

North Strabane Township, Washington County seeks proposals for janitorial, general building maintenance, general ground maintenance, and housekeeping services from qualified contractors. Desired services are defined in Exhibit A. Services are to be performed at the Municipal Building, located at 1929 Route 519 Canonsburg, PA 15317. The building houses the North Strabane Township Administrative Offices, North Strabane Township Sewage Authority Offices, North Strabane Township Police Department, District Magistrate Offices, and a Community Meeting room. A secondary site within the Municipal Complex housing the Township Public Works Department must also be serviced. **Proposals will be accepted until Friday May 25th at 4:30 P.M. NO PROPOSALS WILL BE CONSIDERED THAT ARRIVE AFTER THIS DATE AND TIME.**

Proposals should be addressed to:

**North Strabane Township Manager
MAINTENANCE PROPOSALS
1929 Route 519
Canonsburg, PA 15317**

Proposals must include the following:

1. Proof of Workers Compensation Coverage
2. Proof of General Liability Insurance in the amount of \$1,000,000 per occurrence
3. Proof of Comprehensive Automobile Liability Insurance in the amount of \$1,000,000 per occurrence
4. Refer to Exhibit A for a complete list of desired services
5. Fully Completed Proposal Sheet (Exhibit B)
6. Fully Completed Non-Collusion Affidavit (Exhibit C)

The winning proposal must comply with the following:

1. Add the Township as a named additional insured
2. Be willing to enter into a formal agreement with North Strabane Township
3. Agree to indemnify and hold harmless the Township
4. Provide an OSHA approved right to know manual for all cleaning supplies, agents, etc.
5. Comply with the Township payment schedule (Exhibit D)
6. Each employee assigned to the account must submit to a fingerprint based background check. Fingerprint cards will be kept on file with the NSTPD.
7. Each assigned employee must successfully complete security awareness training and testing via CJIS.

Preference may be given to proposals that allow for payment via ACH or Credit/Debit Cards.

Contractor will be responsible for supplying all necessary cleaning agents and supplies.

North Strabane Township reserves the right to reject any and all proposals.

EXHIBIT A

NORTH STRABANE TOWNSHIP BUILDING AND GROUNDS MAINTENANCE SCHEDULE

SITE 1: MUNICIPAL BUILDING

UPPER LEVEL

(TOWNSHIP ADMINISTRATION, MUNICIPAL AUTHORITY, CODE ENFORCEMENT, TAX COLLECTOR, MEETING ROOM)

DAILY MAINTENANCE:

- Clean restrooms (inclusive of mirror, toilets, sinks, baseboards, and paper dispensers)
- Sweeping and vacuuming lobby, all offices, meeting room and restrooms
- Clean Kitchen (floors, cupboards, walls)
- Empty all trash cans
- Transport trash to dumpsters
- Monitor all access points to ensure they are properly secured

DAILY REQUIREMENT IN MEETING ROOM:

- Set up chairs/tables as needed for all meeting/functions, as needed. Sometimes there are multiple meetings on a given day, several times a month.

WEEKLY MAINTENANCE:

- Clean ramps to remove embedded dirt.
- Wet mopping lobby, restrooms, meeting room, hallways.
- Dust furniture throughout the building

AS NEEDED MAINTENANCE:

- Cleaning up bio-hazardous waste (vomit, urine, and bile)
- Clean walls in restrooms, hallway, lobby and offices
- Replace light bulbs throughout the building
- Wash windows throughout the building
- Maintain thermostats
- Perform minor plumbing repairs (rebuild/replace flush valves on fixtures, drains, etc.)
- Perform minor electrical repair (fixtures, switches, outlets, etc.)
- Repair door and hardware.
- Move records to storage room and maintain storage area.
- Move furniture
- Collect and package light bulbs to ship out to be recycled by Waste Management

BIANNUAL MAINTENANCE:

- Refinish all vinyl floor tiles (stripping, cleaning, applying wax, and buffing out the wax.)

ANNUAL MAINTENANCE

- Schedule carpet cleaning for all areas

LOWER LEVEL

EXHIBIT A

(POLICE DEPARTMENT, MAGISTRATE)

DAILY MAINTENANCE:

- Clean restrooms (inclusive of mirror, toilets, sinks, baseboards, and paper dispensers)
- Sweeping and vacuuming lobby, all offices, locker areas, holding cells, waiting areas, and restrooms
- Clean Kitchen (floors, cupboards, walls)
- Empty all trash cans
- Transport trash to dumpsters
- Monitor all access points to ensure they are properly secured

WEEKLY MAINTENANCE:

- Wet mopping lobby, restrooms, hallways.
- Dust furniture throughout the building
- Scrub ceramic tile floor in hallways.

