

PA CAREERLINK® LACKAWANNA COUNTY  
135 FRANKLIN AVENUE, SCRANTON, PA 18503-1994

## **JANITORIAL SERVICES SPECIFICATIONS**

### **1. SCOPE OF WORK**

The cleaning of the PA CareerLink Lackawanna County building must be performed in accordance with the specifications as provided herein. Those areas which are found deficient must receive prompt and corrective action to remedy said deficiencies.

Specifically, the awarded Contractor will be held responsible and accountable for ensuring that the quality of the cleaning services is maintained at a high level at all times and, most importantly, satisfactory to the Commonwealth. The awarded Contractor must furnish the specified labor, equipment, and materials to complete the work stipulated herein.

### **2. CONTRACT PERIOD**

The term of the initial Contract is 24-months anticipated to begin May 1, 2017 and expire April 30, 2019. The Contract may be renewed for three (3) additional 12-month terms at the discretion of the Commonwealth. If the Contract is renewed, the same terms and conditions set forth in the original Contract shall apply. No work may be performed without the issuance of a Purchase Order.

### **3. RATE QUOTE**

Monthly rate is to remain the same for the full 24-month contract period and should be quoted for 18,316 square feet of office space and 2,570 square feet of exterior grounds maintenance. Monthly rate will be all inclusive of labor and materials necessary to perform services under this contract.

### **4. SCHEDULE**

#### **A. Hours**

The normal cleaning hours will be 5:00 PM to 11:00 PM, Monday through Friday, which will constitute the primary working hours and days. The Commonwealth reserves the right to deviate from the normal work schedule, if necessary. In such instances, at least a seven-day notice will be provided to the Contractor.

#### **B. Square Footage**

The Commonwealth reserves the right to add or delete the square footage cleaned and/or project work covered in these specifications, at any time, following notification to the Contractor at least seven (7) days in advance of such action. The cost of additional services or savings of discontinued services will be completed by multiplying the additional or deleted square footage by cost per square foot, using the monthly price quoted by the Contractor.

### **5. HOLIDAYS**

The Commonwealth's offices are closed for eleven (11) days during each calendar year. Janitorial services will not be required on the actual days observed for the following:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Day

The work scheduled to be performed on the day observing a legal Holiday will be resumed the next regularly scheduled workday.

## 6. PERSONNEL

PA CareerLink Site Administrator: Cathy Gerard  
Phone: (570) 963-3110 ext. 3028  
Email: [c-gerard@pa.gov](mailto:c-gerard@pa.gov)

The Contractor will provide sufficient personnel to perform the janitorial services and will supply the Site Administrator with a supervisory point of contact who is responsible for overseeing the Contractor's employees conducting these services at the PA CareerLink.

The Commonwealth reserves the right to require that the Contractor remove from the premises any employee who endangers persons or property therein or whose continued employment under the contract is inconsistent with the best interest of the Commonwealth.

### A. Responsibility

- 1) The Contractor will be held entirely responsible and accountable for all actions of employees. It should be clearly understood that all personnel hired by the Contractor under this contract will be considered strictly employees of the same and, under no circumstances, are such personnel to be considered employees of the Commonwealth. The Contractor will enforce discipline and good behavior at all times among all employees, and will remove unsatisfactory employees immediately in accordance with the foregoing provisions of this contract.
- 2) Under no circumstances will the Contractor assign any employee to a Commonwealth employee for supervision. The Site Administrator or designee will issue instructions or give directions to the Contractor's supervisory point of contact and never directly to the employees of the Contractor.
- 3) Any subcontractors must be approved by the Site Administrator or designee.

### B. Confidential Information

If the Contractor's employees come in contact with any confidential Commonwealth information, during the performance of their assigned work, this information is not to be discussed with or enclosed to anyone, by the Contractor or employee.

### C. Restrictions

#### 1) **Commonwealth Office Equipment:**

The Contractor's employees will not be permitted to utilize the Commonwealth's telephones or other office equipment, unless prior approval is granted by the Site Administrator or designee. Under no circumstances will any employee of the Contractor use the personal property of any Commonwealth employee.

