

Quote Request

Janitorial Services (Resident Owned Businesses Only)

Quotes due March 16, 2017 @ 11:00 am

Fax to Debbie Norkevicius at (412) 456-5007

Scope of Work

Contractor shall provide the following services:

The Housing Authority is seeking Housekeeping Services that will provide cleaning and daily maintenance services to three locations. Service is to be provided Monday through Friday between the hours of 5:00 PM and 6:00 AM.

All services are to be rendered throughout the DOC Center.

All services are to be rendered throughout the DOC (Development and Opportunities Center).

REGULAR DAILY SERVICES

General Offices, Private Offices, Lobbies and Lounge

- Empty wastebaskets and dispose of all rubbish in the dumpster located @ the Bidwell High rise in the rear
- Empty and damp clean ashtrays at entrances and exits
- Dust all furniture including desks, chairs and tables
- Dust all exposed filing cabinets, bookcases and shelves
- Dust all telephones
- Clean and sanitize fountains
- Spot clean desk tops
- Spot clean reception lobby glass including front door and any other partition or door glass
- Dust mop resilient and hard floors or vacuum carpeted floors in traffic lanes only.
- Spot clean spills and stains on carpeted and resilient floors
- Sweep, dust and damp mop stairwell
- Clean Elevator car doors and floor

REGULAR WEEKLY SERVICES

General Offices, Private Offices, Lobbies and Lounge

- Clean and Sanitize telephones (weekly)
- Low dust all horizontal surfaces to hand height (weekly)
- High dust above hand height all horizontal surfaces (weekly)
- Clean entire interior glass in partitions and doors (weekly)
- Remove dust and cobwebs from ceiling areas (weekly)
- Damp mop hard floors and vacuum carpeted floors in their entirety (weekly)
- Empty Recycle Bins
- Dust venetian blinds (quarterly).

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Janitorial Services (Resident Owned Businesses Only)

REGULAR DAILY SERVICES

Washrooms

- Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basin
- Clean all glass and mirrors
- Empty all containers and disposals, insert liners as required, spot clean and sanitize container
- Empty and sanitize interior of sanitary container
- Spot clean all walls, doors and partitions
- Refill all dispensers to normal limits-napkins, soap, tissue, towels, liners, seat holders, cups
- Sweep, damp mop and sanitize hard floor

REGULAR DAILY SERVICES

Eating Areas

- Damp clean and sanitize table tops, seats and back of chairs
- Damp wipe counters
- Empty all containers and disposals. Spot clean exterior and interior.
- Clean and sanitize drinking fountain
- Spot clean doors, frames, light switches, kick and push plates, handles, walls and interior glass
- Clean interior glass in partitions and doors
- Dust mop resilient and hard floors
- Damp mop resilient hard floors
- Vacuum carpeted floors in their entirety
- Low dust and high dust all horizontal surfaces (weekly)

The following services are to be rendered throughout the Bedford Hope Center Building except for the Family Resource & Offices.

REGULAR DAILY SERVICES

General Offices, Private Offices, Lobbies and Lounge

- Empty wastebaskets and dispose of all rubbish in the dumpster located at 2283 Sommers Drive in the parking lot directly adjacent to the Bedford Hope Center parking lot.
- Empty and damp clean ashtrays at entrances and exits
- Dust all furniture including desks, chairs and tables
- Dust all exposed filing cabinets, bookcases and shelves
- Dust all telephones
- Clean and sanitize fountains
- Spot clean desk tops
- Spot clean reception lobby glass including front door and any other partition or door glass
- Dust mop resilient and hard floors or vacuum carpeted floors in traffic lanes only.
- Spot clean spills and stains on carpeted and resilient floors
- Sweep, dust and damp mop stairwell
- Clean Elevator car
- Early Learning Center (previously the Daycare)

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Janitorial Services (Resident Owned Businesses Only)

REGULAR WEEKLY SERVICES

General Offices, Private Offices, Lobbies and Lounge

- Clean and Sanitize telephones (weekly)
- Low dust all horizontal surfaces to hand height (weekly)
- High dust above hand height all horizontal surfaces (weekly)
- Clean entire interior glass in partitions and doors (weekly)
- Remove dust and cobwebs from ceiling areas (weekly)
- Damp mop hard floors and vacuum carpeted floors in their entirety (weekly)
- Dust venetian blinds (quarterly)

REGULAR DAILY SERVICES

Washrooms

- Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basin
- Clean all glass and mirrors
- Empty all containers and disposals, insert liners as required, spot clean and sanitize container
- Empty and sanitize interior of sanitary container
- Spot clean all walls, doors and partitions
- Refill all dispensers to normal limits-napkins, soap, tissue, towels, liners, seat holders, cups
- Sweep, damp mop and sanitize hard floor

