

MUNICIPALITY OF PENN HILLS



SPECIFICATIONS AND PROPOSAL
FOR
JANITORIAL SERVICE

**PROPOSALS TO BE RECEIVED ON OR
BEFORE 10:00AM FRIDAY, DECEMBER 28, 2018**

**AT
PENN HILLS MUNICIPAL BUILDING
102 DUFF ROAD, PENN HILLS PA 15235**

**BIDS WILL BE OPENED AND READ ALOUD ON FRIDAY, DECEMBER 28, 2018 AT
10:05AM AT PENN HILLS MUNICIPAL BUILDING, 102 DUFF ROAD, PENN HILLS
PA 15235**

**BID SPECIFICATIONS AVAILABLE AT WWW.PENNHILLS.ORG
OR AT 102 DUFF ROAD, PENN HILLS PA 15235**

**MANDATORY PRE-BID MEETING WILL HELD ON FRIDAY DECEMBER 14, 2018
AT 9:00AM AT 102 DUFF ROAD, PITTSBURGH PA 15235**

SPECIFICATION NUMBER: 2018-2

DATE: NOVEMBER 2018

PREPARED BY: SCOTT ANDREJCHAK, ESQ.

NOTICE TO BIDDERS

Sealed proposals will be received by the Municipality of Penn Hills, Pennsylvania, until Friday, December 28, 2018 at 10:00AM and will be publicly opened and read aloud on Friday, December 28, 2018 at 10:05AM at Penn Hills Municipal Building, 102 Duff Road, Penn Hills PA 15235, for the furnishing of all labor and material as required for:

JANITORIAL SERVICES

Specifications may be obtained at www.pennhills.org or at 102 Duff Road, Pittsburgh PA 15235.

**MANADATORY PRE-BID MEETING HELD ON FRIDAY,
DECEMBER 14, 2018 AT 9:00AM AT 102 DUFF ROAD,
PITTSBURGH PA 15235**

Proposal must be on Standard Proposal Forms in the manner therein and be enclosed in a sealed envelope bearing the name and address of the bidder on the outside, addressed to the Municipal Manager and marked:

"Janitorial Service"

No electronic or emailed proposals will be accepted.

Any questions about the specifications or the project shall be directed by email to sandrejchak@pennhills.org No verbal or telephone questions will receive responses.

Proposal must be accompanied by a certified check drawn upon a National or State Bank and made payable without conditions to the Municipality of Penn hills, in an amount not less than ten (10%) percent of the proposal, or a bid bond, and be delivered to the place hand hour named.

The Municipality reserves the right to reject any or all proposals.

Attention is called to the Federal requirements regarding employment, non-discrimination, safety, and State regulations.

BY: Scott Andrejchak
Municipal Manager

PROPOSAL FORM

Proposal For: Janitorial Service -- **PENN HILLS LIBRARY**
1037 Stotler Road
Pittsburgh, PA 15235

To: Municipality of Penn Hills
102 Duff Road
Penn Hills, Pennsylvania 15235

I/We have examined the location of the kind of work to be done, or of the material/equipment to be furnished, have examined the plans, specifications, scope of work, and related documents with this proposal and have satisfied myself/ourselves on all matters which relate to the work aforementioned, and hereby make the following proposal: To furnish all material, do all work and to complete in all parts required by the specifications.

BASE BID:

<u>ITEM</u>	<u>ESTIMATED QUANTITY</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
1.	12 Months	Janitorial service for 12 months 2/1/2019 through 1/31/2020 per the attached Specifications	\$ _____ Per Month \$ _____ Total for 12 Months

Above bid reflects the assignment of _____ employees per work day. Assigned employees will be scheduled to work _____ hours per day.

Contractor will provide their employees copies of the attached specifications. ____ Yes ____ No

The Municipality reserves the right to increase or decrease the above stated quantities.

The Municipality reserves the right to award this proposal on an item-by-item basis, or lump-sum bid basis, whichever is in the best interest of the Municipality.

