

REQUEST FOR PROPOSAL

The Columbia County Commissioners are requesting proposals to provide cleaning services to the various buildings of Columbia County for the following locations.

700 Sawmill Road Building – all areas

702 Sawmill Road Building – all areas (except Area Aging & Library)

35 West Main Street Courthouse Building – all areas

26 West First Street Building – all areas

11 West Main Street Building – all areas

Interested vendors must submit their proposal on the attached form titled “Proposal for Providing Cleaning Service to Columbia County”. All proposals must be submitted in a sealed envelope to the Chief Clerk’s Office on or before 12:00 PM (Noon) on March 16, 2022 or email address to dwitchey@columbiapa.org. The mailing address is Chief Clerk David Witchey, Columbia County Courthouse, P.O. Box 380, Bloomsburg, PA 17815.

Any Proposals must be presented in writing with the form titled “Proposal for Providing Cleaning Service to Columbia County”. Professional experience, training and references will be considered as a part of the proposal. It is the intent of the Columbia County Commissioners to award contract to the lowest priced responsible vendor to provide cleaning services. The County reserves the right to award the contract on the basis of individual buildings to multiple vendors or all buildings to the same vendor even if a particular vendor may have submitted a low quote for an individual building. This initial request is for a one year agreement.

The successful vendor must submit proof of insurances including workers compensation and liability insurance.

For questions or a tour of facilities contact: Wade Mays, Columbia County wmays@columbiapa.org or call at 570-784-1992.

SCOPE OF WORK

702 SAWMILL ROAD BUILDING – ALL AREAS EXCEPT AREA AGING AND LIBRARY 30,000 sq. ft.

700 SAWMILL ROAD BUILDING – ALL AREAS – 9,000 sq. ft.

35 WEST MAIN STREET BUILDING – ALL AREAS – 20,511 sq. ft.

26 WEST FIRST STREET BUILDING – ALL AREAS – 7,000 sq. ft.

11 WEST MAIN STREET BUILDING – ALL AREAS – 26,688 sq. ft.

The cleaning services required for the five buildings located at these sites are detailed below. Cleaning will be performed Monday, Wednesday, & Friday.

Duties to be completed daily:

All trash cans are to be emptied and all garbage is to be removed and placed in the appropriate dumpster(s).

High traffic areas are to be vacuumed everyday (M-W-F)

All bathrooms are to be thoroughly cleaned, paper and liquid supplies are to be restocked, and floors washed.

All glass, metal knobs and handles entryways are to be wiped clean.

All tile entryways are to be cleaned.

Clean kitchen areas by wiping tables and counters and appliances, disposing of garbage and sweeping or mopping floor as needed.

Vaults need to be cleaned at the 35 West Main Street location (before 4:30 P.M.).

Sweep external areas around entryways to remove leaves, paper and cigarette butts.

Continued Scope of Work

Clean all counter areas.

Dust mop all hallways.

Duties to be completed on a weekly or more frequent schedule as required to maintain a clean orderly looking environment:

Dusting of all surfaces including desks, cabinets equipment, tables, etc. (Vendor should establish a schedule for desk cleaning so employees know when to remove business and personal items from desk and cabinet areas).

Clean computer screens.

Cleaning of all interior as needed.

Removal of fingerprints, from all surfaces included but not limited to walls, trim and glass.

Spot cleaning of carpeting.

Complete washing of all vinyl and/or linoleum floors including baseboards.

Complete vacuuming of all carpeted areas. This does not include moving furniture and equipment except chairs and small office items.

Clean steps as needed.

Empty recycling containers into designated storage unit.

Duties to be completed on a semi-annual basis:

Shampooing of all carpeted areas.

Stripping of all tile, vinyl and terrazzo floors and reapplication and buffing of appropriate floor finish.

Vendor will supply all cleaning equipment and cleaning chemicals. County will supply all paper products as well as garbage bags for bathroom and kitchen area use.

PROPOSAL FOR PROVIDING CLEANING SERVICES TO COLUMBIA COUNTY

Prices submitted below should incorporate all costs necessary to provide services including overhead, taxes, materials and supplies as listed in the Scope of Work. Prices shall be submitted as a monthly rate. This proposal shall be for a one-year period with an option for the County to renew at a then agreed upon pricing.

Total _____

Authorized Signature

Name of Business

Any deviations from these specifications should be attached.