

## GENERAL SPECIFICATIONS

- Contractor must meet with Officer-In-Charge (OIC) prior to beginning of contract to clarify work to be performed, expectations and security regulations.
- Contractor must sign-in and sign-out all workers in station log book each visit.
- Contractor must follow and sign JOB log sheet.
- Contractor should follow the flooring manufacturer's maintenance and care recommendations. SPECIAL NOTE: PSP facilities that have a rubber matt flooring installed in fitness rooms do not require waxing see manufactures directions.

Station total square footage

Services will be provided (3) days per week FOR HOWEVER MANY HOURS REQUIRED TO COMPLETE THE WORK ON THESE GENERAL SPECIFICATIONS

### **EACH VISIT – sign job log sheet**

**Waste baskets** – empty and wipe clean or replace liners. Liners to be furnished by Contractor.

**Tile floors** – damp mop or use dust mop as conditions warrant per directions for floor maintenance

**Wash bowls and sinks** – clean with liquid detergent such as Ajax.

**Lavatory Floors** – Follow Manufacturers directions – special attention to area around all fixtures.

**Showers, commodes, and urinals** – clean with brush and disinfectant.

**Mirrors** – clean.

**Sweep front porch or stoop - at all entrances**

**Towel and tissue dispensers** – refill with supplies furnished by the Commonwealth.

**Carpeted areas** – vacuum when present in building.

**Walk-Off-Mats** - Vacuum

### **EVERY WEEK – sign job log sheet**

**Furniture** – dust (except desks).

**Sills and ledges** – dust.

**Lavatory walls** – wipe with disinfectant around urinals and toilets.

**Chrome fixtures** - polish

## **EVERY TWO WEEKS – sign job log sheet**

**Walls and doors** – wipe finger marks and scuff marks.

**Vacuum** under all desks, tables, counters.

**Tile floors and stairs** – damp mop with cleaning solution as per manufactures recommendations

**Concrete Floors** – Sweep, unless directed otherwise by landlord

## **EVERY THREE MONTHS – sign job log sheet**

**Windows** - Clean inside.

**Wall Carpet** – Vacuum

**Base Board** or coving – Wipe down

## **SEMI-ANNUALLY – sign job log sheet**

**GENERAL HOUSE CLEANING**, including blinds, light fixtures, walls, etc.

**Heat Vents & grills** – vacuum dust from bottom.

**\*Contractor take note of any modular furniture that may require cleaning around.**

\*Contractor must be responsible for compliance with the Pennsylvania Act 1984-159 Worker and Community Right To Know. This is in reference to any chemicals used or stored in the workplace.

The Commonwealth may extend the termination date of the contract for a period of time not to exceed six (6) months, provided the contractor agrees to such an amendment, and a formal amendment is executed.

The Contractor is required to have in place during the term of the Contract and any renewals or extensions thereof, the following types of insurance, issued by companies acceptable to the Commonwealth and authorized to conduct such business under the laws of the Commonwealth of Pennsylvania:

- A. **Worker's Compensation Insurance** for all of the Contractor's employees and those of any subcontractor, engaged in work at the site of the project as required by law.
- B. **Public Liability and Property Damage Insurance** to protect the Commonwealth, the Contractor, and any and all subcontractors from claims for damages for personal injury (including bodily injury), sickness or disease, accidental death and damage to property including the loss of use resulting from any property damage, which may arise from the activities performed under the Contract or the failure to perform under the Contract, whether such performance or non-performance be by the Contractor, by any subcontractor, or by anyone directly or indirectly employed by either. The minimum amounts of coverage shall be \$250,000 per person and \$1,000,000 per occurrence for bodily injury, including death, and \$250,000 per person and \$1,000,000 per occurrence for property damage. Such policies shall be occurrence rather than claims-made policies and shall not contain any endorsements or any other form designated to limit and restrict any action by the Commonwealth, as an additional insured, against the insurance coverage in regard to work performed for the Commonwealth.

Prior to commencement of the work under the Contract and at each insurance renewal date during the term of the Contract, the Contractor shall provide the Commonwealth with current certificates of insurance. These certificates or policies shall name the Commonwealth as an additional insured and shall contain a provision that the coverage's afforded under the policies will not be cancelled or changed until at least thirty (30) days written notice has been given to the Commonwealth.

**The Awarded Contractor must complete a Request for Criminal Record Check (SP 4-164) form for all persons who will work inside Commonwealth facilities. The completed form must be presented in person to the Officer-in-charge or designee of the Commonwealth facility. No fee will be charged for the criminal record check. The person must present a current driver's license or other photo identification with the form. The Commonwealth reserves the right to bar from Commonwealth facilities any person who has been arrested or convicted of a crime, including felony, misdemeanor, or summary offenses in Pennsylvania or equivalent offenses in other jurisdictions. The Awarded Contractor shall not allow any person access to Commonwealth buildings or facilities until the criminal record check has been performed. Failure to comply with the provisions of this paragraph shall be grounds for termination of the contract for cause.**