

# Quote Request

Carpet & Upholstery Cleaning

**Quotes due April 4, 2018 @ 10:00 a.m.**

**Fax to Debbie Norkevicius at (412) 456-5007**

## SCOPE OF WORK

Work shall be conducted at The Housing Authority City of Pittsburgh, Housing Choice Voucher Offices, 200 Ross Street, 7<sup>th</sup> Floor, Pittsburgh, PA 15219:

- Contractor will clean approximately 4,000 sq. ft. of Carpet
- Contractor will clean 68 chairs (59 Upholstered and 9 Leather)
- Contractor shall utilize recognized safety standards to professionally clean the carpets and will follow all industry, Federal, State and OSHA regulations
- All equipment and materials will be handled and operated safely per manufacturer recommendations and in accordance with all applicable codes, laws, ordinances and regulations
- Work shall be scheduled and approved by Office Manager at least on week prior to cleaning
- Application of a carpet protector (3M Scotchguard, Dupont Teflon Advanced etc.) should also be quoted at a per square foot price.
- All work is to be completed after regular business hours Monday through Friday beginning at 5:00PM or on the weekend.
- All work areas will be left neat and clean at the end of each work day.
- No debris to be placed in HACP trash receptacles.
- All work is to be done in accordance with manufacturers specifications and to meet local building codes
- Contractor is responsible for obtaining all required permits.
- Contractor must measure area for accuracy and installation

**Site visit will be March 28, 2018 @ 2:00 PM at The Section 8 Department, 200 Ross St. 7<sup>th</sup>, Pittsburgh, PA, Pittsburgh, PA 15219**

Please contact Debbie Norkevicius at 412.456.5000 Ext. 8505 or [Debbie.Norkevicius@HACP.org](mailto:Debbie.Norkevicius@HACP.org) with any questions about the above scope.

# Quote Request

## Carpet & Upholstery Cleaning

Quotes due 4/4/2018 @ 10:00 a.m.

Contract award will be based on lowest total bid amount

Type of cleaning	No./Area	TOTAL
Carpet Cleaning	~4000 Sq. Ft	\$
Chairs (Upholstered)	59	\$
Chairs (Leather)	9	\$
GRAND TOTAL		\$

Grand Total Bid Amount: \$ \_\_\_\_\_  
(from above)

Grand Total Bid Amount in words: \$ \_\_\_\_\_  
\_\_\_\_\_

(Please print clearly)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(of company)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_  
(of person signing)

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_