



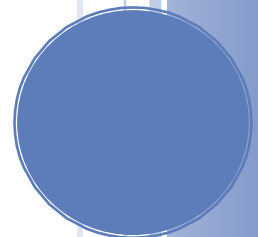
# BOROUGH OF AVALON

## REQUEST FOR PROPOSAL FOR CLEANING SERVICES 2018 - 2020

**Bids Due: December 1, 2017**

**Assistant Borough Manager  
640 California Avenue  
Pittsburgh, PA 15202**

Borough of Avalon  
11/6/2017



# BOROUGH OF AVALON

## *REQUEST FOR PROPOSAL FOR CLEANING SERVICES 2018 - 2020*

### 1. INTRODUCTION

The Borough of Avalon, Allegheny County, requires regular cleaning services for its facility at 640 California Avenue and Public Library at 317 S. Home Street.

### 2. SCOPE OF SERVICES

Vendors are required to undertake certain cleaning tasks on a regular basis as identified below:

#### **BOROUGH ADMINISTRATION OFFICE**

##### Office Areas, Council Chambers, and Foyer – Every Visit

- Flat surfaces hand wiped
- Doors and door frames spot cleaned
- Cobwebs removed
- Book shelves dusted
- Picture frames dusted
- Window sills, ledges, and blinds dusted
- Wood and ceramic floors vacuumed and damp mopped
- All carpeted floor surfaces vacuumed
- General dusting
- Empty trash cans

##### Bathrooms – Every Visit

- Doors and door frames hand wiped
- Fronts of cabinets hand wiped
- Toilets cleaned and sanitized
- Wood and ceramic floors swept and damp mopped
- Mirrors and chrome fixtures cleaned and shined
- Faucets, sinks, and drains scrubbed
- Window sills, ledges, and blinds dusted
- General dusting

##### Kitchen Area – Every Visit

- Counter tops cleaned and sanitized
- Floor damp mopped
- Doors and door frames spot cleaned
- General dusting

Extra Services when needed

- Fronts of all cabinets and file cabinets hand wiped
- Baseboards and window sills hand wiped
- Floors scrubbed and shined
- Kitchen furniture hand wiped
- Furniture and upholstery hand wiped
- Carpet edges given extra attention
- Accessible areas under furniture vacuumed
- Sinks cleaned and chrome shined

**POLICE DEPARTMENT**

Office Areas and Conference/Lunch Room – Every Visit

- Flat surfaces hand wiped
- Doors and door frames spot cleaned
- Cobwebs removed
- Book shelves dusted
- Picture frames dusted
- Window sills, ledges, and blinds dusted
- Wood and ceramic floors vacuumed and damp mopped
- All carpeted floor surfaces vacuumed
- General dusting
- Empty trash cans

Bathrooms – Every Visit

- Doors and door frames hand wiped
- Fronts of cabinets hand wiped
- Toilets cleaned and sanitized
- Wood and ceramic floors swept and damp mopped
- Mirrors and chrome fixtures cleaned and shined
- Faucets, sinks, and drains scrubbed
- Window sills, ledges, and blinds dusted
- General dusting

Extra Services when needed

- Fronts of all cabinets and file cabinets hand wiped
- Baseboards and window sills hand wiped
- Floors scrubbed and shined
- Kitchen furniture hand wiped
- Furniture and upholstery hand wiped
- Carpet edges given extra attention
- Accessible areas under furniture vacuumed
- Sinks cleaned and chrome shined

## **AVALON PUBLIC LIBRARY**

### Office Areas – Every Visit

- Flat surfaces hand wiped
- Doors and door frames spot cleaned
- Cobwebs removed
- Book shelves dusted
- Window sills, ledges, and blinds dusted
- Wood and ceramic floors vacuumed and damp mopped
- All carpeted floor surfaces vacuumed
- General dusting
- Empty trash cans
- Picture frames dusted

### Book storage area, Computer Lab, Children’s Room and Solarium

- Flat surfaces hand wiped
- Doors and door frames spot cleaned
- Cobwebs removed
- Book shelves dusted
- Window sills, ledges, and blinds dusted
- Wood and ceramic floors vacuumed and damp mopped
- All carpeted floor surfaces vacuumed
- General dusting
- Empty trash cans
- Picture frames dusted