All proposals for Janitorial Service are for a period of twelve (12) months commencing February 1, 2019 through January 31, 2020 with an option to renew for two (2) years if both parties are agreeable.

The Municipality reserves the right to accept or reject any or all proposals.

DATE _____, 20____ (Name of Bidder)

OFFICIAL ADDRESS:

BY: _____

TITLE: _____

PHONE NO. _____

FAX NO. _____

E-MAIL _____

PROPOSAL FORM

Proposal For: Janitorial Service -- **MUNICIPAL BUILDING**
102 Duff Road, Pittsburgh, PA 15235

To: Municipality of Penn Hills
102 Duff Road
Penn Hills, Pennsylvania 15235-3494

I/We have examined the location of the kind of work to be done, or of the material/equipment to be furnished, have examined the plans, specifications, scope of work, and related documents with this proposal and have satisfied myself/ourselves on all matters which relate to the work aforementioned, and hereby make the following proposal: To furnish all material, do all work and to complete in all parts required by the specifications.

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Above bid reflects the assignment of _____ employees per work day. Assigned employees will be scheduled to work _____ hours per day.

Contractor will provide their employees copies of the attached specifications. ___ Yes ___ No

The Municipality reserves the right to increase or decrease the above stated quantities.

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DATE _____, 20____ (Name of Bidder)

OFFICIAL ADDRESS:

BY: _____

_____ TITLE: _____

_____ PHONE NO. _____

FAX NO. _____

E-MAIL _____

PROPOSAL FORM

Proposal For: Janitorial Service -- **PUBLIC WORKS GARAGE**
6600 Leechburg Road, Verona, PA 15147

To: Municipality of Penn Hills
102 Duff Road
Penn Hills, Pennsylvania 15235

I/We have examined the location of the kind of work to be done, or of the material/equipment to be furnished, have examined the plans, specifications, scope of work, and related documents with this proposal and have satisfied myself/ourselves on all matters which relate to the work aforementioned, and hereby make the following proposal: To furnish all material, do all work and to complete in all parts required by the specifications.

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<u>ITEM</u>	<u>ESTIMATED QUANTITY</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
1.	12 Months	Janitorial service for 12 months 2/1/2019 through 1/31/2020 per the attached Specifications	\$ _____ Per Month \$ _____ Total for 12 Months

Above bid reflects the assignment of _____ employees per work day. Assigned employees will be scheduled to work _____ hours per day.

Contractor will provide their employees copies of the attached specifications. ____ Yes ____ No

The Municipality reserves the right to increase or decrease the above stated quantities.

The Municipality reserves the right to award this proposal on an item-by-item basis, or lump-sum bid basis, whichever is in the best interest of the Municipality.

All proposals for Janitorial Service are for a period of twelve (12) months commencing February 1, 2019 through January 31, 2020 with an option to renew for two (2) years if both parties are agreeable.

The Municipality reserves the right to accept or reject any or all proposals.

DATE _____, 20____
(Name of Bidder)

OFFICIAL ADDRESS:

BY: _____

TITLE: _____

PHONE NO. _____

FAX NO. _____

E-MAIL _____

PROPOSAL FORM

Proposal For: Janitorial Service -- **WATER POLLUTION CONTROL DEPARTMENT**
125 Sandy Creek Road, Verona, PA 15147

To: Municipality of Penn Hills
102 Duff Road
Penn Hills, Pennsylvania 15235

I/We have examined the location of the kind of work to be done, or of the material/equipment to be furnished, have examined the plans, specifications, scope of work, and related documents with this proposal and have satisfied myself/ourselves on all matters which relate to the work aforementioned, and hereby make the following proposal: To furnish all material, do all work and to complete in all parts required by the specifications.

BASE BID:

<u>ITEM</u>	<u>ESTIMATED QUANTITY</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
1.	12 Months	Janitorial service for 12 months 2/1/2019 through 1/31/2020 per the attached Specifications	\$ _____ Per Month \$ _____ Total for 12 Months

Above bid reflects the assignment of _____ employees per work day. Assigned employees will be scheduled to work _____ hours per day.