AS NEEDED MAINTENANCE:

- Cleaning up bio-hazardous waste (vomit, urine, and bile)
- Clean walls in restrooms, hallway, lobby and offices
- Replace light bulbs throughout the building
- Wash windows throughout the building
- Maintain thermostats
- Change filters in air handler unit
- Minor electrical work (fixtures, switches, outlets, etc)
- Perform minor plumbing repairs (rebuild/replace flush valves on fixtures, drains, etc.)
- Repair doors and hardware.
- Move records to storage room and maintain storage area.
- Move furniture
- Collect and package light bulbs to ship out to be recycled by Waste Management

BIANNUAL MAINTENANCE

- Refinish all vinyl floor tiles (stripping, cleaning, applying wax, and buffing out the wax.)

ANNUAL MAINTENANCE

- Schedule carpet cleaning for all areas

EXHIBIT A

SITE 2: MUNICIPAL BUILDING GROUNDS

DAILY MAINTENANCE

- Empty trash cans and ash trays.
- Dispose of garbage and debris around building, sidewalks and parking areas.

AS NEEDED MAINTENANCE

- Repair exterior light fixtures on building and sidewalks.
- Replace lightbulbs in all exterior light fixtures
- Trim bushes and maintain garden area around municipal building.

SEASONAL AS NEEDED MAINTENANCE

- Shoveling and treating snow and ice on sidewalks
- Mowing grass around office building.
- Raking leaves.

BIANNUAL MAINTENANCE

- Wash and clean all exterior windows

SITE 3: PUBLIC WORKS BUILDING

DAILY MAINTENANCE:

- Clean restrooms (inclusive of mirror, toilets, sinks, baseboards, and paper dispensers)
- Sweeping and vacuuming lobby, all offices, locker areas, holding cells, waiting areas, and restrooms
- Clean Kitchen (floors, cupboards, walls)
- Monitor all access points to ensure they are properly secured

WEEKLY MAINTENANCE

- Gather garbage together and take outside for pickup.

AS NEEDED MAINTENANCE

- Minor electrical work (fixtures, switches, outlets, etc)
- Perform minor plumbing repairs (rebuild/replace flush valves on fixtures, drains, etc.)
- Repair doors and hardware.
- Collect and package light bulbs to ship out to be recycled by Waste Management

****EXCLUDED AREAS: Proposals are not inclusive of Municipal Building Parking areas, Township Park Facilities, or grass/hillsides located behind the Municipal Building***

EXHIBIT B PROPOSAL SHEET

North Strabane Township
1929 Route 519
Canonsburg, PA 15317

Municipal Building Maintenance and Grounds
Request for Proposals
(Contractor to supply all cleaning products, supplies, equipment, etc.)

<u>Site</u>	<u>Rate</u>
Site #1 North Strabane Township Municipal Building Per specifications in Exhibit A	\$ _____/month
Site #2 North Strabane Township Municipal Building Grounds Per specifications in Exhibit A	\$ _____/month
Site #3 North Strabane Township Public Works Building Per specifications in Exhibit A	\$ _____/month

(Please Print or Type)

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Will the company accept payment in the form of (check all that apply)?:

ACH

Debit/Credit Card

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

EXHIBIT C

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

State of Pennsylvania:

:s.s.

County of Washington:

I STATE THAT I am _____ **of** _____ **and that I am**
(Title) (Name of my Firm)
authorized to make this affidavit on behalf of my firm and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I STATE THAT:

1. The prices(s) and the amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. _____, its affiliates, subsidiaries, officers, directors and employees
(Name of my Firm)

are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I STATE THAT _____ **understands and acknowledges**
(Name of my Firm)

that the above representatives are material and important and will be relied on by North Strabane Township in awarding the contract(s) for which this bid is submitted. I understand any my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from North Strabane Township of the true facts relating to the submission of bids for this contract.

(Name and Company Position)

Sworn to and subscribed before me
this _____ day of _____,
_____, 20____.

(Notary Public)

My Commission Expires: _____

Exhibit D

Invoice Due

Payment Date/Checks Mailed

4/25/2018

5/2/2018

5/23/2018

5/30/2018

6/20/2018

6/27/2018

7/18/2018

7/25/2018

8/22/2018

8/29/2018

9/19/2018

9/26/2018

10/17/2018

10/24/2018

11/21/2018

11/28/2018

12/12/2018

12/19/2018