#### 2) **Meals and Break Periods:**

The Contractor's employees may take break periods only in areas designated by the Site Administrator.

## 7. SAFETY

The Contractor will take prompt action to ensure that all employees working under this contract obey and comply with ALL applicable Federal, State, and Local Fire and Safety laws and/or regulations, as well as, with all building security procedures. All work related accidents and injuries occurring in the building, all safety related accidents and injuries occurring in the building, and all safety related violations are to be reported immediately to the Site Administrator.

### A. Rules

Employees of the Contractor must familiarize themselves with and abide by the following general in-house, safety rules:

- 1) Respect the Commonwealth's posted "No Smoking" areas; smoke only in the indicated smoking areas and dispose of smoking materials in an acceptable manner by placing said items in designated containers.
- 2) Keep aisles, entrances, stairways, ramps, and passageways clear of obstructions and equipment, except when actually using equipment to maintain these areas.
- 3) Utilize fireproof containers for the storage of all flammable supplies and equipment.

- 4) All floor machines, vacuum cleaners, and other electrical equipment must be three (3) wire grounded. Throughout the duration of the contract, the Contractor will not utilize any equipment that is not Underwriters Laboratories (UL) approved.
- 5) Prior to use, the Contractor's equipment will be inspected by the Site Administrator, this includes new equipment acquired during the contract term.
- 6) Contractor employees will wear protective safety gear such as gloves, respirators, and goggles/glasses.

**B. Security**

- 1) All employees of the Contractor are to enter and leave the building via the main entrance. Said employees must properly sign-in at the beginning of their work shift and sign-out at the end of their work shift.
- 2) The Contractor will not conduct any interviewing or hiring on the Commonwealth's premises.

**8. EQUIPMENT, MATERIALS, AND SUPPLIES**

**A. Commonwealth's Responsibility**

- 1) The Commonwealth will provide the Contractor with adequate storage space for equipment, materials, and supplies to be utilized in the building, needed to implement this contract successfully.
- 2) The Commonwealth will supply hand towels, hand soap and toilet tissue under the contract. The Site Administrator will oversee the inventory of these supplies and will provide them to the Contractor, as needed. The Contractor will provide a list in writing to the Site Administrator, of the supplies and quantities needed. If any employees of the Contractor are observed leaving the premises with any items belonging to the Commonwealth, said actions will constitute grounds for immediate dismissal of the Contractor's employees and/or the cancellation of the janitorial services contract itself, as well as possible prosecution in accordance with all applicable Federal and State Laws.
- 3) The Commonwealth may issue keys and/or keycards to allow the Contractor access to the building. All keys and keycards will be returned immediately to the Site Administrator at the expiration or upon termination of the contract, or at the Site Administrator's request. Failure to return keys/keycards may result in the Commonwealth deducting the cost to re-key any locks from the Contractor's invoice(s).

**B. Contractor's Responsibility**

- 1) Contractor will supply, at minimum, the following:

<ul style="list-style-type: none"><li>• Brooms</li><li>• Treated Dust Cloths</li><li>• Cream Cleanser (Scouring Cream)</li><li>• Window Cleaner</li><li>• Bowl Cleaner</li><li>• Metal Polish</li></ul>	<ul style="list-style-type: none"><li>• Mops (Johnny, Wet, Treated)</li><li>• Pads (Polishing and Scrubbing)</li><li>• Furniture Polish</li><li>• Floor Finish</li><li>• All Purpose Neutral Detergent Soap</li><li>• New disposable Plastic Liners and Trash Bags</li></ul>
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- 2) Contractor is required to utilize brand name supplies and equipment or approved equivalents under this contract. The product names and specifications of the supplies and equipment to be utilized by the Contractor must be provided to the Site Administrator for approval prior to the execution of the contract.
- 3) Contractor is required to supply Safety Data Sheets (to be submitted to the local office upon award).
- 4) Contractor should make every effort to use products with minimal fragrance and irritants. Contractor will notify the Site Administrator or designee when materials will be used containing noticeable fragrance or irritants, that could be potent to office employees.
- 5) Contractor will notify the Site Administrator of proposed changes in supplies and/or equipment and will provide the Site Administrator with a sufficient sample for testing purposes and product SDS sheets upon request. Site Administrator approval is required, prior to the change of materials and/or equipment by the Contractor. For products not utilized in the original manufacturer's container, (such as spray bottles) the Contractor must identify products appropriately utilizing an OEM label.

