



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

**SPECIFICATIONS
IFB No. 6100064860
PSP Troop A Somerset
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 A Somerset and in compliance with the specifications listed below to be effective upon issuance of valid purchase order for a period of five (5) years.

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 mat flooring installed in fitness rooms do not require waxing (see manufacturer's 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.
7. Commonwealth will only provide liquid soap dispensers and their refill products, hand drying towels (rolls or individual), toilet tissue and toilet tissue dispensers, and urinal pads.
8. Vendor to provide:
 - Waste basket liners;
 - Damp mops and dust mops to include all replacement heads;
 - Cleaning solutions (i.e., Mr. Clean®, Ajax®, etc.);
 - Shower cleaning solutions;
 - Toilet and urinal cleaning solutions;
 - Toilet and urinal brushes;
 - Mirror and window cleaning solutions;
 - Outdoor brooms and dustpans;
 - Vacuums;
 - Spot cleaning solutions for carpet stains;
 - Disinfectants for food service areas (kitchen tables/countertops);
 - Cleaning solutions for lunch/break area appliances (to include sinks);
 - Furniture dusting solutions and dust rags;
 - Chrome fixture polish and polish cloths; and
 - Any other solutions, cloths, equipment, and materials not listed above or in I-2.7 required to accomplish tasks identified in these specifications.

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 the beginning of the contract to clarify work to be performed, expectations and security regulations.
4. No bids will be accepted without a signed site visit form. Each visit must be performed by the entity who will be responsible for invoicing. If a subcontractor will be engaged, the site visit must still be attended by the official bidding entity who will receive award and subsequent payment for services.

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. Dust mop first (or other debris removal, i.e., vacuum), followed by wet mop.
 - b. Equipment and cleaning products to be furnished by vendor.
4. Wash bowls and sinks:
 - a. Clean with liquid detergent such as Ajax®.
 - b. Equipment and cleaning products to be furnished by vendor.
5. Lavatory floors (follow manufacturer's directions):
 - a. Special attention to area around all fixtures.
 - b. Equipment and cleaning products to be furnished by vendor.
6. Showers:
 - a. Clean tiled showers or fiberglass showers according to manufacturer's directions.
 - b. Equipment and cleaning products to be furnished by vendor.
7. Commodes and urinals:
 - a. Clean with brush and disinfectant.
 - b. Equipment and cleaning products to be furnished by vendor.
 - c. Urinal pads furnished by the Commonwealth.
8. Mirrors:
 - a. Clean.
 - b. Equipment and cleaning products to be furnished by vendor.
9. Sweep front porch or stoop (all entrances):
 - a. Equipment to be furnished by vendor.
10. Towel, toilet tissue and liquid soap dispensers:
 - a. Refill with supplies furnished by the Commonwealth.
11. Carpeted areas:
 - a. Vacuum when present in building.
 - b. Carpet stains – spot clean as necessary.
 - c. Equipment and cleaning products to be furnished by the vendor.
12. Kitchen countertops and lunch tables:
 - a. Clean with disinfectant.
 - b. Equipment and cleaning products to be furnished by the vendor.

13. Walk off mats:
 - a. Vacuum.
 - b. Equipment to be furnished by the vendor.

C. EVERY WEEK

1. Sign job log sheet.
2. Furniture:
 - a. Dust (except desks); dust desks when requested.
 - b. Equipment and cleaning products to be furnished by vendor.
3. Sills and ledges:
 - a. Dust.
 - b. Equipment and cleaning products to be furnished by vendor.
4. Lavatory walls:
 - a. Remove any spots, wipe with disinfectant around sinks, with special attention around urinals and toilets.
 - b. Equipment and cleaning products to be furnished by vendor.
5. Chrome fixtures:
 - a. Polish.
6. Security window (bullet resistant glass):
 - a. Clean according to manufacturer's directions.
 - b. Equipment and cleaning products to be furnished by vendor.
7. Empty exterior trash cans:
 - a. Empty the outside trash cans.
 - b. Equipment and materials to be furnished by vendor.

D. EVERY TWO WEEKS

1. Sign job log sheet.
2. Walls and doors:
 - a. Wipe finger marks and scuff marks.
 - b. Equipment and cleaning products to be furnished by vendor.
3. Vacuum under all desks, tables, and counters:
 - a. Equipment to be furnished by vendor.
4. Tile floors and stairs:
 - a. Dust and damp mop with cleaning solution as per manufacturer's recommendations.
 - b. Equipment and cleaning products to be furnished by vendor.
5. Concrete floors:
 - a. Sweep, unless directed otherwise by landlord/station.
 - b. Equipment and cleaning products to be furnished by vendor.

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.
 - b. Equipment and cleaning products to be furnished by vendor.

3. Restricted areas:
 - a. Sweep/mop as directed by the station.
 - b. Equipment and cleaning products to be furnished by vendor.

F. EVERY THREE MONTHS

1. Sign job log sheet.
2. Windows:
 - a. Clean inside.
 - b. Equipment and cleaning products to be furnished by vendor.
3. Wall carpet:
 - a. Vacuum (if present).
 - b. Equipment and cleaning products to be furnished by vendor.
4. Base board or coving:
 - a. Wipe down.
 - b. Equipment and cleaning products to be furnished by vendor.

G. SEMI-ANNUALLY

1. Sign job log sheet.
2. General house cleaning:
 - a. Including blinds, light fixtures, walls, etc.
 - b. Equipment and cleaning products to be furnished by vendor.
3. Heat vents and grills:
 - a. Vacuum dust from bottom.
 - b. Equipment and cleaning products to be furnished by vendor.
4. Carpets:
 - a. Professional steam extraction.
 - b. Equipment and cleaning products to be furnished by vendor.

H. VCT FLOORS

1. Sign job log sheet.
2. Follow manufacturer's directions.
3. Must be completed in April and September (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.
2. Follow manufacturer's directions.
3. Must be completed in April and September (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 reusing the area for normal operations.

J. RCA RUBBER FLEXI-FLOR® WHERE PRESENT

1. Sign job log sheet.
2. Must be completed in April and September (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-Flor®.

K. REQUEST FOR CRIMINAL RECORD CHECK

1. The Pennsylvania State Police 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. 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 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 A Somerset
142 Sagamore Street
Somerset, PA 15501**