

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF TRANSPORTATION**

JANITORIAL AND MAINTENANCE SERVICES

**Butler County Maintenance Office
351 New Castle Road
Butler PA, 16001**

**County Contact
Chris Robinson, Roadway Programs Coordinator
Maintenance District 1020
Butler, PA 16001
724-284-8800**

STATEMENT OF WORK/SPECIFICATION

I. INTRODUCTION

- A. This statement of work is designed to provide prospective bidders with information on requirements associated with janitorial and maintenance services at the Department of Transportation (“PennDOT”), **The Butler County Maintenance office is located just off the Lyndora exit of State Route 422. 351 New Castle Road, Butler, PA 16001**
- B. Questions regarding this bid should be directed to Roadway Programs Coordinator, Chris Robinson, at 724-284-8800.

II. LIMITATION AND RESTRICTIONS

- A. The contractor shall perform the required services to the extent and degree deemed necessary to assure clean, sanitary, and rubbish free surroundings commensurate with the health and wellbeing of PennDOT employees. UNSATISFACTORY PERFORMANCE SHALL BE SUFFICIENT REASON TO CANCEL THIS CONTRACT BY WRITTEN NOTICE THIRTY (30) DAYS IN ADVANCE OF THE EFFECTIVE DATE OF CANCELLATION.
- B. The contractor shall be required to perform the services between the hours of 4:30 PM to 11:59 PM, Mondays thru Fridays unless other arrangements are made with the Roadway Programs Coordinator.
- C. Excepting items specifically stated elsewhere in this contract, the contractor is responsible for all supplies and equipment necessary to satisfactorily perform the janitorial and maintenance services.
- D. All reasonably required amounts of water and electricity will be made available to the contractor without charge for general building janitorial and maintenance services.
- E. No materials, equipment, or supplies shall be used which will damage floors, floor coverings, woodwork, painted surfaces, furniture, or other items being cleaned.
- F. It shall be the contractor’s responsibility, through PennDOT personnel, to arrange for access to building. Keys will be provided as requested. To obtain keys contact Roadway Programs Coordinator at 724-284-8800

- G. The contractor shall be responsible for instructing their employees in appropriate safety measures and shall not permit them to place mops, brooms, machines, and other equipment in traffic lanes in such a manner as to create safety hazards. Appropriate signs shall be provided by the contractor to designate any areas which are slippery because of cleaning or waxing operations.
- H. Contractor storage areas will be kept in a neat and sanitary condition and shall be subject to inspection by the building maintenance superintendent.
- I. All items to be performed once each year will be completed no later than one (1) month prior to the end of the designated contract period.

III. GENERAL DESCRIPTION OF SERVICES TO BE PERFORMED

- **An initial deep clean at the beginning of the contract period needs completed. This will include all cleaning items listed in this contract. Alternative work schedules may be permitted. Approval from the Roadway Programs Coordinator and/or Clerical Supervisor is required.**
- A. The following will be completed twice a week in summer months (April through October) and three times a week in Winter months (November through March).
 - 1D. Empty all interior and exterior wastebaskets (exterior) or other waste containers. Wash and replace trash can liners as needed. Trash is to be deposited in large metal dumpster located outside in the back of the building by the wash bay. Recycling is to be deposited accordingly.
 - 2D. Sweep and mop all tiled and concrete floors including but not limited to office area, restrooms, lunchrooms, garage office area, mechanic office and storeroom office area. Water should be hot, and a cleaning agent should be used.
 - 3D. In restrooms (front office and garage area – 4 in total) wash toilets, urinals, sinks, counter areas, and partitions utilizing hot water and disinfectant/cleaning agent. Replace urinal cakes as needed.
 - 4D. Clean lunchrooms, counter areas in kitchen, front office conference room, and filing cabinet areas in offices utilizing disinfectant provided by the county and wipe with clean towelettes after.

- 5D. Ensure that dispensers in all restrooms are restocked with supplies furnished by the county.
- 6D. Clean doors, walls, and furniture where necessary.
- 7D. Vacuum all carpeting.
- 8D. Clean all glass in doors including the main entrance to the building and mirrors in the restrooms with a window cleaning agent.
- 9D. Pick up any litter and debris found in cleaning areas and dispose in garbage.