REGULAR DAILY SERVICES

Eating Areas

- Damp clean and sanitize table tops, seats and back of chairs
- Damp wipe counters
- Empty all containers and disposals. Spot clean exterior and interior.
- Clean and sanitize drinking fountain
- Spot clean doors, frames, light switches, kick and push plates, handles, walls and interior glass
- Clean interior glass in partitions and doors
- Dust mop resilient and hard floors
- Damp mop resilient hard floors
- Vacuum carpeted floors in their entirety
- Low dust and high dust all horizontal surfaces (weekly)

The following services are to be rendered throughout the Creative Arts Corner – Northview Heights

Public Entrances (interior)

- Daily spot clean glass doors and clean entrance floor area as needed
- Vacuum walk off mats daily

Building Grounds

- Daily litter removal on grounds surrounding building

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Entrances (exterior)

Cleaning of Floors

- Thoroughly clean all hard surface traffic areas using a chemically treated dust mop daily
- Clean hard surface floors as needed using appropriate floor chemical designed to extend the life of the floor finish
- Vacuum and spot clean carpeting daily in public areas every two weeks in private offices
- Edge vacuum clean baseboards weekly, every two weeks in private offices

Hallways

- Thoroughly dry mop daily with a chemically treated mop daily and spot wet mop as needed
- Thoroughly wet clean all hard surface floor corridors once per week
- Vacuum all carpeted corridors daily, edge vacuum weekly, remove spots as necessary
- Shampoo carpets in corridors and high traffic areas as needed

Dusting

- Dust all tables, bookcases, file cabinets, radiators, chairs and chair bases, window frames, window sills, pictures, baseboards, window blinds, lighting and ventilation grills weekly, once every two weeks in private offices.

Wet Wipe

- Damp wipe plastic laminate tabletops and counters daily, once per week in public offices, once every two weeks in private offices.

Check and Spot Clean

- Weekly spot clean doors, doorknobs and switch plates to remove fingerprints, spills and other markups in classrooms and public offices, once every two weeks in private offices.

Trash Receptacles

- Empty wastepaper baskets daily, twice per week in private offices, clean as needed
- Wet wipe with an odor controlling solution as needed
- Re-line wastebaskets when necessary
- Re-line waste baskets when necessary
- Remove trash to designated dumpster

Restrooms

- Daily, completely clean and disinfect washrooms included:
- Wet wipe fixtures, shelves and ledges with a germicidal solution
- Clean and disinfect both the inside and outside of urinals and toilet bowls
- Replenish the supply of dispenser items such as toilet tissue, soap and paper towels
- Wet clean disinfect floors with a germicidal solution
- Clean and polish

Drinking Fountain

- Daily wet clean and disinfect drinking fountains with germicidal solution

Stairways

- Thoroughly dust mop once per week, spot dust mop daily
- Thoroughly wet mop once per week, spot wet mop four times per week
- Conference Rooms

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Empty Trash

- Vacuum carpeting
- Dust and sanitize table tops

ALL LOCATIONS:

Cleaning of Floors/carpets (twice a year)

- All floors to be stripped, cleaned and re-waxed (2x per year)
- All carpets to be deep cleaned and spot treated. (2x per year)

Contractor is to provide all management, labor, inspections, supervision, materials, equipment, supplies and necessary insurance to perform these services

The Housing Authority will provide napkins, soap, tissue, towel, trash can liners, seat covers, cups and garbage disposal bags.

Contractor is to provide a complete set of Material Safety Data Sheets that are to be kept on site in accordance with the Pennsylvania Worker & Community Right to Know Act (Act 1984-159) and OSHA Hazard Communication Standard (HCS/29 CFG 1910.1200).

Please contact Debbie Norkevics at 412-456-5000 ext. 8505 or at Debbie.Norkevics@HACP.org with any questions about the above scope.

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Location	Cost Per Month	No. of Months	TOTAL
DOC (Development and Opportunities Center)	\$	12	\$
Bedford Hope Center	\$	12	\$
Northview Creative Arts Corner	\$	12	\$
GRAND TOTAL			\$

GRANDS TOTAL BID AMOUNT: \$ _____

(cost in words)

Contract award will be based lowest on total bid amount

(Please print clearly)

Company Name: _____

Signature: _____

Print Name: _____

(of person signing)

Address: _____

(of company)

Phone Number: _____ Fax: _____

Email: _____