- 6) Contractor will provide all other necessary supplies and equipment that will be of the highest quality and consistent with these specifications.
- 7) Contractor is not limited to the purchasing of the equipment and supplies listed herein.
- 8) Contractor is permitted to utilize the Commonwealth's water and electricity within reasonable limits without charge. The Commonwealth is striving to conserve energy, therefore when janitorial services are completed in unoccupied restrooms, offices and/or conference rooms Contractor is required to turn off all lights in the completed area.

## 9. PERFORMANCE AND INSPECTIONS

- A. Contractor is required to prepare documentation outlining all janitorial tasks that are to be performed and the frequency that they are to be completed, as specified herein. The document is to be a daily log identifying who completed each task and the date completed. Contractor is also responsible for conducting inspections on a regular basis, to ensure janitorial tasks are being completed according to the standards specified herein. The frequency of inspections is to be determined by the Contractor and are to be documented when and by whom the inspections are completed. All documentation pertaining to the janitorial tasks and inspections is to be kept on record by the Contractor for the entire term of the contract and made available to the Commonwealth upon request.
- B. The Site Administrator will also conduct quality inspections of the janitorial services to ensure that the work is being performed in accordance with the specifications, terms and conditions specified herein. All inspections by the Site Administrator will be made in such a manner as to provide as little interference as possible with the work. The Site Administrator will log any areas of concern found during an inspection. Additional inspections will be performed as the Site Administrator deems necessary. The Commonwealth reserves the right to require the Contractor to perform cleaning services again, at no additional cost to the Commonwealth, when said services do not meet the requirements of the contract.
- C. If concerns continually arise with the quality of the janitorial services being performed, the Site Administrator will participate in the Contractor's inspections of the relevant areas of concern. The Site Administrator will prepare a report of the findings, noting any deficiencies and will address the concerns with the Contractor. The Site Administrator and Contractor will determine the corrective action and timeframe for which the deficiencies will be rectified. The Commonwealth will have the right to require the Contractor to immediately take all steps necessary to ensure future performance of the janitorial services is in compliance with the requirements of the contract. Both the Site Administrator and Contractor should keep signed and dated documentation of joint inspections, deficiencies, and agreed upon corrective action plans. The Site Administrator will retain the original signed documentation in the PA CareerLink office files; duplicate copies will be provided to the Contractor and to the DLI Central Office PA CareerLink Finance & Operations Unit.
- D. If deficiencies are not promptly corrected by having the Contractor perform the services again, the quality of janitorial services performed by the Contractor are continually unsatisfactory, or the agreed upon corrective action plans are not fulfilled by the Contractor to ensure future janitorial services will meet the requirements specified in the contract, then the Commonwealth reserves the right to the following: (1) Reduce the contract price by a percentage determined to be equivalent to the reduced value of the janitorial cleaning services performed. (2) Have the services performed by another outside contractor and deduct any and all costs incurred by the Commonwealth directly related to the performance of such services from monies due the awarded Contractor. (3) Terminate the contract for default. Such actions may also result in an entry into the Commonwealth's Contractor Responsibility Program (CRP), identifying the awarded Contractor's irresponsibility and potentially adversely affecting their ability to contract with Commonwealth agencies, until the issues are resolved.

