finished with disinfectant.
7. Drinking Fountain: - The drinking fountain shall be cleaned in order to remove water spots and disinfect the outside of the unit.
8. Furniture: - All fabric type furniture shall be monitored and vacuumed as needed. Non-upholstered furniture shall be wiped down with disinfectant.
9. Kitchen Area: - All countertops, sinks, and various kitchen equipment, including the microwave and refrigerator, shall be wiped down with an acceptable cleaning solution.
10. Locker Room: The exterior of locker facilities shall be thoroughly cleaned with disinfectant on a weekly basis. The locker room floor shall be vacuumed and disinfected using a damp mop.
11. Custodial Room: - The Contractor shall maintain the Custodial Room in a sanitary and orderly fashion.

E. Tasks as Needed

1. High and Low Dusting: - Clean items up to 12 feet from the floor (high dusting), such as ceiling vents, light fixtures, high window sills and corners not cleaned as part of normal wiping; and other items near the floor such as vents, corners, outlets and baseboards.
2. Spot mopping/spot carpet cleaning: This shall be done in addition to the prescribed frequency to clean up any spills, dirt, or road salt on the carpet/floor.

F. Annually

1. Window Cleaning: - Interior window cleaning shall be done twice-per-year
2. Strip and Wax Floor: - Floors requiring mopping shall be stripped and waxed once-per-year.
3. Concrete Floor: - The concrete floor shall be cleaned using an industrial machine scrubber once-per-year.

Closing and Securing the Public Works Facility

At the conclusion of custodial duties, the Contractor shall turn off all lights and lock all doors and windows as instructed.

Specifications for Custodial Services for South Strabane Township Municipal Building

Premises:

South Strabane Township Municipal Building
550 Washington Road
Washington, PA 15301-9622

Areas: Meeting Room, Hallways, Multiple File Rooms, Supply/Storage Closet, Executive Offices, Kitchenette, General Offices, Lobby/Reception Area, and Restrooms (2).

Size: Approximately 4,888 sq. ft.

Cleaning Days/Hours:

Normal cleaning throughout the Municipal Building is designed under "Services to be Provided" commencing after the close of business (4:30 p.m.). The days for cleaning shall be every Monday and Thursday, except for Township recognized Holidays or otherwise notified by the Township.

Access to Municipal Building:

The Township will provide keys necessary to access the Municipal Building. The Contractor and their employees shall not duplicate the keys to the Municipal Building. The Contractor's employees will sign-in and sign-out each time they enter and leave the Municipal Building.

Services to be Provided:

The Contractor agrees to perform the following services as outlined below:

G. Services Provided Daily

1. Carpets: – Carpeted areas and mats are to be vacuumed and kept clear of dust and debris.
2. Hard Floors: – Floors are to be swept and kept clear of dust and debris. After sweeping, floors are to be mopped. All mopping is to be done with minimum water to ensure that the adjoining walls and baseboards are not splashed, streaked or marked as a result of the mopping operations.
3. Refill Supplies: – Supplies shall be refilled as needed including soap, toilet tissue, and paper towel dispensers. Such materials will be supplied by the Township.
4. Trash Removal: - Trash shall be removed from all waste baskets and placed in a large plastic garbage bag which once filled, shall be placed in the designated dumpster: Garbage bags and waste basket liners will be supplied by the Township.
5. Recyclables: - Recyclable materials are disposed of throughout the Municipal Building into blue cans. There is a singular blue bin in the kitchen area which solely contains aluminum cans and plastic bottles. These materials are to be placed into designated 32-gallon bins located in the garage bay. All other blue bins are strictly

intended for paper products. This material shall be collected and placed in the designated paper dumpster located outside the rear of Municipal Building.

6. Dusting: - Dusting shall be performed on all furnishings, countertops, window sills, work stations, desk tops, file cabinets and other horizontal surfaces. Desks piled with paper may be dusted and cleaned so as not to disturb the material.
7. Disinfectant: - All tables, desks, phones, keyboards, and copying equipment are to be cleaned with disinfectant in order to mitigate the spread of viral and bacterial disease.
8. Restroom Cleaning: - Cleaning of restrooms shall include cleaning and sanitizing of walls, sinks, sink fixtures, toilets and urinals. Mirrors and towel/toilet tissue dispensers shall also be cleaned. Restroom floors shall be mopped with coated microfiber antibacterial materials and finished with disinfectant.
9. Drinking Fountain: - The drinking fountain shall be cleaned in order to remove water spots and disinfect the outside of the unit.
10. Entrance Areas: - Door handles and glass door surfaces shall be cleaned with a suitable product to remove all smudges and fingerprints. This shall include all internal glass partitions and the exterior of entrance doors.
11. Furniture: - All fabric type furniture shall be monitored and vacuumed as needed. Non-upholstered furniture shall be wiped down with disinfectant.
12. Kitchen Area: - All countertops, sinks, and various kitchen equipment, including the microwave, shall be wiped down with an acceptable cleaning solution.
13. Custodial Room: - The Contractor shall maintain the Custodial Room in a sanitary and orderly fashion.

H. Tasks as Needed

1. Venetian Blinds: - Blinds shall be dusted no less than once per month.
2. High and Low Dusting: - Clean items up to 12 feet from the floor (high dusting), such as ceiling vents, light fixtures, high window sills and corners not cleaned as part of normal wiping; and other items near the floor such as vents, corners, outlets and baseboards.
3. Spot mopping/spot carpet cleaning: This shall be done in addition to the prescribed frequency to clean up any spills, dirt, or road salt on the carpet/floor.
4. Meeting Room: - Floors, tables, and chairs are to be cleaned as needed.

I. Annually

1. Window Cleaning: - Interior window cleaning shall be done twice-per-year
2. Carpet Shampooing: - Carpet shampooing shall be done once-per-year
3. Strip and Wax Floor: - Floors requiring mopping shall be stripped and waxed once-per-year.

Closing and Securing the Municipal Building

At the conclusion of custodial duties, the Contractor shall turn off all lights and lock all doors and windows as instructed.