

**INVITATION TO BIDDERS  
JANITORIAL SERVICE CONTRACT**

The City of Greensburg will accept sealed proposals for Janitorial Service for City Hall until 10:30 a.m. on Thursday, April 4, 2024, at the office of the City Administrator, 416 South Main Street, Greensburg, PA 15601.

Sealed bids will be opened at 10:35 a.m. on Thursday, April 4, 2024 in the 1<sup>st</sup> Floor Conference Room, City Hall, 416 South Main Street, Greensburg, PA 15601, and considered for award by City Council at the regular Council Meeting on Monday, April 8, 2024, at 6:00 p.m. in Council Chambers.

Bids must remain firm for 60 days and must be on forms provided by the City. Said forms are available at the office of the City Administrator, Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. A bid bond, certified check or cashier's check payable to the City of Greensburg in an amount equal to 10% percent of the bid price must accompany each bid. The successful bidder must furnish a Letter of Credit equal to the amount of 25% of the yearly contract price or a Performance Bond at the time the contract is executed as well as Certificates of Insurance for Workers' Compensation and General Liability naming the City of Greensburg as Additional Insured. The City reserves the right to reject any or all bids or to waive any defect in any bid.

Kelsye A. Hantz  
City Administrator

Zachary Kansler  
City Solicitor

## **Janitorial Contract**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Initials:** \_\_\_\_\_

*JANITORIAL SERVICE FOR CITY HALL*

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Agent submitting bid:

\_\_\_\_\_  
(Please print or type)

\_\_\_\_\_  
(Signature)

**BID PROPOSAL PRICE (Do not include the flat rate that is set in the specifications for cleaning the cell block area.)**

**TOTAL BID PRICE \$ \_\_\_\_\_**

Bids must remain firm for 60 days. The City reserves the right to reject any and all bids and to waive any defect in any bid. A bid bond, certified check or cashier's check in the amount of ten (10%) percent of the contract price must accompany each bid.

**Bids are due by 10:30 a.m., Thursday, April 4 , 2024** in the office of the City Administrator, City Hall, 416 South Main Street, Greensburg, PA 15601.

A COPY OF THE SPECIFICATIONS MUST ACCOMPANY THE BID PROPOSAL SUBMITTED. ATTENTION IS DIRECTED TO THE TERMS OF THE ATTACHED PUBLIC NOTICE 'INVITATION TO BIDDERS' ADVERTISED IN THE TRIBUNE REVIEW AS POSTED ON THE CITY'S WEBSITE AT [www.greensburgpa.org](http://www.greensburgpa.org). PLEASE MARK THE NAME AND ADDRESS OF THE BIDDER, ALSO '**JANITORIAL SERVICE**' ON THE SEALED BID ENVELOPE.

### SPECIFICATIONS FOR JANITORIAL SERVICES

1. To be considered, Contractor's bid must be timely and satisfy all the terms and conditions.
2. A certified check, cashier's check or bid bond in the amount of 10% of the total yearly bid **must** accompany each proposal. The successful bidder **must** furnish a Letter of Credit in an amount equal to 25% of the yearly contract price **or** a Performance Bond with sufficient surety in the amount of 100% of the yearly contract price at the time the contract is executed.
3. The Contractor shall check and initial daily a Communications Log located at the Police Dispatch office in which the City may communicate requests, concerns or suggestions regarding contract requirements. The Contractor shall make quarterly inspections of the premises with a representative of the City. Results of inspections shall be recorded on inspection forms provided by City. Discrepancies in specifications or unsatisfactory performance shall be corrected within 48 hours.
4. Contractor shall provide **Certificate(s) of Insurance naming the City as Additional Insured that includes the following:**
  - a. Worker's Compensation - Status limits
  - b. General Liability - \$1,000,000.00 with 'Addl. Insrd.' block marked 'X'
  - c. Statement in 'Description of Operations' block: 'Certificate Holder and its elected and appointed officials and employees are listed as additional insureds under General Liability, as respects to liability arising out of Janitorial work performed for the City under written contract.'
5. Contractor shall provide indemnification and hold harmless the City of Greensburg involving any act or omissions of the Contractor.
6. The Contractor is to supply all cleaning supplies and equipment needed to perform their duties. The City assumes no liability for any supplies or equipment left on our premises.
7. The Contractor will provide toilet paper, paper towels, hand soap, hand sanitizer, restroom air fresheners and plastic bags.
8. Any exceptions to the bid specifications must be submitted with the bid proposal.
9. Current ACT 34 Clearances are required and must be provided to the City Administrator for all on-site cleaning staff employed by the Contractor during the term of the contract.