## 10. CLEANING TASKS, METHODS AND SPECIFICATIONS

*\*Frequency of each task is specified in the Cleaning Tasks and Frequency section, unless otherwise noted.*

### A. Floor Cleaning

The quality expectation in the cleaning of floors is thorough cleanliness with the floors being free of dirt, removable stains, streaks and residue. In order to maintain a high standard of cleanliness any visible dirt, removable stains, streaks or residue found during an inspection will be considered unsatisfactory performance of services.

- 1) **Dust Mopping and Sweeping:** Remove all dirt and/or dust from corners, under furniture, and behind doors.
- 2) **Wet Mopping:** Dust and/or sweep floors clean, before wet mopping. Place "Wet floor" signs at all areas to be wet mopped and signs are to remain in place until floor is completely dry. Mop water splashed on baseboards, walls,

doors, furniture, and equipment is to be removed immediately. Cleaned floors are to be free of dirt, removable stains, and streaks.

- 3) **Machine Scrubbing:** Scrubbing solutions are to be used according to product instructions, to prevent damage. Dirty water is to be removed and floor is to be rinsed with clean water. "Wet floor" signs are to be in place during the entire cleaning operation and removed when the floor is dry. There is to be no visible streaking or residue on the floors.
- 4) **Floor Finish Stripping and Reapplication:** Floor finish stripping solutions are to be used according to product instructions, to prevent damage. All moveable items are to be removed from the area to be stripped. Floor is to be swept thoroughly and all loose debris removed. There is to be no visible streaks or drip marks on the completed floor; all baseboards, doors, walls, and furniture are to be free of floor finish; all movable items are to be replaced in completed areas. "Wet floor" signs are to be in place during the entire operation and removed when all floors are dry. Contractor is to use a product with minimal odor that is approved by the Site Administrator. Prior to beginning the floor finish stripping/reapplication process, the Contractor is to notify the Site Administrator or designee of any potential odor and/or other safety precautions that office staff should be aware of, during this process.
- 5) **Spray Buffing:** Floor buffing solutions are to be used according to product instructions, to prevent damage. All moveable items are to be removed and replaced when buffing process is complete. The floor is to be dusted and/or swept and wet mopped, prior to buffing. "Wet floor" signs are to be in place during the entire operation and removed when completed. Woodwork, baseboards, and furniture are not to be marred or discolored by the buffing materials or equipment. Contractor is to use a product with minimal odor that is approved by the Site Administrator. Prior to beginning the spray buffing process, the Contractor is to notify the Site Administrator or designee of any potential odor and/or other safety precautions that office staff should be aware of, during this process.

#### **B. Carpet Cleaning**

The quality expectation in the cleaning of carpets is thorough cleanliness with the carpets being free of dirt and removable stains. In order to maintain a high standard of cleanliness any visible dirt or removable stains found during an inspection will be considered unsatisfactory performance of services.

- 1) **Vacuuming:** Clean all rugs, carpets, and walk-off mats.
- 2) **Spot Cleaning:** Spot cleaning is to be completed as required.

#### **C. Restroom Cleaning**

The quality expectation in the cleaning of restrooms are thorough cleanliness and sanitization, elimination of odors, and ensuring sufficient stock of hand towels, hand soap and toilet tissue. In order to maintain a high standard of cleanliness and sanitization, any dirt found in a restroom during an inspection will be considered to be unsatisfactory performance of services.