Contractor will provide their employees copies of the attached specifications. ____Yes ____No

The Municipality reserves the right to increase or decrease the above stated quantities.

The Municipality reserves the right to award this proposal on an item-by-item basis, or lump-sum bid basis, whichever is in the best interest of the Municipality.

All proposals for Janitorial Service are for a period of twelve (12) months commencing February 1, 2019 through January 31, 2020 with an option to renew for two (2) years if both parties are agreeable.

The Municipality reserves the right to accept or reject any or all proposals.

DATE _____, 20____ _____
(Name of Bidder)

OFFICIAL ADDRESS:

BY: _____

TITLE: _____

PHONE NO. _____

FAX NO. _____

E-MAIL _____

SPECIAL CONDITIONS

1. **CONTRACT WORK SITES**
All work is to be performed at the various Penn Hills Municipal Facilities listed in the Specifications.

2. **TIME FOR COMPLETION**
All work shall be commenced at the time stipulated in the "Notice to Proceed" to the contractor and shall be fully completed within the contract period.

3. **COMMUNICATIONS**
All notices, demands, requests, instructions, approvals, proposals, and claims must be in writing and addressed to the Municipal Manager, 102 Duff Road, Pittsburgh PA 15235.

4. **THE GENERAL CONDITIONS IS MODIFIED TO INCLUDE**
 - a. **Taxes**
 - i. The contractor shall comply with all ordinances of the Municipality. Contractor shall provide proof of registration with the Municipal Tax Collector. Not contract shall be awarded to a contractor/vendor who is delinquent in Municipal mercantile or business Privilege Taxes. Contractor/vendor shall file proof of same upon acceptance of contract.

Municipal Tax Collector:
Keystone Collections Group
260 Aster Street
Pittsburgh, PA 15235

5. **LIQUIDATED DAMAGES:**
Any fines or penalties assessed by and State or Federal Agency, related to the timely reporting or error in testing of samples, imposed on the Municipality will be assessed as liquidated Dames on the Contractor. In addition to the fines imposed, the costs directly related to defending the fines, by the municipality, will also be assessed to the contractor.

6. **PROPOSAL MARKED**

"Proposal for Janitorial Service"

7. **BONDING**
All proposals shall be made on the blank form furnished for the proposal and must be accompanied by a Certified Check of not less than ten percent (10%) of the proposal or a Bid Bond in the amount of ten percent (10%) of the proposal, made payable to the Municipality of Penn Hills, Allegheny County, Pennsylvania. The bidder to whom the contract is awarded will be required to furnish for the faithful performance of the work,

and as security for the payment of labor and material , two (2) separate approved Surety Company Bonds, each in the amount of one hundred percent (100%) of the completed contract, and a one (1) year Maintenance Bond to be issued to the Municipality upon completion of the project.

8. The Municipality of Penn Hills reserves the right to withhold the awarding of the bids on this project for a period of sixty (60) days.

9. **INDEPENDENT CONTRACTOR**

The Contractor shall be an independent contractor in every respect and not an agent of the Municipality. The Contractor shall be the sole employer of all personnel engaged in the performance of this contract and shall accept full responsibility for all lost or damaged property and injury to persons resulting from the execution of as well as for any claims made by or on behalf of the Contractor's agents, servants, and employees arising out of their employment or work pertaining to the performance of this Contract.

10. **CLEANING RELATED REQUIREMENTS**

The Contractor must furnish all of the necessary supervision for all cleaning personnel. The Contractor must furnish the necessary equipment, materials, and supplies required to provide janitorial services as described in the request for bids. The Municipality shall furnish paper towels, toilet tissue, and trash can liners. The Contractor shall furnish and provide for all other cleaning supplies and equipment necessary for the proper execution of this contract such as but not limited to waxes, strippers, cleaners, buffers, vacuum cleaners, mops and buckets.

