

## **Request for Proposals**

**City of Berea, Ohio**

**Cleaning Services of the Municipal Building**

**Posting Date: February 8, 2021**

**Response Due Date: February 26, 2021**

Request for Proposals are being sought for the cleaning services of the city's municipal building, located at 11 Berea Commons, Berea, OH 44017.

### **General Description for services:**

Cleaning of the Municipal Building should be done between the hours of 4:30 PM to 10:30 PM. The Municipal Building, which includes City hall, the Police Station, and the Municipal Court, will be cleaned five (5) days per week, Monday through Friday except for holiday weeks. Although a minimum time for performing daily cleaning has not been specified, it is expected that all items will be complied with and proper time be allotted for the cleaning of the Municipal Building according to the following specifications.

The City will provide paper products, hand sanitizer, and soap to stock dispensers. Vendor will provide cleaning solutions, equipment, and other supplies needed to perform duties.

### **FLOOR SERVICES :**

- Sweep clean, all hard surface floors daily.
- All hard surface floors will be damp or wet mopped daily to maintain appearance.
- All baseboards and coves to be kept free of dust buildup and to be maintained at same level as adjacent floor.
- Carpet will be vacuumed nightly in traffic areas and around desks, paying particular attention to under desks.
- All carpeted floor areas are to be thoroughly vacuumed wall to wall on a weekly basis or sooner if necessary. Accessory tools are to be used on hard to reach areas, paying particular attention to dust removal in cove and partition areas.

### **GENERAL OFFICE CLEANING :**

#### **Wastebaskets and Trash Containers & Recyclable Collection :**

- Wastepaper containers and other waste receptacles, including recycling to be emptied daily, exterior facing wiped clean as needed and returned to their original location. All collected waste will be placed in industrial strength rubbish bags and removed to a designated trash area.

#### **Desks, Chairs and File Cabinets**

- Desks and file cabinets will be thoroughly dusted on all

horizontal surfaces as needed.

- Services to desk tops of necessity will be limited to those desks that are reasonably clear of working papers.
- Chairs will be dusted on all surfaces. Fabric upholstered seats and arms are to be spot whisked.

### **General Dusting**

- Miscellaneous cabinets, bookcases, window sills, coat racks, tops of partitions and ledges, telephone, etc. are to be dusted using a treated cloth or when called for, a damp cloth as needed.
- Clean, disinfect and dry all drinking fountains, polishing bright-work with a soft cloth daily.
- Wall surfaces around door moldings are to be cleaned as needed.
- Light switches, door knobs, push plates and partitions are to be are to be disinfected daily.

### **Glass Partitions**

- Interoffice glass panels and door glass are to be cleaned to remove fingerprints and smudges daily.
- Fire extinguishers and radiator enclosure tops dusted weekly.

### **Pictures**

- All wall hangings are to be dusted weekly. Ceilings to be cleared of cob webs weekly.

## **RESTROOMS-NIGHTLY:**

### **Commodes and Urinals**

- Commodes and urinals will be washed and cleaned inside and out daily. Top and bottom of seats shall be washed daily. The base of of the commodes to be cleaned and disinfected daily. This work will be done using an acceptable germicidal disinfectant solution. Bright metal parts are to be shined.

### **Wash Basins**

- Wash basins are to be washed and dried inside and out daily with a germicidal disinfectant solution. Bright metal parts are to be shined.

### **Waste Receptacles**

- Empty all sanitary napkin and waste receptacles. Wash inside and outside surfaces of the receptacles with a germicidal disinfectant solution.

### **Paper Products**

- Toilet tissue, paper towels, liquid hand soap and/or hand sanitizer

of sufficient quantity for an entire day are to be installed by the cleaner. All of the above items will be furnished by the City. It will be the contractor's responsibility to assist the City in keeping an inventory on these items so that enough product remains on hand at all times. All dispensing units are to be kept clean. After delivery of paper products, Contractor is responsible for placing said paper products on shelves in storage area.

#### **Mirrors**

- Mirrors are to be cleaned and dry shined daily.

#### **Walls, Shelves and Ledges**

- Walls, shelves and ledges are to be cleaned daily to remove water splashes and runs, soap splashes, fingerprints and smudges using a disinfectant product.

#### **Restroom Partitions**

- Tops of all partitions will be dusted. Partition walls will be cleaned with a detergent disinfectant solution and washed thoroughly on a weekly basis preferably on Friday.

#### **Floors**

- Floors will be swept clean of any loose paper debris daily. Wet mop floors with a detergent disinfectant and deodorizing solution daily.