- 1) **Toilets and Urinals:** Toilets and urinals are to be washed and sanitized inside and out. Seats are to be washed on both sides. Traps are to be thoroughly cleaned. Chrome and exposed piping are to be cleaned. Extremely potent cleaners are not permitted to be used without first obtaining approval from the Site Administrator.
- 2) **Sinks and Washbowls:** Grease and other dirt are to be removed. Chrome and exposed piping are to be cleaned. The Contractor must use non-acid bowl and basin cleaners. Cleaners containing acid are not permitted to be used. The Contractor will first obtain approval from the Site Administrator for all cleaning products. Additionally, powdered, abrasive cleaners are not permitted to be used in any sinks and washbowls.
- 3) **Mirrors and Shelves:** Mirrors and shelves are to be wiped clean, ensuring no visible streaks.
- 4) **Servicing Dispensers:** Restrooms are to be serviced daily to ensure that the dispensers for hand towels, hand soap and toilet tissue are filled at all times. These dispensers are to be stocked with supplies obtained from the Site Administrator. All dispensers are to be wiped clean with a damp cloth during cleaning operations.
- 5) **Waste Receptacles:** Waste receptacles are to be emptied daily. Replace plastic liners with new liners in waste receptacles daily. Sanitary napkin disposal containers will be emptied and spot cleaned daily and thoroughly washed on a monthly basis.

- 6) **Restroom Walls, Partitions, Doors, and Stainless Steel:** Accumulations of dirt and graffiti on walls, doors, and partitions are to be removed daily. Stainless steel dispensers are to be wiped clean daily. Ventilation ducts in the ceiling are to be kept free of dust and debris. Restroom walls are to be washed; there is to be no overlap marks or streaks after washing; the washed area is to be uniformly clean.
- 7) **Restroom Floors:** All restroom floors are to be thoroughly swept prior to being wet mopped and wet mopped daily using disinfecting detergent cleaner. Restroom floors are to be machine scrubbed monthly.

**D. Miscellaneous Cleaning**

The quality expectation in the cleaning of the miscellaneous items referenced is that all areas are to present a neat and clean appearance. In order to maintain a high standard of cleanliness any areas found during an inspection, that do not meet the specified requirements of the contract will be considered unsatisfactory performance of services.

- 1) **Dusting:** Remove all dust from exposed surfaces.
- 2) **High Dusting:** High dusting consists of all areas above a height of six feet. High dusting includes frames around windows and doors, air ducts in ceilings, air conditioning grills, and light fixtures. All items included in high dusting are to be free from dust and dirt. A vacuum cleaner with necessary attachments may be used for high dusting. Janitorial personnel are not permitted to stand on furniture to dust.
- 3) **Low Dusting:** Low dusting includes all areas easily reached when standing on the floor or at approximately six feet high. Lightly dust surfaces of tables and desks. Wipe chair legs, rungs, and other parts of furniture, to ensure free from dust. All exposed surfaces in the PA CareerLink are to be free of dust, dirt, and streaks and all items returned to their proper place.
- 4) **Polishing Metal:** Polish solid, non-ferrous metal and stainless steel. Clean all push plates, kick plates, handrails, and other fixtures to ensure surfaces are free from all tarnish and discoloration and polished to present a neat, clean, shining appearance. Ensure metal fixtures and adjacent surfaces are not damaged by polishing materials.
- 5) **Damp Wiping:** Wipe surfaces frequently and/or spot clean as needed using a clean, damp cloth, to remove dirt and smudge spots from surfaces. Dry surfaces using a clean, dry cloth, ensuring surfaces are free from streaks and watermarks.
- 6) **Drinking Fountains:** Wash fountain bowls with a sanitizing solution. Damp wipe remainder of water fountain. Clean chrome and exposed piping. Do not use metal polish on fittings or fountain bowls.
- 7) **Trash Receptacles:** Trash receptacles are to be emptied daily and replace old plastic liners with new plastic liners daily. Exteriors of trash receptacles are to be clean and free of dirt. Interiors of trash receptacles are to be washed as specified in the Cleaning Tasks and Frequency section.
- 8) **Doors:** Doors are to be washed using a cleaning detergent and then damp wiped to rinse. Door hardware is to be wiped clean. All glass doors are to be cleaned using glass cleaner. The washed area is to be uniformly clean; there is to be no visible dirt, streaks, or smudges after washing.
- 9) **Trash Removal:** Wastebaskets, sanitary napkin receptacles in ladies' restrooms, trash receptacles, and trash containers in the building are to be emptied into plastic bags and placed at the assigned trash pickup area. All other discarded materials in the building and all trash/debris found in entryways, outside grounds, parking lot, or around the trash pickup station are to be removed and placed at the assigned trash pickup area.
- 10) **Walls:** Walls and baseboards are to be washed using a detergent solution and surfaces are to be rinsed using a clean, damp cloth. Finished surfaces are to be free from dirt, removable stains, streaks, and watermarks; the washed area is to be uniformly clean.

