



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

**IFB 6100064091
SPECIFICATIONS
PSP TROOP R GIBSON JANITORIAL SERVICES**

I-1. Statement of the Project.

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

I-2. Specification and Quantity.

1. Vendor must sign-in and sign-out all workers in station logbook each visit.
2. Vendor must follow and sign job log sheet.
3. Vendor 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.
4. Vendor must Call Landlord (See Station Commander) for directions on maintenance and cleaning of all floors.
5. Pennsylvania Act 1984-159
 - a. Vendor 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
6. Services must be provided three (3) days per week

I-3. Requirements.

A. SITE VISIT

1. All vendors intending to bid, must visit the site and take into consideration all conditions prevailing that would affect the bid price – before bidding.
2. Site visit form must be completed and uploaded with bid submission.
3. Vendor must meet with Officer-In-Charge (OIC) prior to beginning of contract to clarify work to be performed, expectations and security regulations.

B. EACH VISIT

1. Sign job log sheet
2. Waste baskets
 - a. Empty and wipe clean or replace liners.
 - b. Liners to be furnished by Vendor.
3. Tile floors
 - a. Damp mop or use dust mop per directions for floor maintenance
4. Wash bowls and sinks
 - a. Clean with liquid detergent such as Ajax.
5. Lavatory Floors – Follow Manufacturer's directions
 - a. Special attention to area around all fixtures.
6. Showers
 - a. Clean tiled showers or Fiberglass showers according to manufacturer's directions
7. Commodes, and urinals
 - a. Clean with brush and disinfectant
8. Mirrors
 - a. Clean
9. Sweep front porch or stoop - at all entrances
10. Towel, toilet tissue and Liquid Soap dispensers
 - a. refill with supplies furnished by the Commonwealth
11. Carpeted areas – vacuum when present in building
 - a. Carpet Stains – spot clean as necessary
12. Kitchen Countertops & Lunch Tables
 - a. Clean with disinfectant
13. Walk-Off-Mats
 - a. Vacuum

C. EVERY WEEK

1. Sign job log sheet
2. Furniture
 - a. dust (except desks), dust desks when requested
3. Sills and ledges

- a. Dust
- 4. Lavatory walls
 - a. Remove any spots wipe with disinfectant around sinks, with special attention around urinals and toilets.
- 5. Chrome fixtures
 - a. Polish
- 6. Security Window (bullet resistant glass)
 - a. Clean according to manufacturer's directions
- 7. Empty exterior trash cans
 - a. Empty the outside trash cans

D. EVERY TWO WEEKS

- 1. Sign job log sheet
- 2. Walls and doors
 - a. Wipe finger marks and scuff marks.
- 3. Vacuum under all desks, tables, counters.
- 4. Tile floors and stairs
 - a. Damp mop with cleaning solution as per manufactures recommendations
- 5. Concrete Floors
 - a. Sweep, unless directed otherwise by landlord/station

E. EVERY MONTH

- 1. Sign job log sheet
- 2. Concrete Floors Garage
 - a. Wash, December, January, February, and March, unless directed otherwise by landlord/station
- 3. Restricted Areas
 - a. Sweep/mop as directed by the Station.

F. EVERY THREE MONTHS

- 1. Sign job log sheet
- 2. Windows
 - a. Clean inside
- 3. Wall Carpet
 - a. Vacuum (if present)
- 4. Base Board or coving
 - a. Wipe down

G. SEMI-ANNUALLY

- 1. Sign job log sheet
- 2. General House Cleaning

- a. Including blinds, light fixtures, walls, etc.
- 3. Heat vents & Grills
 - a. Vacuum dust from bottom.
- 4. Carpets
 - a. Professional Steam Extraction

H. VCT FLOORS

- 1. Sign job log sheet after completion
- 2. Follow Manufacturer's Directions
- 3. Must be completed in April and September
 - a. With coordination of the Station Commander
- 4. Strip all wax and scrub bare floors
 - a. Care must be taken to properly clean all corners
- 5. Wax floors with three (3) coats of wax using a quality wax
 - a. Must be mindful that wax is not getting on the walls, or legs of furniture.
 - b. Must wipe up any residue that gets on anything other than the floor.
- 6. Vendor is responsible for maintaining a hi-gloss finish on all floors.

I. ASBESTOS FLOORS (IF VCT CONTAINS ASBESTOS)

- 1. Sign job log sheet after completion
- 2. Follow Manufacturer's Directions
- 3. Must be completed in April and September
 - a. With coordination of the Station Commander
- 4. Stripping of wax must be conducted using a pad no more abrasive than a green pad.
- 5. The floor must be kept wet during the entire stripping process.
- 6. Wax must be applied prior to re-using the area for normal operations.

J. RCA RUBBER FLEXI FLOOR WHERE PRESENT

- 1. Sign job log sheet after completion
- 2. Must be completed in April and September
 - a. With coordination of the Station Commander
- 3. Move all moveable furniture and machine scrub floors
 - a. Must follow protocol for maintenance and restoration for the RCA Rubber Company's Flexi Floor

K. 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-4. Delivery/Service Location.

**Pennsylvania State Police
Troop R Gibson
2856 State Route 848
New Milford, PA 18834**