



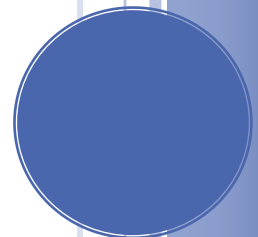
BOROUGH OF AVALON

REQUEST FOR PROPOSALS FOR CLEANING SERVICES 2023 - 2025

Bids Due: September 30, 2022

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

Borough of Avalon
9/5/2022



BOROUGH OF AVALON

REQUEST FOR PROPOSALS FOR CLEANING SERVICES 2023 - 2025

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 – 2 days/week

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

- Flat surfaces hand wiped
- Doors and door frames spot cleaned
- Cobwebs removed
- Bookshelves dusted
- Picture frames dusted
- Windowsills and ledges dusted
- Wood and ceramic floors swept and damp mopped
- All carpeted floor surfaces vacuumed
- General dusting
- Empty trash cans

Bathrooms – Every Visit

- Doors and door frames hand wiped, including bathroom stalls
- Tile walls in bathroom stalls hand wiped
- Fronts of cabinets hand wiped
- Toilets cleaned and sanitized
- Mirrors and chrome fixtures cleaned and shined
- Counter tops, faucets, sinks, and drains scrubbed
- Windowsills and ledges dusted
- Floors swept and damp mopped
- Empty trash cans
- Paper and soap supplies replenished as needed

Kitchen Area – Every Visit

- Counter tops cleaned and sanitized
- Floor swept and damp mopped
- Doors and door frames spot cleaned
- Empty trash can

Monthly Services

- Fronts of all cabinets and file cabinets hand wiped, including top surfaces of file cabinets
- Baseboards, wood trim, windowsills and blinds hand wiped
- Accessible areas under furniture vacuumed

Extra Services As Requested

- Floors scrubbed and shined
- Kitchen furniture hand wiped
- Furniture and upholstery hand wiped
- Carpet edges given extra attention

POLICE DEPARTMENT – 2 days/week

Office Areas and Conference/Lunch Room – Every Visit

- Flat surfaces hand wiped
- Doors and door frames spot cleaned
- Cobwebs removed
- Bookshelves dusted
- Picture frames dusted
- Windowsills and ledges dusted
- Wood and ceramic floors swept and damp mopped
- All carpeted floor surfaces vacuumed
- General dusting
- Empty trash cans

Bathrooms – Every Visit

- Doors and door frames hand wiped, including bathroom stalls
- Tile walls in bathroom stalls hand wiped
- Fronts of cabinets hand wiped
- Toilets cleaned and sanitized
- Mirrors and chrome fixtures cleaned and shined
- Faucets, sinks, and drains scrubbed
- Floors swept and damp mopped
- Empty trash cans

- Paper and soap supplies replenished as needed

Kitchen Area – Every Visit

- Counter tops cleaned and sanitized
- Floor swept and damp mopped
- Doors and door frames spot cleaned
- Empty trash cans

Monthly Services

- Fronts of all cabinets and file cabinets hand wiped, including top surfaces of file cabinets
- Baseboards and windowsills hand wiped
- Accessible areas under furniture vacuumed

Extra Services As Requested

- Floors stripped and waxed annually. (Specifically the receptionist and officer workstation area. Task would require an alternate schedule to complete.)
- Kitchen furniture hand wiped
- Furniture and upholstery hand wiped
- Carpet edges given extra attention

AVALON PUBLIC LIBRARY – 3 days/week

Library Entrance Area w/Elevator and Stairwell – Every Visit

- Flat surfaces hand wiped, including handrails
- Baseboards, windowsills, and ledges dusted
- Doors and door frames spot cleaned
- Picture frames dusted
- Cobwebs removed
- All carpeted floor surfaces vacuumed
- Ceramic floors swept and damp mopped
- Stairs swept and damp mopped
- Empty trash cans
- General Dusting

Office Areas – Every Visit

- Flat surfaces hand wiped
- Baseboards, windowsills and ledges dusted
- Doors and door frames spot cleaned
- Cobwebs removed
- Bookshelves dusted

- Wood and ceramic floors swept 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 – Every Visit

- Flat surfaces hand wiped
- Doors and door frames spot cleaned
- Cobwebs removed
- Bookshelves dusted
- Baseboards, windowsills and ledges dusted
- Wood and ceramic floors swept and damp mopped
- All carpeted floor surfaces vacuumed
- General dusting
- Empty trash cans
- Picture frames dusted

Bathrooms (1 in Library Area, 1 in Office Area) including Ground Level Bathrooms– Every Visit

- Doors and door frames hand wiped, including bathroom stalls
- Walls in bathroom stalls hand wiped
- Fronts of cabinets hand wiped
- Toilets cleaned and sanitized
- Mirrors and chrome fixtures cleaned and shined
- Counter tops, faucets, sinks, and drains scrubbed
- Windowsills and ledges dusted
- Floors swept and damp mopped
- Empty trash cans
- Paper and soap supplies replenished as needed

Kitchen Area – Every Visit

- Counter tops cleaned and sanitized
- Floor swept and damp mopped
- Doors and door frames spot cleaned
- Empty trash cans

Ground Level Offices and Conference Room – Every Visit

- Flat surfaces hand wiped
- Doors and door frames spot cleaned
- Cobwebs removed
- Bookshelves dusted

- Windowsills and ledges dusted
- Wood and ceramic floors swept and damp mopped
- All carpeted floor surfaces vacuumed
- General dusting
- Empty trash cans
- Picture frames dusted

Monthly Services

- Fronts of all cabinets and file cabinets hand wiped, including top surfaces of file cabinets
- Baseboards, wood trim, windowsills and blinds hand wiped
- Accessible areas under furniture vacuumed

Extra Services As Requested

- Floors scrubbed and shined
- Kitchen furniture hand wiped
- Furniture and upholstery hand wiped
- Carpet edges given extra attention

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 8:00AM-4:00PM and the Police Department is open Monday-Friday from 8:30AM-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: 10:00AM- 6:00PM, Tuesday: 12:00PM – 8:00PM, Wednesday: 10:00AM -6:00PM, Thursday: 12:00PM – 8:00PM, Friday: 10:00AM- 5:00PM, and Saturday: 9:00AM – 4:00PM.

4. FREQUENCY

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

5. CLEANING MATERIALS

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

6. PRE-BID VISIT

Prior to submitting a proposal for cleaning services, interested vendors must schedule a site visit with the Assistant Borough Manager to view the facilities and discuss 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, September 30, 2022, 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, 2023, 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 lmclaughlin@boroughofavalon.org or call Leanne McLaughlin, Assistant Manager, Borough Office at 412-761-5820.