### **COMMUNITY ROOM (BEREA ROOM)**

- Please refer to Municipal Building specifications **GENERAL OFFICE CLEANING** section.
- Carpeting to be vacuumed daily. Accessory tools are to be used on hard to reach areas.
- All tables and chairs are to be cleaned and wiped down with a disinfectant solution.
- Arrange table and chair settings per city instruction. Extra chairs are to be stacked neatly along north wall.

### **LOBBY, REAR ENTRANCEWAY, CORRIDORS AND STAIRS**

#### **General Dusting - Lobby**

- Dust using a treated cloth or on occasions when called for, a damp cloth - all ledges, wall moldings, furnishings, pictures, window sills and other items located in the lobby. Disinfect all seats in lobby daily.

#### **Front and Rear Building Entrances**

- Remove fingerprints from both sides of glass interior and exterior doors daily. Wipe down door frames weekly.

**Corridors**

- In corridors, dust all wall hangings and other items, such as fire hose cabinets & fire extinguishers, weekly.

**Staircases**

- Sweep and damp mop building staircases daily. Building staircases should be thoroughly cleaned regularly.  
Clean hand rails and stringers using a disinfectant solution.  
Polish stainless steel hand rails as needed.

**Walk-Off Mats**

- Vacuum all walk-off mats daily.

**Floors**

- Sweep and mop lobby and restrooms daily.

**ELEVATORS (ONE REGULAR ELEVATOR AND 2 STAIRLIFTS)**

- Walls, door frames and elevator control buttons to be wiped down with a disinfectant solution daily.
- Floor to be swept and damp mopped daily.

**EMPLOYEE KITCHEN - DAILY****Trash**

- Trash and recycling receptacles to be emptied, wiped clean and returned to their original location. All collected trash and recycling will be removed to a designated area.

**Tables and Chairs**

- Wash and wipe dry all tables and chairs. Chairs will be positioned under table in neat order.

**Counter Top and Cabinet Facings**

- Counter tops will be washed with a germicidal disinfectant solution daily.  
Cabinet facings to be wiped down weekly with a wood care product.

**Sink**

- Sink and faucet will be washed with a germicidal disinfectant solution daily.

**Floors**

- Floor shall be vacuumed and/or dust mopped as needed.

**ADDITIONAL SERVICES**

The City is also requesting pricing for other cleaning services that would be invoiced separately from the monthly cleaning services.

**EMERGENCY CLEAN UPS**

The city is in need of occasional cleanups due to sickness in public areas or soiled restrooms. A speedy response time is necessary, and should be within an hour of notification.

### **ELECTROSTATIC DISINFECTING**

Pricing is also needed for the cost per application to use the City's Clorox Total 360 system to disinfect specific areas on a scheduled day. The City will provide the equipment and chemicals. This would be arranged in advance on a once or twice a month basis, more so possible during cold and flu season.

### **GENERAL CONDITIONS**

- Due to security at the Police Department, vendor or employee may not have a felony conviction (other than traffic offense within the past three (3) years). Fingerprinting and security training is required before person can start work in the police station.
- Contractor shall be licensed, bonded, and insured.
- Proof of Workman's Compensation Insurance of at least the minimum amount required by the State of Ohio.
- Initial term of contract will be April 1, 2021 through March 31, 2022, and may be extended upon mutual agreement for an additional year.

Proposals may be submitted to the Service Garage no later than noon on February 26, 2021.

Proposals can be emailed to [servicedept@cityofberea.org](mailto:servicedept@cityofberea.org).

Subject line: **RFP-Cleaning Services**

Or mailed to:

City of Berea Service Dept.  
Attn: Paul Anzalone, RFP Cleaning  
400 Barrett Road  
Berea, Ohio 44017.

If you have any questions or would like to arrange a walk through, please call (440) 826-5816, or via email [servicedept@cityofberea.org](mailto:servicedept@cityofberea.org)

The right is reserved to reject any and all proposals, with or without cause.

Paul Anzalone  
Director of Public Service  
2021 PROPOSAL FORM  
CITY OF BERE, OHIO

CLEANING SERVICES OF THE MUNICIPAL BUILDING  
11 Berea Commons, Berea OH 44017

**MONTHLY CLEANING CHARGE**

\$ \_\_\_\_\_

**OTHER SERVICES, upon request**

EMERGENCY CLEAN UPS

\$ \_\_\_\_\_/Hour

ELECTROSTATIC SANITIZING

\$ \_\_\_\_\_/Hour

|                  |  |
|------------------|--|
| Company Name     |  |
| Address          |  |
| City, State, Zip |  |
| Phone Number     |  |
| Email Address    |  |
| Contact Person   |  |

**PROPOSAL SUBMITTED BY:**

|            |  |
|------------|--|
| Signature  |  |
| Print Name |  |
| Title      |  |
| Date       |  |