11. **LEVEL OF CLEANLINESS FOR ALL TASKS**

The Contractor must provide cleaning as thoroughly and frequently as specified. The Contractor must supply the mandatory hours specified. Failure to meet the level of cleanliness standards shall lead to formal complaints and possible cancellation of the contract.

The level of cleanliness must meet the minimum acceptable standards as indicated below.

1. Clean, Dust or Damp Wipe: Free of dust, dirt, wax build up, smudges, marks, spots, stains or film. Thoroughly cleaned and dusted from the complete surface from corner to corner and including corners, edges, sides, top, bottom of the surfaces, molding, crevices, ledges and any hardware attached. Free from spots, smudges, stains, watermarks and rings. No dust streaks. Damp wiping must be dried to provide a uniform appearance.
2. Wipe Dry: Drying with a suitable cloth, free of smudges, scuffs, marks, streaks and film, buffed for a uniform polished appearance.
3. Sweeping and Damp Mopping: All floors shall be cleaned and free of dirt from corner to corner, edges and ledges, under the desks, chairs, trash bins, mats, signs,

tables and behind doors. No dirt shall be left behind or next to radiators, on landings, on stair treads or on carpet and flooring adjacent to the area being swept and/or mopped.

4. There shall be no trash or foreign matter under floor mats, desks, tables, chairs or receptacles. Gum, scuffs and other matter is to be removed by spot cleaning.
5. Sweeping and Scrubbing: The floors and stairs shall be properly prepared, thoroughly swept from corner to corner, edges and ledges, under the desks, chairs, trash bins, mats, signs, tables and behind doors. Clean and free of dirt and debris no water streaks, no mop marks, no gum, tar or other substances on the floor surface. Scrubbing shall be performed by machine. Edges, corners, and stair treads must be clean and free of dirt, debris and build up, hand scrubbing may be required. Stair treads must be free of any wax, treads cannot be slippery. Properly rinsed and dry mopped to present an overall appearance of cleanliness. Special attention shall be given to floors in restrooms near urinals and commodes for elimination of odors and stains. Appearance shall be uniformly clean. All other non-carpeted floors without specific instructions shall be stripped, use wet dry-vac to remove stripping, rinsed twice, sealed and apply four coats of high quality non-slip floor finish. The floors shall be buffed to a uniform luster. Clean residue from walls, kick plates, edges and baseboards.
6. Vacuum: Thoroughly clean dust and dirt from complete carpet or carpet runners from corner to corner, edges to edges, under the desks, chairs, trash bins, mats, signs, tables and behind doors.
7. Metal Polishing: Metal polishing may be performed by damp-wiping and drying with a suitable cloth, free of smudges, scuffs, marks, streaks and drying with a suitable cloth, free of smudges, scuffs, marks, streaks and film, buffed for a uniform polished appearance. However, if a uniform polished appearance is not produced, the appropriate metal polish must be used for the type of metal surface based on the manufacturer's recommendations and industry standards.
8. Sinks, Urinals and Commodes: Inside of stalls, bowls and urinals, outside top, bottom (underside) and sides of fixtures including all hardware shall be clean and free of dirt, mold, mildew, streaks, stains or any build up of matter. Free of odor.
9. Entry Doors Glass Cleaning: All glass shall be clean and free of dirt, grime, streaks, tape, sticky substances, cobwebs, excessive moisture, smudges and prints. Glass shall not be cloudy. Surrounding walls, woodwork and trim shall be thoroughly wiped free of drippings and other watermarks.
10. Spot Cleaning: All walls, floors, carpet, and furniture are to be free of marks, stains, spots, spills, smudges, gum, tar and other foreign matter.

