



REQUEST FOR PROPOSALS

North Fayette Township

The Township of North Fayette, Allegheny County is requesting proposals from qualified, professional providers of cleaning and custodial services for the township municipal building, public works facility and Police Department.

Documents must be returned to the township no later than 4:30 PM on December 11, 2020 to be considered. Bids will be opened on December 14, 2020 at 10:00 AM at the township municipal building.

For additional information, contact the Building and Grounds Superintendent, North Fayette Township, 400 North Branch Road, Oakdale, PA 15071 or by calling (412) 788-4888 during regular business hours.

GENERAL DEFINITIONS

Township of North Fayette or North Fayette Township shall be hereinafter referred to as 'TOWNSHIP'.

The person, entity or firm hired to provide cleaning and custodial services to the TOWNSHIP for its Municipal Building, Public Works Facility and Police Depart shall be hereinafter referred to as 'CONTRACTOR'.

GENERAL CONDITIONS

Scope of Work:

1. **CONTRACTOR** will complete all work in a professional manner and will be held responsible for satisfactory work in accordance with the intent of the specifications set forth in **Exhibit A** (attached).
2. **CONTRACTOR** will supply cleaning tools, mops, buckets, cleaners, disinfectants, and general cleaning chemicals.
3. **TOWNSHIP** shall provide all necessary paper supplies for use in the bathrooms and sink areas.
4. **CONTRACTOR** will have a member of management or a supervisor on site to review all work on a regular, periodic basis.
5. **CONTRACTOR** shall be fully insured for General Liability and Workmen's Compensation and shall furnish a certificate of insurance to the **TOWNSHIP**.
6. **CONTRACTOR** shall submit, with all required bidding materials, a Bid Bond check in the amount of 10% of the Proposed Monthly Bid Amount made payable to 'Township of North Fayette'.
7. **CONTRACTOR** shall furnish professional references.
8. **CONTRACTOR** shall be an Equal Opportunity Employer.
9. **CONTRACTOR** shall meet all security and responsibility standards required by the **TOWNSHIP**.
10. The **CONTRACTOR** and **CONTRACTOR** employees must pass a criminal history background assessment prior to providing services to the **TOWNSHIP** under the terms of an agreement between the **CONTRACTOR** and the **TOWNSHIP**, and at any time determined by the **TOWNSHIP** throughout the term of such agreement. The **CONTRACTOR** and **CONTRACTOR** employees must have no record of criminal arrest and may be subjected to additional security assessments as determined by the **TOWNSHIP**. The **CONTRACTOR** shall immediately notify the **TOWNSHIP** if the **CONTRACTOR** or any **CONTRACTOR** employee is arrested for a criminal offense or may otherwise be expected to fail any subsequent background assessment or other security assessment.

Conditions of Service:

Times for the completion of work shall be between the hours of 4:00 PM and 1:00 AM. The Municipal Building and Public Works Facility shall be cleaned five consecutive days per week (Monday – Friday). The Police Department shall be cleaned seven days per week.

Probationary Period:

The **TOWNSHIP** will utilize the successful **CONTRACTOR** for a probationary or trial period of not less than thirty (30) days before formal execution of an agreement. If the probationary period does not prove to be satisfactory for any reason, either party may withdraw without loss of sureties, bonds or penalty if seven days' notice is given. Payment for services rendered up to the final date of the probationary period will be provided. Subsequently, the **TOWNSHIP** may, at its sole discretion, accept the proposal of the next qualified bidder, readvertise, rebid or abandon the use of a contracted person, entity or firm for such cleaning and custodial services. Interim service by another contractor may be used during any period when no contract is in force.

Termination:

Either party may terminate the agreement with thirty (30) days written notice.

Notice of Non-Discrimination:

The Township of North Fayette is an equal opportunity employer. MBE/WBE/DBE/VOSB firms are encouraged to submit proposals to provide services.

Exhibit A

NORTH FAYETTE TOWNSHIP

CLEANING SPECIFICATIONS FOR MUNICIPAL BUILDING, PUBLIC WORKS BUILDING AND POLICE DEPARTMENT

OFFICES/ MEETING ROOMS/LOCKER ROOMS	
Description of Service	Frequency
Vacuum all carpeting, including edge cleaning	Daily
Sweep tile floors	Daily
Empty and replace all trash bags	Daily or as needed
Thoroughly wash all tile floors	Daily
Dust/clean all desktops, furniture, telephones, file cabinets, counters, ledges and windowsills	3 times per week
Dust/clean all heating units, tables, bookshelves and blinds	3 times per week
Clean interior/exterior glass doors	Daily
Empty recycling paper receptacles	Weekly or as needed
All tile floors to be buffed	Quarterly
Wipe down all interior doors	Weekly
All tile floors stripped, cleaned, waxed and sealed with a slip-resistant floor finish	2 times per year
Clean ceiling fans	2 times per year
All carpeting shall be spot cleaned	As needed
All areas are to be kept free of cobwebs	As needed
All heating and air-conditioning vents vacuumed and dusted	As needed
Disinfect all high touch areas and surfaces	Daily