B. WEEKLY

- 1W. Dust all hallways, stairwells, snack areas, baseboards, and wall clocks. Dust all chairs, tables, file cabinets, machines, bookcases, window ledges, fire extinguishers, stair railings, or any other horizontal surfaces where dust collects.
- 2W. Damp clean vertical unobstructed surfaces of file cabinets, safe and other metal cabinets, and desk to remove fingerprints or other marks.
- 3W. Dust all window blinds in front office, garage office, mechanics office and lunchroom (must have cleaning tool that can reach a minimum of 6 feet).

D. QUARTERLY

- 1Q. Sweep between cubical walls in front, storeroom, garage, and mechanic offices (Must be scheduled with PENNDOT)
- 2Q. Clean light fixtures to include bulbs, covers, and diffusers (Must be scheduled with PENNDOT).
- 3Q. Clean all blinds with a dust free cleaning agent (recommended cleaning tool that can reach a minimum of 6 feet).
- 4Q. Clean and scrub all areas with tiling – recommended use of a machine scrubber.

5Q. Wash all interior windows to include glass in bookcases and doors. All exterior windows will be cleaned at the end of summer and end of winter.

6Q. Wash hand railings and steps in stairwell to downstairs conference room. Sweep as needed.

E. Annually

1Q. Wash all walls in the front office, garage office, storeroom office, hallways, and front entrance of building. Spot clean as needed.

2Q. Clean all cubical partition walls in front office, storeroom office and garage office. Spot clean as needed.

IV. CONTRACTORS RESPONSIBILITIES AND OBLIGATIONS

A. SERVICES AND SUPPLIES

The contractor shall furnish all necessary supervision, labor, transportation, cleaners, garbage removal, tools, and equipment, and any other supplies and materials, unless otherwise indicated, for the accomplishment of janitorial and maintenance services at the Butler County Office building.

Contractor may use storage closet located in front office to store cleaning supplies that are not provided by PENNDOT. If contractor needs additional cleaning supplies that PENNDOT provides, they should notify Roadway Programs Coordinator prior to the start of the next day.

B. HOURS OF WORK

The normal schedule of work hours for accomplishment of janitorial and maintenance services under this contract shall be between the hours of 4:30 PM and 11:59 PM, Monday through Friday unless approved otherwise by the County Roadway Programs Coordinator or Manager.

C. STORAGE SPACE

The contractor will be permitted to use lockable storage spaces, free of cost, for storage of supplies and equipment. Storage areas shall be kept in a neat and orderly manner and locked when not in use.

D. PERSONNEL

Contractor will furnish all persons assigned to the performance of this contract an identification badge or uniform identifying them as an employee of contractor.

PENNDOT has the option to interview and approve all attendants prior to the contractor hiring them. Additionally, PennDOT reserves the right to request a criminal background check on any employee at no cost to the Department.

All attendants assigned to the site by the contractor to perform work covered under "Item 1 – General Cleaning" of the contract must be mentally and physically able to perform the assigned work and cannot have a communicable disease. All attendants must meet the standards set forth in Section 1.3 of PENNDOT's Maintenance Handbook (Publication 88).

E. METHOD OF PAYMENT

The contractor shall be paid monthly, upon submission of commercial invoice (triplicate) and OS-501, Confirmation of Services Form including prices stipulated for services rendered and accepted, to address listed on Purchase Order.

F. QUALITY ASSURANCE

All services and manner of performance will be inspected by Roadway Programs Coordinator and County Manager during the term of this contract. Unsatisfactory performance will be reported daily upon discovery. Repetitive unsatisfactory reports will result in termination of contract.

G. CONTRACT PERIOD

The term of this contract shall be for the period commencing***** and ending ***** (One year). This contract shall automatically terminate upon the close of business *****; unless both parties agree upon the renewal option.

H. OPTION TO RENEW

The Purchase Order or any part of the Purchase Order may be renewed for up to four additional one-year periods by mutual agreement between

PennDOT and the Contractor. If the Purchase Order is renewed, the same terms and conditions set forth in the original Purchase Order shall apply.