11. Floor Buffing: Floors shall be thoroughly clean and free of all dirt, debris, spills, spots, stains, scuff marks, gum, tar, and other foreign matter. Floors should be buffed to a uniform shine.
12. Floor Finish: Floors shall be thoroughly clean and free of all dirt, debris, spills, spots, stains, old finish and old finish build up, gum, tar and other foreign matter. No build up in corners or along edges and baseboards. All edges and baseboards must be clean of any dirt or finish residue. No streaks, no film or powder residue on floor surface. Floors should have a uniform shine.
13. Cleaning Blinds: All blinds are to be free of all dirt, debris, smudges, stains and streaks. Cords and ropes are to be clean and free of all dirt, debris, smudges and stains.
14. Computer and other Electronic/Electric Office Equipment: Must be dusted with a feather duster only. The contractor must NOT clean PC computer equipment with cloth, paper towels or liquid sprays, oils, water, etc. of any kind.

12. REQUIRED SERVICES

1. Tasks: See Task List
 2. Daily Logs: The Contractor shall be responsible for maintaining and signing a daily logbook used by the Building Supervisor for the purpose of determining the need for correction action. The Contractor will be responsible for reviewing this logbook at the beginning of each shift and will ensure that corrections are made. Corrective measures shall be documented by the Contractor inspections.
 3. Maintenance/ Cleaning Task Sheets: Daily, weekly, monthly, quarterly, semi-annual and annual task lists are included in this document. The Contractor shall be responsible for ensuring adequate copies of the lists are on site. The Contractor shall be responsible for ensuring that the task lists reflect the cleaning specifications to be completed. Quarterly, semi-annually and annual services are to be scheduled with the Building Supervisor.
 4. Inspections: The Contractor's management representative will conduct weekly inspections. In addition, the Contractor's management representative and the Building Supervisor will conduct scheduled monthly inspections.
 5. Performance Monitoring: Cleaning performance monitoring resulting in dissatisfaction shall constitute noncompliance and the Municipality may seek to invoke any or all of the remedies available to it including termination of contract.
13. Throughout the term of this agreement, the Municipality will monitor performance of the Contractor. The Municipality will review all deficiencies or reports of contractual concern for the purpose of validating such concerns. The Contractor will then be given a

reasonable opportunity to remedy the performance issues. Any valid contractual breach will result in a monetary penalty of 10% of the monthly payment.

Continued poor performance or noncompliance that results in a second validated complaint will result in a monetary penalty of 10% of the monthly payment and a mandatory meeting involving the specific Building Supervisor and the Municipal Manager or his/her designee.

SPECIFICATIONS

JANITORIAL SERVICE -- GENERAL ALL FACILITIES

All proposals for Janitorial Service are for a period of twelve (12) months commencing February 1, 2019 through January 31, 2020 with an option to renew for two (2) years if both parties are agreeable.

It is the intent of these specifications to describe the minimum custodial service requirements in order to preserve/maintain a clean environment by providing for the general maintenance to the various facilities.

All employees of the contractor must punch-in on a time card which will be provided if the building they are assigned to clean has a time clock.

The Municipality is tax exempt.

Paper towels, toilet paper, liners, and hand soap will be provided by the Municipality.

Containers for the depositing of trash/paper and recyclables shall be provided by the Municipality.

All equipment labor, material, supplies, and chemicals required to perform said services to be supplied by the contractor.

Security for all equipment and material needed to perform said service is to be the responsibility of the contractor.

The contractor will be required to furnish copies of Public Liability, Workers' Compensation Insurance, and proof of employee bonding to the Municipality. Failure to notify the Municipality of any changes in the above will be considered grounds for terminating the contract.

Contractor shall be required to supply the Municipal Purchasing Agent with an accurate list of employees assigned to Municipal Facilities which will include the employee's name, address, and social security number. A background check will be performed by the Police Department prior to any employee being allowed to enter a facility. The Contractor shall furnish proper identification for their employees.

All prices bid are to include all wage increases for the term of this contract. No adjustments will be made to the contract price with regards to wage increases unless the increases are mandated by the Federal, State, or local wage laws changed during the term of the contract. The Municipality will not be responsible for paying any payroll taxes to the contractor's employees.