**E. Glass Cleaning**

All glass in interior, entrance and outside doors, glass in windowpanes, and glass embedded in metal, laminate, or wood partitions/furniture are to be washed on both sides to remove dirt and dust. Glass cleansing process is to be finalized using a cleaning agent formulated for glass surfaces to remove streaks. Thoroughly cleaned glass surfaces are to be free of dust, dirt and streaks.

#### F. Furniture

- 1) **Upholstered Furniture:** Thoroughly clean furniture by removing and vacuuming all cushions, backs, and pillows; vacuum interior of furniture before replacing removable items. Vacuum using only the appropriate vacuum attachments designed for use on upholstered furniture, to prevent damage to furniture.
- 2) **Wood Furniture:** Damp wipe surfaces just enough to remove dust, dirt, and stains, using a clean cloth. Avoid using excessive water, to prevent damage to furniture. Dry surface using a clean, dry, absorbent cloth. Cloths treated with a cleaning agent suitable for wood surfaces may be used in lieu of damp cloths. After cleaning, polish wood surfaces using wax or other product formulated to polish wood. All polishing products are to be used according to product instructions, to prevent damage to furniture.
- 3) **Plastic/Vinyl Furniture:** Damp wipe surfaces just enough to remove dust, dirt, and stains, using a clean cloth. Avoid using excessive water, to prevent damage to furniture. Dry surface using a clean, dry, absorbent cloth. Cloths treated with a cleaning agent suitable for plastic surfaces may be used in lieu of damp cloths.
- 4) **Leather Furniture:** Leather furniture is to be cleaned using only products formulated for leather surfaces. All products are to be used according to the product instructions, to prevent damage to furniture.
- 5) **Metal, Laminate, and Linoleum Surfaces:** Includes: desks, chairs, tables, stands, file cabinets, coat racks, and bookcases. Furniture is to be cleaned using a mild detergent solution and dried using a clean absorbent cloth. Thoroughly cleaned surfaces are to be free of dust, dirt and streaks. Glass portions of furniture are to be cleaned according to specifications outlined under section E Glass Cleaning.

#### G. Exterior Grounds Maintenance

- 1) **Exterior Smoking Material Receptacles:** Empty all exterior smoking material receptacles daily, ensuring all materials are thoroughly extinguished. All debris is to be removed from the receptacles and exterior surfaces are to be cleaned by damp wiping. All discarded materials are to be placed at the assigned trash pickup area.
- 2) **Grass Plots:** Cut, trim, and rake five (5) grass plots. Contractor is required to provide necessary equipment. All discarded materials are to be placed at the assigned trash pickup area.  
(2) *Plots on the border of Franklin Avenue; each are 10'x77'*  
(3) *Plots along the Spruce Street side of the building; (2) plots 10'x26' each and (1) plot 10'x51'*

### 11. CLEANING TASKS AND FREQUENCY

The awarded Contractor will perform the specified work listed in Appendices A and B at the PA CareerLink Lackawanna County within the specified normal cleaning hours. If needed, project work will be scheduled on a mutually agreeable date and time.