I. OPTION TO EXTEND

PennDOT reserves the right, upon notice to the Contractor, to extend the term of the Purchase Order, or any part of the Purchase Order, for up to three (3) months, upon the same terms and conditions. This option will be utilized to prevent a lapse in Purchase Order coverage and only for the time necessary, up to three (3) months, to begin a new Purchase Order.

J. EVALUATION OF BIDS REJECTION

PennDOT reserves the right to reject any or all bids or any part of any bid if such action is in the best interests of PennDOT.

K. INSURANCE

The contractor shall procure and thereafter maintain comprehensive public liability insurance in the amount of at least \$250,000 bodily injury for each employee and at least \$1,000,000 minimum property damage, according to attached Exhibit A Insurance Requirements (OS-52). Copies of these policies must be provided to the Director, Bureau of Office Services, within 15 days of effective date of contract. Insurance will remain in force for entire contract period.

L. LIABILITY FOR LOSS OR DAMAGE

1. The contractor shall indemnify and save harmless the Commonwealth of Pennsylvania, Department of Transportation, its Director, agents, and employees against all actions, proceedings, claims, demands, costs, damages, and expenses, including attorney's fees, by reason of any suit or action brought for any actual or alleged injury to, or death to any person, or damage to property, (including that property furnished by PennDOT for use of the contractor, if any) resulting from the performance of the services contracted for herein.
2. The contractor shall indemnify and save harmless the Commonwealth of Pennsylvania, Department of Transportation, from any loss of or to PennDOT property caused by the negligence, theft, or willful misconduct of contractor's employees.

M. DEFAULT

PennDOT may, by written notice to default to the contractor, terminate this contract in any of the following circumstances:

1. If the contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof.
2. If the contractor fails to perform and of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms and either of the two (2) circumstances does not remedy the situation within a period of 24 hours (or such longer period as the District Engineer may authorize in writing) after receipt of notice specifying such failure.
3. Alcohol, drugs, or weapons are prohibited on the PENNDOT property. If there is reasonable suspicion that an employee is under the influence of one of the prohibited items above, PENNDOT will take necessary action.

N. PERFORMANCE BOND

No bonding will be required on this contract.

O. INSPECTION BY TESTING

All services, material, and workmanship shall be subject to inspection by the Roadway Programs Coordinator, Clerical Supervisor, and/or County Maintenance Manager. The contractor shall allow, at all reasonable times, inspectors free access to the area of operations and shall furnish supplies required for this work.

- P. A work schedule will be furnished to the Roadway Programs Coordinator at the time the contract is executed and/or before any work is accomplished. The schedule will show the proposed time (by week and month) of all work to be accomplished. All annual items will be completed one (1) month before termination of this contract unless PENNDOT requests alternate seasonal times.

- Q. This work will be completed after 4:30 PM Weeknights.

- R. At least three (3) references must be submitted with service bid. References must include names and addresses of companies for whom similar janitorial and maintenance services were provided for approximately an equal volume of space, or greater, during the past year or longer. Failure to provide

specified references, or if the references submitted do not provide confirmation of the level of service required, the bid will be rejected at the sole discretion of the Commonwealth.

- S. Checklists for daily, weekly, and quarterly cleaning will be submitted to supervisor then given to Roadway Programs Coordinator. Checklists can be obtained from Roadway Programs Coordinator.

V. **SPECIFIC INSTRUCTION**

A. FLOORS AND MISCELLANEOUS CLEANING

1. FLOOR SWEEPING

All floors and offices shall be swept once daily. All carpets and rugs shall be vacuumed daily. No dirt or dust shall be left in corners, under furniture, or behind doors.

2. FLOOR MOPPING

Damp mopping will be performed daily on all floors to remove stains, spillages, and deposits of dust and dirt that cannot be removed by sweeping. Fresh hot water and cleaning solvent/soap shall be used. During and after inclement weather, all entrance areas shall be mopped once daily or as necessary to remove all traces of mud, dirt, salt, or snow. It is the intent of this specification that sufficient mopping will be performed, as required, to keep floors clean.

3. FLOOR Scrubbing

Floor scrubbing shall be done on all tile floor areas quarterly to keep floors fully protected. Machine scrubber is recommended. Notify PENNDOT of the contractor-selected date (s) that scrubbing work will be performed one week prior to the date of work.