HALLWAYS/ ENTRANCEWAYS	
Description of Service	Frequency
Vacuum all carpeting including mats	Daily
Empty and replace trash bags	Daily
Clean and sanitize all water dispensers	Daily
Thoroughly wash all tile floors	Daily
Clean furniture, counters, ledges, windowsills, heating units	Weekly
Clean interior glass doors including glass and doorframes	Weekly
Wipe down all interior doors	Weekly
All tile floors stripped, cleaned, waxed and sealed with a slip resistant floor finish	Twice per year
All carpeting shall be spot cleaned	As needed
Mop tile floors when wet (from rain) or salt stained in winter	As needed
Disinfect all high touch areas and surfaces	Daily

RESTROOMS	
Description of Service	Frequency
Sweep tile floors	Daily
Empty and replace all trash bags	Daily
Refill bathroom supplies, i.e. toilet tissue, soap, paper towels, convenience machines	Daily
Clean toilet bowls, toilet seats and urinals with disinfectant soap	Daily
Clean and sanitize sinks and fixtures with disinfectant	Daily
Clean mirrors	Daily
Thoroughly wash all tile floors with disinfectant soap	Daily
Wipe down all interior doors	Weekly
All tile floors stripped, cleaned, waxed and sealed with a slip resistant floor finish	2 times per year
Disinfect all high touch areas and surfaces	Daily

KITCHEN/LUNCHROOM	
Description of Service	Frequency
Vacuum all carpeting, including edge cleaning	Daily
Sweep tile floors	Daily
Empty and replace all trash bags	Daily
Thoroughly wash tables and counters	Daily
Clean and sanitize sink and fixtures with disinfectant	Daily
Thoroughly wash all floors	Daily
Refill soap and paper towel dispensers	As needed
All tile floors to be buffed	Quarterly
Wipe down all interior doors	Weekly
All tile floors stripped, cleaned, waxed and sealed with a slip resistant floor finish	2 times per year
Disinfect all high touch areas and surfaces	Daily

ADDITIONAL PROVISIONS
There will be NO cleaning services provided for the Police Department Detectives' offices unless specifically requested by the TOWNSHIP .
CONTRACTOR will provide not less than one experienced maintenance person every day during the contracted period (major holidays excluded) to complete the service described herein to the satisfaction of the TOWNSHIP .
CONTRACTOR shall designate not less than one person to regularly supervise the work of CONTRACTOR employees and to familiarize such employees with the work routine to minimize retraining and employee turnover.
CONTRACTOR shall be responsible for securing the Municipal Building, Public Works Building and Police Department before leaving the job site each workday.
CONTRACTOR shall be responsible for cleaning the facilities following any TOWNSHIP functions (meetings, etc.) The TOWNSHIP shall provide the CONTRACTOR with a schedule of such meetings.

**NORTH FAYETTE TOWNSHIP
CLEANING AND CUSTODIAL SERVICES
BID FORM**

BIDDER INFORMATION

Name of Entity Submitting Bid:	
Address Line 1:	
Address Line 2:	
City/State/Zipcode:	
Contact Person:	
Business Phone:	
Mobile or Alternate Phone:	
E-Mail Address:	
Fax:	

BID AMOUNT AND BID BOND

Proposed Monthly Bid Amount:	\$
10% Bid Bond Amount:*	\$

ADDITIONAL INFORMATION

Do you have valid Workmens' Compensation Insurance?*	YES	NO
Do you have valid General Liability Insurance?*	YES	NO
Are you an Equal Opportunity Employer?	YES	NO

On a separate page, please list the names and addresses of all employees or personnel of your entity who will be expected to have access to **TOWNSHIP** facilities under the terms of this proposal.

CERTIFICATION

Printed Name of Authorized Bidder:	
Title:	
Signature:	
Date:	

* Certificate of Proof of Insurance and a Bid Bond check in the amount of 10% of the Proposed Monthly Bid Amount must be attached. Bid Bond check should be made payable to "Township of North Fayette".

This form and all required attachments must be in the physical possession of North Fayette Township at 400 North Branch Road, Oakdale, PA 15071 NO LATER than December 11, 2020 at 4:30 PM. Proposals received thereafter will not be accepted, opened or considered.