**CLEANING TASKS AND FREQUENCY – ALL OFFICE AREAS**

DESCRIPTION OF WORK		DAILY	WEEKLY	MONTHLY	SEMI-ANNUAL
<b>DOORS/FRAMES/WALLS</b>					
1	SPOT CLEAN ALL INTERIOR/EXTERIOR/ENTRANCE DOORS, FRAMES, AND WALLS/PARTITIONS	X			
2	CLEAN ALL GLASS ON INTERIOR/EXTERIOR/ENTRANCE DOORS AND WALLS/PARTITIONS	X			
3	CLEAN AND POLISH ALL DOORS AND FRAMEWORK			X	
<b>DRINKING FOUNTAINS</b>					
4	CLEAN AND SANITIZE ALL DRINKING FOUNTAINS	X			
<b>DUSTING</b>					
5	COMPLETE ALL LOW DUSTING	X			
6	COMPLETE ALL HIGH DUSTING	X			
7	CLEAN AND POLISH ALL METAL (STAINLESS STEEL, BRONZE, BRASS, AND ALUMINUM)	X			
8	DUST CEILING VENTS (ALL AREAS)	X			
9	VACUUM CEILING VENTS (ALL AREAS)		X		
<b>FLOORS/CARPETS</b>					
10	VACUUM AND SPOT CLEAN ALL CARPETS	X			
11	DUST/SWEEP AND WET MOP ALL HARD SURFACE FLOORING	X			
12	SPRAY BUFF LOBBY/ENTRANCE FLOOR	X			
13	SPRAY BUFF ALL OTHER HARD SURFACE FLOORING		X		
14	CLEAN ALL CARPETS (SEE PA CAREERLINK SITE ADMINISTRATOR FOR APPROVED CLEANING METHOD)			X	
15	STRIP AND REFINISH ALL HARD SURFACE FLOORING				X
<b>FURNITURE</b>					
16	SPOT CLEAN ALL FURNITURE IN OFFICES AND CONFERENCE ROOMS TO ENSURE NO OBVIOUS DIRT, DUST OR STREAKS	X			
17	CLEAN BLACK/WHITE BOARDS (DO NOT REMOVE WRITING ON BOARDS UNLESS REQUESTED BY PA CAREERLINK SITE ADMINISTRATOR)	X			
18	CLEAN ALL VINYL/PLASTIC AND UPHOLSTERED FURNITURE		X		
19	CLEAN AND POLISH ALL WOOD AND LEATHER FURNITURE			X	
20	VACUUM AND CLEAN ALL UPHOLSTERED FURNITURE				X
<b>TRASH</b>					
21	EMPTY ALL TRASH CANS AND REPLACE SOILED TRASH LINERS	X			
22	SPOT CLEAN ALL TRASH CANS	X			
23	WASH ALL TRASH CANS LOCATED IN PUBLIC AREAS, CORRIDORS, HALLWAYS AND LOBBY		X		
24	WASH ALL TRASH CANS IN OFFICES AND CONFERENCE ROOMS			X	
<b>WINDOWS</b>					
25	DUST ALL WINDOWSILLS	X			
26	CLEAN ALL WINDOWSILLS			X	
27	WASH ALL WINDOWS INSIDE AND OUT			X	

### CLEANING TASKS AND FREQUENCY – RESTROOMS

DESCRIPTION OF WORK		DAILY	WEEKLY	MONTHLY
<b>DISPENSERS/FIXTURES</b>				
1	CLEAN AND POLISH ALL STAINLESS STEEL	X		
2	CLEAN AND REFILL ALL DISPENSERS (SOAP, TOILET PAPER, AND PAPER TOWELS)	X		
3	CLEAN MIRRORS AND SHELVES	X		
4	DAMP WIPE LIGHTS (EXTERIOR SURFACES)	X		
5	REPORT ALL BURNED OUT LIGHTS TO THE PA CAREERLINK SITE ADMINISTRATOR	X		
6	DUST CEILING VENTS	X		
7	VACUUM AND CLEAN CEILING VENTS			X
<b>DOORS/FRAMES/WALLS</b>				
8	SPOT CLEAN ALL DOORS, FRAMES, WALLS, STAHL PARTITIONS, AND BASEBOARD	X		
9	WASH AND SANITIZE ALL DOORS, FRAMES, WALLS, STAHL PARTITIONS, AND BASEBOARD			X
<b>FLOORS</b>				
10	DUST/SWEEP AND WET MOP FLOORS WITH DISINFECTANT	X		
11	DUST/SWEEP AND MACHINE SCRUB FLOORS WITH DISINFECTANT			X
<b>SINKS/TOILETS/URINALS/SHOW STALLS</b>				
12	CLEAN AND SANITIZE SINKS	X		
13	CLEAN AND SANITIZE ALL TOILETS AND URINALS	X		
<b>TRASH</b>				
14	EMPTY ALL TRASH CANS AND REPLACE SOILED TRASH LINERS	X		
15	SPOT CLEAN TRASH CANS	X		
16	EMPTY SANITARY NAPKIN WASTE RECEPTACLES AND REPLACE LINERS	X		
17	WASH AND SANITIZE SANITARY NAPKIN WASTE RECEPTACLES	X		
18	WASH AND SANITIZE TRASH CANS			X