Floor should be swept prior to machine scrubbing

4. GLASS AND CLEAR PLASTIC (INTERIOR AND EXTERIOR)

Glass, plastic and Plexiglas doors, windows, and mirrors shall be spot cleaned once daily and washed quarterly. All outside windows should be done annually.

5. MISCELLANEOUS CLEANING

General dusting is defined as removal of dust from all office accessories such as sills, shelves, door closers, etc. Dusting shall be performed once weekly.

High dusting is defined as removal of dust from ceiling objects such as fixtures and removing cobwebs from ceilings, etc.

High dusting shall be performed before cleaning and low dusting is undertaken. A vacuum cleaner may be used to accomplish the high dusting each month.

Special Dusting is defined as removal of dust in specific areas including offices, office furnishings such as desks, chairs, counters, tables, etc. once weekly. It shall not be the responsibility of the contractor to tidy desks or tables.

6. LIGHT FIXTURES

All fluorescent and incandescent general lighting fixtures including, frame, stand, tubes or bulbs, hangers, gloves, shades, cones, or diffusers shall be dusted quarterly, as described in quarterly duties.

7. SPOT CLEANING

Door surfaces, facing, casing, knobs, window casings, frames, sash, and stools shall be spot cleaned once daily.

8. INTERIOR AND EXTERIOR WASTE RECEPTACLES

All interior and exterior waste receptacles shall be emptied once daily in containers provided by contractor for this purpose outside of the building. All waste receptacles shall be thoroughly washed as often as necessary to keep them completely free from odors, soil, grease, or other adhesive materials.

9. WALLS

Wash walls from floor to ceiling in offices, hallways, stairways, and restrooms once yearly. Items that are removed from walls during the cleaning process will be replaced after walls have been thoroughly cleaned.

B. RESTROOM AND FIXTURE CLEANING

1. GENERAL

Restrooms shall be kept clean and free from odor (strong smelling detergents, soaps, aerosols, purifiers, etc. shall not be used to cover up offensive odors in place of cleaning.) All fixtures, piping, etc. in the restrooms will be cleaned as specified to maintain high standard of cleanliness. Restrooms will be inspected regularly, and any dirt found in a restroom area will be sufficient to indicate unsatisfactory cleaning.

2. Restroom floors shall be mopped and/or scrubbed and rinsed once daily. Special care will be taken around the floor adjacent to urinals and toilets so that odors are not permitted to start. All corners will be kept clean even if hand scrubbing is necessary.

3. WALLS AND WOODWORK

Restroom walls, stall partitions, woodwork, metal door and window frames, and entrance to a height of six (6) feet shall be spot cleaned once daily.

4. All waste receptacles, including feminine hygiene receptacles, etc. shall be emptied and washed daily to maintain a sanitary condition.

5. MIRRORS

All mirrors shall be thoroughly washed once daily.

6. TOILETS AND URINALS

All toilets and urinals shall be washed with a neutral liquid soap or detergent solution once daily. All toilet seats shall be washed thoroughly with a germicidal disinfectant solution and dried so that the seats are free from streaks. A toilet swab will be used to reach into the traps for thorough cleaning.

7. WASH BOWLS

All wash bowls, sinks, splash drains, slop sinks, and lavatories shall be cleaned once daily. Only liquid cleaner shall be used.

8. HARDWARE

Hardware shall be washed once daily with a neutral liquid cleaning solution and wiped dry so that no streaks remain.

9. TOILET STALLS

Stalls shall be cleaned to remove soil and pencil and/or other defacing marks once daily. Stalls are to be cleaned with stainless steel cleaner so that no streaks will appear after cleaning.

10. RESTROOM SUPPLIES

Soap will be supplied by the county. It shall be the contractors' responsibility to place and/or install these supplies in the proper dispenser and/or holder. Paper towels and toilet paper will be supplied by the county.

11. CARE OF DISPENSERS

All restroom dispensers (paper towels, toilet paper, soaps) shall be checked once daily and never permitted to become empty.

C. WINDOW CLEANING

Two(2) window cleanings will be performed during this contract period, one in the spring and one in the fall. The contractor is responsible for furnishing the necessary tools, labor, and equipment to perform the services. The Contractor is responsible for any damage resulting from window cleaning operations and must make immediate replacement.