### Bathrooms including Ground Level Bathrooms– Every Visit

- Doors and door frames hand wiped
- Fronts of cabinets hand wiped
- Toilets cleaned and sanitized
- Wood and ceramic floors swept and damp mopped
- Mirrors and chrome fixtures cleaned and shined
- Faucets, sinks, and drains scrubbed
- Window sills, ledges, and blinds dusted
- General dusting

### Kitchen Area – Every Visit

- Counter tops cleaned and sanitized
- Floor damp mopped
- Doors and door frames spot cleaned
- General dusting

### Ground Level Offices and Conference Room

- Flat surfaces hand wiped
- Doors and door frames spot cleaned

- Cobwebs removed
- Book shelves dusted
- Window sills, ledges, and blinds dusted
- Wood and ceramic floors vacuumed and damp mopped
- All carpeted floor surfaces vacuumed
- General dusting
- Empty trash cans
- Picture frames dusted

#### Extra Services when needed

- Fronts of all cabinets and file cabinets hand wiped
- Baseboards and window sills hand wiped
- Floors scrubbed and shined
- Kitchen furniture hand wiped
- Furniture and upholstery hand wiped
- Carpet edges given extra attention
- Accessible areas under furniture vacuumed
- Sinks cleaned and chrome shined

### 3. TIME OF SERVICE

The cleaning of the Borough Administration office and the Police Department will be done during regular business hours. The Borough Administration office is open Monday-Friday from 8AM-4PM and the Police Department is open Monday-Friday from 9:30AM-2:30PM. The cleaning of the Library will be during hours that the Library is closed. The vendor will be responsible for resetting the security system for the Library when the service is complete. The Library hours are Monday: 10AM- 6PM, Tuesday: 12PM - 8PM, Wednesday: 10AM - 6PM Thursday: 12PM - 8PM, Friday: 10 AM- 5PM, and Saturday: 9AM - 4PM.

### 4. FREQUENCY

The Borough Administration Office and Police Department will be cleaned twice a week. The Library will be cleaned three times a week.

### 5. CLEANING MATERIALS

The Borough of Avalon will supply all trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning chemicals will be the responsibility of the vendor. Chemicals and containers should all be properly labeled per OSHA and EPA standards.

## 6. PRE-BID VISIT

Interested vendors must schedule a site visit with the Borough Assistant Manager prior to submitting a proposal for the cleaning services.

## 7. INFORMATION REQUIRED TO BE SUBMITTED

All interested vendors are required to submit an original and two (2) copies of their proposal to the Borough Building on or before 4:00pm, prevailing time, December 1, 2017 at 640 California Avenue, Pittsburgh, PA 15202. The proposals must be enclosed in a sealed envelope marked on the outside "PROPOSAL FOR CLEANING SERVICES." Proposals may be hand-delivered, mailed, or sent via private delivery service to the above address. Facsimile or email copies will not be accepted. Any proposal received after the due date and time will not be opened nor accepted.

Proposers must provide evidence of liability insurance, workers compensation, and employee bonding.

## 8. PERSONNEL ASSIGNMENTS

Include the following information:

- a. Names of all individuals who will be involved in the cleaning services.
- b. Any certifications or information relative to qualifications

## 9. PRICING

Submit your proposed pricing for both the initial one-year contract period and the two additional years of contract extensions. Pricing shall represent all-inclusive fees, covering the services of any personnel assigned to the service as well any expenses related to supplies, tools, material, or equipment for the services provided.

## 10. REFERENCES

List at least five references. They should be recent or current clients of yours. Identify each reference by organizational name; location; types of cleaning services provided; and contact person, title and telephone number.

## 11. AUTHORIZED SIGNATURE

Have your proposal signed only by an individual authorized to bind the firm to its offer and to the terms, conditions, requirements and specifications of this RFP.

## 12. SELECTION PROCESS

Any contract award shall go to the Proposer that, in the Borough's opinion, is the best service based on the above criteria. The Borough reserves the right not to award a contract on price alone. In determining the most advantageous proposal, the Borough will seek the services that best meet its needs. The Borough intends to award a contract no later than **January 1, 2018 after formal action at the regular Council meeting.**

The Borough reserves the right to reject any and all proposals for any reason and to waive any irregularities.

## 13. ADDITIONAL INFORMATION

For questions or to schedule a site visit regarding this proposal email [bomalley@boroughofavalon.org](mailto:bomalley@boroughofavalon.org) or call Brian O'Malley, Assistant Manager, Borough Office at 412-761-5820.