### CLEANING TASKS AND FREQUENCY – EXTERIOR GROUNDS MAINTENANCE

DESCRIPTION OF WORK		DAILY	WEEKLY	MONTHLY
<b>TRASH</b>				
1	EMPTY ALL EXTERIOR SMOKING MATERIAL RECEPTABLES (ENSURE MATERIALS ARE THOROUGHLY EXTINGUISHED)	X		
2	CLEAN ALL EXTERIOR SMOKING MATERIAL RECEPTABLES		X	
3	REMOVE TRASH/DEBRIS FROM BUILDING ENTRYWAYS, GROUNDS, PARKING LOT, AND TRASH PICKUP STATION		X	
<b>GRASS PLOTS</b>				
4	GRASS PLOTS – CUT, TRIM, RAKE		X	

## **PAYMENTS TO CONTRACTOR**

The Contractor shall be paid upon satisfactory completion of work performed and submission of an invoice on the Contractor's letterhead. Contractor shall be reimbursed for services actually accepted by the Commonwealth.

Invoices may be submitted via U.S. Postal mail or email to one of the following addresses:

**Mailing Address:**

Commonwealth of PA-PO Invoices  
PO Box 69180  
Harrisburg, PA 17106

**Email Address:** [69180@pa.gov](mailto:69180@pa.gov)

Contractors are required to provide four mandatory elements on PO invoices: PO Number, Invoice Date, Invoice Number, and Invoice Gross Amount. Failure to comply will result in the return of the invoice without payment. Additional information such as Contractor name, vendor SAP number, address, remit-to information and PO line item details are optional to include on the invoice, but are recommended for improved invoice processing.

## **BIDDING REQUIREMENT**

All interested bidders must visit the job site in its present state to accurately evaluate the work required. Bidders will be furnished with a Proof of Visit form, to complete and sign on the date of the site visit. Such written proof must accompany this bid; failure to do so will disqualify bidders. A signed Proof of Visit form must be electronically attached to the bid.

Bidders do not need to schedule an appointment for the site visit. The available date(s) and time(s) for the site visits have been predetermined for this IFB. All interested bidders must conduct their site visit during one of the dates/times specified herein.

**Site Visit Dates and Times:**

Option 1: Monday, March 27, 2017 9:00AM to 11:00AM  
Option 2: Tuesday, March 28, 2017 9:00AM to 11:00AM

## **BID SUBMISSION**

BIDS MUST BE SUBMITTED ELECTRONICALLY VIA [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)

**BIDS ARE DUE BY: April 10, 2017 no later than 10:00 AM -- LATE BIDS WILL BE DISQUALIFIED**

Failure to submit bid as described above may result in bid being rejected as non-responsive.

All questions regarding specifications or bidding on this solicitation should be emailed to [RA-li-OIT-BAS-Procur@pa.gov](mailto:RA-li-OIT-BAS-Procur@pa.gov) and include the Solicitation Number in the subject line.

**BID ATTACHMENTS:**

1. Specifications or Statement of Work (SOW)
2. Terms and Conditions
3. Proof of Site Visit Form
4. Safety Data Sheets (Required to be submitted to the local office upon award)