## **TERM OF CONTRACT**

The effective dates of the contract shall be May 10, 2024 through May 9, 2025. The City of Greensburg reserves the right to renew the contract for an additional year at the same price and under the same terms. The City of Greensburg reserves the right to cancel the contract with 30 days written notice to the Contractor, for any reason with no further liability on its part.

## **AREAS COVERED UNDER CONTRACT:**

### **CITY HALL**

First and second floor restrooms, hallways, foyers (including the foyer to room 203/205), 1<sup>st</sup> floor Conference Room, and Council Chambers as well as the steps and landing between floors and the elevators; the Police Department common areas to include hallways, foyers, the dispatch area, cellblock areas, restrooms and basement corridors. In addition please note, only the doors and floors (no furnishings) will be done in the following rooms in the Police Department: the Interview room, the Squad room, the Processing room, the Supervisors room, and the Reports/Computer room.

## **GENERAL SPECIFICATIONS:**

**For the purpose of this contract, the term 'daily' shall encompass Monday through Friday with the exception of observed Holidays when City Hall is closed: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve and Christmas Day.**

**DAILY – All areas described above under 'AREAS COVERED UNDER CONTRACT' shall be cleaned on a daily basis unless specified differently here.**

- Clean all glass (insure tape and smudges are removed), hardware, and sanitize door knobs of all entrance doors to City Hall and the Police Department
- Clean all doors; clean and sanitize door knobs on the sides of all doors facing hallways and common areas applicable to this contract
- Clean clear glass office partitions on the sides facing hallways and common areas
- Vacuum all carpeted areas in hallways, foyers, 1<sup>st</sup> floor Conference Room, Council Chambers (after use) and throughout the police department (vacuum elevators when needed).
- Sweep or vacuum tile floors and damp mop any spills or scuffed traffic areas on hard floors as needed
- Damp wipe (wash) switch plate areas, kick plates
- Dust (spot clean, if needed) all used horizontal surfaces
- Spot clean obvious marks or spills on walls

- Clean and polish water fountains
- Empty all garbage and waste baskets and replenish bags in cans located in the areas to be cleaned under this contract.
- Remove all garbage and place in dumpsters located at the rear of City Hall. This will also include garbage from all office cans which shall be placed in a common area for removal by the Contractor each day.
- The **Council Chambers** must be checked daily to determine if it has been utilized but will not require vacuuming and cleaning if it has not been utilized. Special attention should be given to the room before and after scheduled meetings each month. The list of Council meetings is posted on the first floor bulletin board. The tables, podium, and council desk should be dusted and polished after each use of room.

#### **WEEKLY**

- Machine polish lightly, tile floor in halls, the police department and foyers
- Clean elevator
- Dust (spot clean, if needed) all used horizontal surfaces to include the tops of vending machines and shelves, decorative pictures, frames, signs, wall attachments, chairs in hallway, the antique cannon and green cart, clocks and heating/AC units located in the hallways and common areas

#### **MONTHLY**

- Dust doors and door moldings (vertical sides)
- Dust window blinds, window sills, decorative wall hangings, and frames in Council Chambers and 1<sup>st</sup> Floor Conference Room.

#### **QUARTERLY**

##### **To be done quarterly in the months of January, April, July and October:**

- Scrub and re-wax hard floors in halls, foyers and all soiled high-traffic areas
- Machine scrub and wax police dispatch room

#### **ANNUALLY (to be done in April)**

- Strip and re-wax hard floors
- Machine scrub carpeted areas
- Dust and polish chrome on flag poles and chairs in the Council Chambers

##### **ON CALL AS NEEDED (must be attended to within a 4-hour period)**

- Scrub down, sanitize and deodorize cell block holding area upon incident in which a detainee may discharge human excretions including blood, feces, urine and/or vomit
- The flat rate for this service shall be set at \$100 per incident  
*(Based on past experience, number of incidents of this nature is approximately ten (10) annually.)*

#### **Specifications for restroom areas:**

## **DAILY**

- Clean and sanitize all toilet bowls, including seats
- Wet mop floors
- Clean and polish metal fixtures
- Wash mirrors
- Clean and polish sinks
- Clean and sanitize urinals
- Damp wipe inside walls of bathroom stalls
- Spot clean noticeable marks and spills on walls, partitions, etc.
- Empty and damp wipe externally and polish waste containers
- Replenish all dispensers, i.e. soap, towels, toilet tissue, etc. in all restrooms as well as hand sanitizers

## **WEEKLY**

- Wash and sanitize sides of sinks, fixtures, etc.
- Wash and sanitize inside and outside of waste receptacles

## **MONTHLY**

- Clean traps and chrome pipes under sinks

## **QUARTERLY**

- Wash and sanitize light fixtures, partitions and tiled walls
- Buff, scrub, strip and refinish hard floors

Any questions may be directed to Kelsye A. Hantz City Administrator, at (724) 838-4324 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.