

REQUEST FOR PROPOSALS FOR PROFESSIONAL COMMERCIAL CLEANING SERVICES
Northern Tier Regional Planning & Development Commission Office
Building located at 312 Main Street Towanda, PA 18848

The following narrative outlines the major responsibilities of the proposers. These responsibilities include:

- 1) Contract will cover a two-year period starting July 1st, 2023 and ending on June 30th, 2025.
- 2) Cleaning will occur on Tuesday night each week after the time of 4:30pm to coincide with the refuse pick-up schedule. Garbage must be put out by the back entrance every Tuesday evening for Wednesday morning pick-up. The other day/night of cleaning will be mutually agreed upon between the Executive Director and successful bidder.
- 3) Provide a detailed list of supplies that will need to be reordered (toilet paper, paper towels, etc.).
- 4) Notify building POC of any irregularities, such as needed repairs (water leaks, broken equipment, etc.).
- 5) Lights are to be turned off at the conclusion of cleaning services, alarm to be set and doors locked.
- 6) Specifications of cleaning processes to be completed 2x week:

Offices on the 1st and 2nd floors

- Empty all trash receptacles and change liners
- Dusting and cleaning of desks, tables, window sills, copier, chairs, dust computer screens, tops and keyboards
- Disinfect all door handles, phones, keyboards and computer mice
- Vacuum all carpeted areas

Restrooms on the 1st and 2nd floors

- Empty all restroom containers, replace liners and disinfect as needed
- Clean and disinfect all toilet bowls, urinals and sinks
- Spot clean walls, doors and light switches
- Replenish soap and paper dispensers
- Clean all glass and mirrors
- Sweep and mop with a disinfectant cleaner
- Clean lint from ceiling exhaust fans

Kitchens on the 1st and 2nd floors

- Empty all trash receptacles and change liners
- Damp clean and sanitize all counter tops

- Clean microwaves inside and out
- Clean/wipe down outside of refrigerator
- Spot clean containers
- Thoroughly clean sink and fixtures
- Sweep and mop floor (upstairs & downstairs kitchen)
- Dust any remaining surfaces

Common Areas (Downstairs Lobby, Conference Room, Hallways & Stairwells)

- Empty all trash receptacles and change liners
- Dust and cleaning of reception area, conference room table, all window sills, copiers and chairs
- Clean front entrance door windows
- Clean back entry door windows
- Dusting and cleaning and/or sanitizing of all handrails
- Vacuum all carpeted areas including entrance way, back staircase and runners
- Sweep and wet mop all required areas
- Disinfect all door handles, phones, keyboards and computer mice in common areas

1) Specifications of cleaning processes throughout the year

- Removal of cobwebs (minimum monthly)
- Pick up trash and cigarette butts near front entrance door and back entrance door (minimum of monthly)
- Empty cigarette bins (minimum of monthly)
- Sweep walkways outside front entrance and walkways near the back entrance (minimum of monthly)
- Clean all interior windows (3x year)
- Clean front and back entrance door glass (interior and exterior) (3x year)
- Steam clean carpets on first and second floors (1x per year)

1) Please indicate availability, deep cleaning procedures and additional costs related to disinfecting the building after a COVID-19 exposure. It is understood this service would be on an "as-needed basis".

2) There is the potential for an additional night of cleaning for the first floor only. Please provide an estimated cost for this additional night of cleaning services. Area to be covered would include the kitchen, offices, lobby, conference room, restrooms, common areas, stairs and hallways of the first floor.

Proposals must be received by no later than 4:00pm Tuesday, June 1st, 2023 and must be clearly marked "**Commercial Cleaning Services Proposal**". Proposals may be submitted by U.S. mail, drop-off or by email to:

Northern Tier Foundation
312 Main Street
Towanda, PA 18848
C/o Nancy Kulick, Operations Manager
Email: info@northerntier.org

Proposals will be reviewed and evaluated by the Northern Tier Foundation. The evaluation will include the following areas in order of relative importance:

- Adequacy of proposal in the terms of addressing the needs that are set forth in the Request for Proposal.
- Relevant experience and past performance.
- Quality of previous work.
- Cost.

Note: Cost is only one of several criteria to be considered in evaluating proposals.

REQUIRED INFORMATION

- Each proposer shall provide all information herein requested.
- Each proposer shall provide a minimum of two references where similar services have been performed during the past three years.
- Service providers may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.
- The Northern Tier Foundation reserves the right to accept or reject any and all proposals or to waive any irregularities.
- Professional Liability Insurance is required for this project. Please indicate the level of coverage provided by providing a Certificate of Insurance.

The Northern Tier Foundation provides equal opportunity for all businesses and does not discriminate against any vendors regardless of race, color, religion, age, sex, and national origin or disability.