The Municipality or the designated facility director/manager/supervisor reserves the right to add small additional tasks that may come up from time to time or that may have been left off the scope of work inadvertently.

In the event that an employee calls off from work, the Contractor must provide another employee to work. Failure to obtain another employee will result in the Municipality deducting the cost from the monthly invoice received.

**JANITORIAL SERVICE -- PENN HILLS LIBRARY
1037 STOTLER ROAD, PITTSBURGH, PA 15235**

The facility is 27,103 square feet.

All bidders shall submit proposals for six (6) days per week service based on the following:

DAILY SERVICE

- Dust and spot clean furniture, fixtures, equipment and accessories.
- Clean information booth to remove visible soil.
- Clean telephones.
- Damp wipe all cafeteria and lunch room tables.
- Clean both sides of all glass doors, clean all partition glass.
- Clean, sanitize, and polish drinking fountains.
- Clean and sanitize all wash rooms and kitchens, including washing and vacuuming floors, washing sinks, bowls, mirrors, and fixtures. Replenish wash rooms paper and soap products in appropriate dispensers.
- Dust mop all hard surface floors with treated mop.
- Clean and vacuum carpeted elevator.
- Police outside walkways, entrances, parking area, weather permitting.
- Clean outside ashtrays.

4 TIMES/WEEK SERVICE

- Mop all stains and spills, especially coffee and drinking spills.
- Police stairs for litter.

3 TIMES/WEEK SERVICE

- Spot clean carpeted areas, detail vacuum removing all debris.

SEMI-WEEKLY SERVICE

- Police carpeted area removing obvious litter and debris.

WEEKLY SERVICE

- Spot clean all walls, light switches and doors.
- Damp mop entire areas.

Dust high and low areas (pictures, clocks, partition tops, etc.).
Damp wipe all cafeteria chairs including frames.
Vacuum elevator tracks removing all debris.
Dust and spot mop stairs, railings, ledges and spot clean.
Wash restroom partitions on both sides.

MONTHLY SERVICE

Clean and polish metal elevator threshold plates.
Dust and clean all return air vents.

ANNUALLY SERVICE

Machine scrub hard surface floor and apply one coat of polish.
Strip hard surface floor.

AS NEEDED SERVICES

Empty all trash receptacles and replace liners as necessary.

All defects or breakdowns of building or equipment noted during performance of said services shall be reported daily to the Director of the Library for appropriate action.

All services are to be performed after 8:00 P.M., Monday through Thursday; after 4:00 P.M. Friday and Saturday; and at any time before 1:00 PM. or after 4:00 P.M., on Sundays on a schedule of six days per week, or as stipulated by the Director of the Library and in accordance with the specifications so designated.

Employees will be required to arm and disarm the security system in the manner prescribed by the Municipality. The contractor will be responsible for any unauthorized use of security code and building keys.

**JANITORIAL SERVICES -- MUNICIPAL BUILDING
102 DUFF ROAD, PITTSBURGH, PA 15235**

All bidders shall submit proposals for said service based on the following. The Contractor must allow a minimum of five (5) hours per day to assure proper cleaning.

All defects or breakdowns of building or equipment noted during performance of said services shall be reported daily to the Building Supervisor for appropriate action.

Service is to be performed by two (2) employees per work day. Assigned employees will be scheduled to work 8:30 A.M. to 12:30 P.M., and 12:30 P.M. to 4:30 P.M. The Municipality reserves the right to change the start and quitting time of each four (4) hour shifts without prior notice.

