



**PENNSYLVANIA STATE POLICE
DEPARTMENT HEADQUARTERS
1800 ELMERTON AVENUE
HARRISBURG, PA 17110**

**IFB 6100063851
SPECIFICATIONS
PSP TROOP C PUNXSUTAWNEY
JANITORIAL SERVICES**

I-1. Statement of the Project.

Furnish all labor, equipment, and material to perform janitorial services three (3) days per week at Pennsylvania State Police (PSP) Troop C Punxsutawney with the specifications listed below to be effective upon issuance of valid purchase order with four (4) one (1) year optional renewals.

I-2. General Specifications.

- All vendors intending to bid, must visit the site and take into consideration all conditions prevailing that would affect the bid price – before bidding.
- Site visit form must be completed and uploaded with bid submission.
- Contractor must meet with the Officer-In-Charge (OIC) prior to the beginning of the contract to clarify work to be performed, expectations and security regulations.
- Contractor must sign-in and sign-out all workers in station logbook each visit.
- Contractor should follow the flooring manufacturer's maintenance and care recommendations. (SPECIAL NOTE: PSP facilities that have rubber matt flooring in the fitness room do not require waxing; see manufactures directions.)
- Vendor must CALL LANDLORD (SEE STATION COMMANDER) for the directions on the maintenance and cleaning of all floors.

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

I-3. Requirements.

EACH VISIT – sign job log sheet

Waste baskets – empty, wipe clean and replace liners. Liners to be provided by contractor.

Floors – dust mop or use damp mop as conditions warrant per directions for floor maintenance. (damp mop required during winter months)

Lavatory floors – damp mop following manufactures directions – special attention to areas around fixtures.

Showers - clean showers according to manufacturer's directions

Commodes and urinals –, clean with a brush and disinfectant.

Sinks / Mirrors – clean.

All entrances – sweep area, vacuum runners and dust cobwebs.

Carpeted areas – vacuum.

Tables – clean and wipe down with disinfectant.

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

EVERY WEEK – sign job log sheet

Furniture – dust (except desks) desks when requested.

Sills and ledges – dust

Lavatory walls – cleans and wipe down with disinfectant around urinals, toilets and sinks.

Chrome fixtures – polish

EVERY MONTH – Sign job log sheet

Garage concrete floors – wash, December thru March, unless directed otherwise by station OIC.

Restricted areas – sweep/mop as directed by station.

EVERY THREE MONTHS – Sign job log sheet

Windows – clean inside.

Base board or covering – wipe down.

SEMI-ANNUALLY – Sign on job log sheet.

General house cleaning - blinds, light fixtures, doors, walls, etc.

Heat & vent grills – vacuum.

Carpets – Professional steam cleaning.

VCT floors – Strip and wax Semi-annually as required IAW manufacturers recommendations. Sign log sheet when compete.

MUST BE COMPLETED in April and September, upon coordination with station OIC.

Strip all wax and scrub bare floors. Care must be taken to properly clean all corners. Wax floors with three (3) coats of wax using high quality wax keeping any residue off the walls or legs of the furniture immediately wiping off any affected surfaces. It is the responsibility of the vendor to ensure that all floors maintain a high-gloss finish.

*** ASBESTOS FLOORS *** - Stripping of wax from asbestos flooring must be conducted using a pad no more abrasive than a green pad. The floor must be kept wet during the entire stripping process. Wax must be applied prior to reusing the area for normal operations.

****Take note of any modular furniture that may require cleaning round****

RCA RUBBER FLEXI FLOOR – Move all movable furniture and machine scrub floors, following protocol for maintenance restoration from the RCA Rubber Company's Flexi Floor.

I-4. REQUEST FOR CRIMINAL RECORD CHECK

1. The Pennsylvania State Police (PSP) abides by the Criminal Justice Information Services (CJIS) Security Policy. The policy can be found at <http://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center/view>. In accordance with this policy, any vendor staff members that will perform janitorial services or be unescorted at a PSP facility must have a Federal fingerprint background check performed before entering the building. The vendor staff members required to have this background check must obtain the required authorization letter from their employer before reporting to a PSP installation to give a full set of fingerprints. The PSP will use the fingerprints to perform a state record check and will then forward them to the Federal Bureau of Investigation for a national criminal history record check. The information obtained from the criminal history check shall be used by the PSP for a fitness determination. PSP will retain records of those individuals who have completed the fingerprint background check.

I-5. Delivery/Service Location.

**Pennsylvania State Police
Troop C Punxsutawney
485 North Findley Street
Punxsutawney, PA 15767**