

**CITY OF JEFFERSON
SPECIFICATION FOR CLEANING SERVICE
FOR THE POLICE DEPARTMENT, CITY HALL AND SENIOR CENTER
DUE APRIL 30, 2019 AT 4:00 P.M.**

GENERAL SPECIFICATIONS

The City reserves the right to review the work performed or require additions or improvements. Performance levels shall include the willingness and/or ability of the private contractor to schedule cleaning times to meet the needs of the City.

The contract shall cover a one (1) year period from June 17, 2019 through December 31, 2019 and shall be renewable yearly upon written consent of both parties. Either party may terminate this contract, without cause and for any reason, by providing the other with 30 days written notice. This contract will have a three (3) month review which either party may end the contract if performance standards are not met.

- 1) Contactor shall provide cleaning supplies.
- 2) The private contractor will work jointly with the facility managers to arrange a cleaning schedule which will work for all parties. All schedule deviations shall be approved by the department heads.
- 3) The private contractor will be required to provide insurance for personal and property liability. The minimum liability acceptable is: \$1,000,000 general liability per occurrence and a \$2,000,000 aggregate as well as \$5,000 med expense, the City should be named as an additional insured. (Worker Compensation limits of \$100,000/100,000/500,000 are required by the City.) *Proof of insurance shall be furnished to the City by Contractor upon demand by the City.*
- 4) The contractor/individual shall not disturb papers on desks, open desk drawers/ cabinets or use the telephone or other office equipment provided for official City use. The contractor/individual shall not read any written material or divulge any information regarding official City business.
- 5) It is intended that one individual will be assigned to the cleaning of the City facilities. At no time shall unauthorized personnel be allowed to access the facilities in conjunction with cleaning. If it is necessary for another individual to be present during these duties, it is the responsibility of the private contractor to secure written permission from the respective facility managers. All individuals, including the successful bidder, will be required to submit to a comprehensive background check.
- 6) A log will be maintained at each facility. The private contractor will be required to sign in and out each time they come to the facility along with the date and time of the visit. Comments and/or additional items, which may need to be addressed by the private contractor from time to time shall be recorded in the corresponding log. It shall be the responsibility of the contractor to check each log on a daily basis and to initial accordingly. The private contractor's own items which may need to be addressed by the City, should also be recorded in the corresponding log.

MINIMUM REQUIREMENTS

Please see attached spreadsheets for more details on the minimum requirements for each facility. This contract is for a minimum of 27.5 hours of cleaning/week (52 weeks). The hours shall be shared by facility in the following manner: Police Department – 12 hours/week, City Hall – 8 hours/week and Senior Center – 7.5 hours/week. (*The City may choose to reallocate the time at each facility if it is deemed necessary.*)

The attached schedules are not all inclusive and additional duties may be required depending upon seasonal requirements and facility events. As stated above, it is anticipated that a *minimum* of 27.5 hours/week will be spent cleaning at the City facilities per week. The attached schedules indicate the minimum requirements for each facility and the City reserves the right to adjust the schedule with prior ample notice to the private contractor (i.e. during the winter, the City Hall may require more frequent washing of hallway).

Cleaning Performance Standards

- 1) Entrance and hall areas
 1. Clean both sides of entrance glass removing fingerprints, smudges and dirt
 2. Empty and sanitize outdoor ash and trash can by Dodge Street entrance and remove litter from entrance area.
 3. Sweep and wet mop tile floors, place “Caution Wet Floors” sign until dry on all hard surface floors.
 4. Vacuum all walk off mats
- 2) Dusting and streak free detailing furniture and equipment
 1. All window sills, baseboards, pictures and other wall decorations
 2. Walls, doors, switch plates, thermostats, free of obvious stains, deposit, dust and film (unless cleaning process may damage surface in any way)
 3. All horizontal surfaces, tables, chairs, desks and counter tops
- 3) Waste management and Floor care
 1. All trash receptacles emptied and free of waste, replace liners when needed, clear any debris from floors around waste cans.
 2. All floors to be free of soil and all debris (including paper clips, staples, etc)
 3. Damp waxed hard surface floors with a neutral floor cleaning solution to preserve wax layers, place “Caution Wet Floors” sign until dry.
 4. Carpeted areas are to be vacuumed.
 5. Remove debris and clean under all floor mats.
- 4) Break rooms, Water fountains and Conference rooms
 1. Clean all countertops, refrigerators, microwaves, remove food and beverage stains, and discard empty wrappers, cans and food/beverage containers.
 2. Empty all waste receptacles and remove all waste material from the area.
 3. Dust and clean seats and table tops, including frames and legs of all tables and chairs.
 4. Vacuum all carpeted areas.
 5. Sanitize sinks, drinking fountains and water stations removing all water spots and residue, dry shine all bright work hardware and surfaces.
- 5) Restroom cleaning
 1. Disinfect and sanitize all commodes, urinals and sinks, removing all hair, stains and debris from all surfaces.

2. Dry shine all bright work hardware and surfaces, clean stainless steel with steel shine cleaner.
 3. Clean all paper dispensers, as well as the surrounding surface areas.
 4. Remove fingerprints, smudges and streaks from all mirror frames and surfaces.
 5. Wet mop all floors, place "Caution Wet Floors" sign until dry
- 6) Inspections and spot removal as needed
1. Inspect all walls, floors, and surfaces daily.
 2. Note damage and breakage to report to the client.
 3. Remove spots and stains only when doing so will not damage surface or fabric.
 4. Spot clean carpets when isolated and the area are less than 2 inches in diameter.

OTHER MISCELLANEOUS DUTIES

As stated, in addition to the attached schedules, additional duties may be required. They may include, but are not limited to:

Trash & Recyclables

Wastebaskets shall be emptied, per the schedule, and may require additional emptying in-between the scheduled days. In addition, wastebaskets may need to be washed from time to time.

Phones

All phones shall be cleaned as needed.

Blinds

Blinds shall be cleaned when requested.

Windowsills

Windowsills shall be dusted and/or washed monthly.

Maintenance

Interior lights shall be changed as needed.
Light fixtures shall be cleaned as needed.
Filters shall be changed at staff's direction.

Incidental

Upper joints of ceiling and walls and along stairwells shall be dusted as needed to control cobwebs.

Interior glass will be touched up every time facility is cleaned.

Light switches, doorknobs, drawer pulls, as well as areas adjacent to these shall be washed as needed.