DAILY SERVICE

Dust mop hard surface floors with treated dust mops. Spot mop spillage.
Wet mop lobby and hallways.
Vacuum all carpet and entry runners.
Sweep and dust main stairways including handrails and ledges. Damp wipe when necessary.
Dust all horizontal ledges (window sills, radiators, baseboards, etc.). Spot wash and dry when required.
Clean and sanitize all drinking fountains.
Feather dust all furniture including desks, files, chairs, bookcases. Damp wipe tops and sides when required.
Clean and sanitize all wash rooms and kitchens, including washing and vacuuming floors, washing sinks, bowls, mirrors, and fixtures. Replenish wash rooms paper and soap products in appropriate dispensers.
Empty all waste paper containers. Damp wipe when required. Dispose of waste paper in dumpsters provided at rear of building.
Empty and damp wipe cigarette urns in front of building
Sweep and wash elevator floor. Damp wipe doors and cab.
Clean glass entrance doors.
Check cell blocks and clean as necessary.
Clean shower stalls with a disinfectant cleaner. Dust lockers and sweep floor in locker room.
Police Sergeants' room, assembly room, operations room, records room and lunch room floors to be kept clean and trash removed. Mop when necessary.
Take outgoing mail to Records Room of the Police Department by 9:00 A.M. daily.

WEEKLY SERVICE

Wet mop stairways.
Remove hand dirt from doors, door frames, glass partitions and doors, and around light switches and telephones.
Wash counter tops.
Damp wipe tables and chairs.
Whisk lint from upholstered furniture.
Wet mop all floors.

MONTHLY SERVICE

Damp wipe washroom compartments.
Dust items not normally dusted, such as ventilators, tops to partitions, picture frames, convectors, fire extinguishers, etc.
Scrub and wax lobby and hall floors.
Scrub and wash all tile floors. Mop and wax in traffic areas when required. Spray, buff and burnish all floors.

ANNUAL SERVICE

Scrub, strip and rewax all tile floors.

AREAS SERVICED

All areas in the building are included in the routine of the above specifications with the following modifications:

Council Chambers will be carefully cleaned before each Council meeting which is currently on the First and Third Mondays of each month.

JANITORIAL SERVICE -- PUBLIC WORKS GARAGE 6600 LEECHBURG ROAD, VERONA, PA 15147

DAILY SERVICE

- Empty trash and replace liners as needed.
- Dry mop office area.
- Lift chairs in cafeteria to dry and wet mop floor in cafeteria area.
- Dust horizontal services in corridor and lobby.
- Damp mop lobby area.
- Spot clean walls and glass partitions.
- Restrooms are to be cleaned and sanitized; supplies refilled daily.
- Shower to be cleaned and sanitized daily.

WEEKLY SERVICE

- Dust all horizontal surfaces
- Spot clean walls and glass in office area; spot wet mop.
- Dust areas over 70" high; dust areas under 30" low.
- Dust desks and workstations and spot clean.
- Damp mop corridor and dust horizontal surfaces.

BI-WEEKLY SERVICE

- Sanitize telephone.

SEMI-ANNUALLY

- Strip hard surface floors of wax; scrub; apply three (3) coats of finish.

**JANITORIAL SERVICE -- WATER POLLUTION CONTROL DEPARTMENT
125 SANDY CREEK ROAD, VERONA, PA 15147**

Services are required once (1) per week between the hours of 3:30 P.M. and 7:00 A.M. The offices consist of one entrance/lunch room, four offices and two restrooms.

WEEKLY SERVICE

Empty receptacles, removing waste to hamper at designated location. Trash to be placed in plastic liners.

Clean all entrance door glass.

Dust and clean all office burniture.

Dust ledges, windowsills, railings, etc.; windowsills to be damp wiped.

Spot clean walls, doors, door frames, partitions, light switches as necessary.

Clean and sanitize water fountains and coolers.

Clean and sanitize restrooms as follows:

Clean commodes and urinals with a disinfectant.

Clean wash bowls using cream cleanser

Polish mirrors and metal work.

Clean walls and metal partitions.

Floors to be swept, wet mopped, and rinsed using a disinfectant detergent.

Fill toilet tissue and towel dispensers and replenish hand soap.

Vacuum all carpeting including mats.

Dust mop hard surface floors, insuring to move mats and light furniture.

Damp mop all tile floors.