

**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, 2019 and ending on June 30th, 2021.
- 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 (downstairs kitchen)
- Vacuum floor (upstairs 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

7) 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)

Proposals shall include "Certificates of Insurance" and be submitted to:

Kevin D. Abrams, Executive Director
Northern Tier Regional Planning & Development Commission
312 Main Street
Towanda, PA 18848

All proposals shall be sealed and clearly marked on the outside, "Commercial Cleaning Services Proposal," and must be received by 4:00pm Friday, May 31st, 2019.

Questions regarding this proposal should be directed to:

Kevin D. Abrams, Executive Director
Northern Tier Regional Planning & Development Commission
312 Main Street
Towanda, PA 18848
Phone: 570-265-1500
E-mail: 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 Proposals.
- 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.