

**Young Scholars of Western Pennsylvania Charter School  
600 Newport Drive  
Pittsburgh, PA 15234  
412-668-2064**

BID PACKET  
Cleaning Service Contract

YSWPCS is requesting sealed bids for the services listed herein for Cleaning Service Bid considerations must be received no later than **Friday February 19, 2016 at 4:00p.m. and** may be mailed or hand delivered to the address above. Bids will be opened and reviewed the same day.

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1. All bids shall be returned in sealed envelopes and addressed to Young Scholars of Western PA Charter School. Please show the bid inquiry number on the outside of the envelope to the attention of Onur Yaldiz.
  2. The Bidder is responsible for ensuring that the Bid document is received prior to 10:00 a.m. on the date of the Bid Opening.
  3. Two copies of this inquiry are to be filled out, signed and returned to Young Scholars at the address listed above.
  4. Bids shall be submitted on this inquiry form which must be signed by a duly authorized agent or officer of the Company making the bid. Absence of original signature of person duly authorized to sign for the Company submitting this bid document will automatically leave this bid null and void.
  5. Prices quoted must include all costs for delivery or requested services including any and all installation, support and engineering costs. Award considerations may and can be granted based on individual, grouped and/or all locations.
  6. All bids shall be effective for a period of 60 days from the opening date of this bid, and no bid may be withdrawn prior thereto.
  7. Young Scholars reserves the right to reject any or all bids, and to award multiple bidders for any school location, item or group of items, for which bid is submitted. Additionally, Young Scholars reserves the right to reject any and all bids furnished which in their opinion, do not conform to the requirements of the specifications. The decision of Young Scholars shall be final and without challenge.
  8. Young Scholars seeks to create opportunities for MBE/WBE/DBE firms. Bidders are required to complete the MBE/WBE participation form indicating how they will help Young Scholars to meet this goal.
  9. Young Scholars is a current member of COSTARS and reserves the right to purchase needed replacement parts or supplies at a reduced rate through our membership.
  10. Young Scholars is a public school entity and is PA sales tax exempt.
  11. Upon identification of the successful bidder, that company will be notified in writing within 10 business days of the determination. The awarding of this bid, will commit the respondent to their quoted pricing.

We, the undersigned, hereby propose and agree to furnish to Young Scholars any or all of the items that we have priced, at the prices set opposite each item in the foregoing list. This proposal is subject to all terms of the specifications, bid conditions and instructions herein, and we hereby agree to furnish such item or items as may be awarded to us. This bid document is null and void without an original signature of a person properly authorized to sign for the company submitting the bid

**Company Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Original Signature Required

**Printed Name:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_

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The request is for a quote to provide Cleaning Services for Young Scholars. The scope of work will include:

**Area Specifications**

Janitorial Services for 5 days per week at Young Scholars of Western PA Charter School, 600 Newport Drive, Pittsburgh, PA 15234.

**Services Areas Include:**

1. Office Areas
2. Lounges
3. Classrooms
4. Computer Lab
5. Library
6. Lavatories
7. Lobby/Entry Area
8. Corridors
9. Stairwells (including Sport Area)
10. Multi-Purpose Room (Cafeteria)

The specifications and the terms as set forth describe the services to be performed, frequency, and conditions of the agreement. The Client requests that products and materials used are those that are recommended by the cleaning company.

**Cleaning Specifications**

Cleaning Specifications for 5 days per week at Young Scholars of Western PA Charter School, 600 Newport Drive, Pittsburgh, PA 15234.

**Office Areas, Lounges, Classrooms, Computer Lab, Library**

Daily

1. Empty all waste containers. Replace soiled basket liners as required.
2. Wipe spillage from trash can tops.

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3. Remove all designated trash to disposal areas.
4. Damp wipe, clean, and disinfect all tables and student desks.
5. Dust all tops of furniture, window ledges, telephones, partitions, file cabinets and other horizontal surfaces.
6. Straighten magazines and periodicals on reception tables.
7. Spot clean all interior partition glass.
8. Wash both sides of glass doors.
9. Remove fingerprints from around doors and light switches.
10. Power vacuum all carpeted areas.
11. Dust mop all floors. Damp mop to remove spillage.
12. Secure all suite doors and lights.
13. Flat mop all hard surface floors.
14. Clean and sanitize drinking fountains.
15. Clean all kitchen counters, sinks.
16. Clean inside and outside of the microwaves.
17. Clean inside and outside of the heater at cafeteria.
18. Wet mop all hard surface floors.

Weekly

1. Dust and wipe all lower areas of cubbies, file cabinets, desks, etc.
2. Dust tops of picture frames and high ledges.
3. General high dust partitions and other vertical surfaces.

Monthly

1. Clean all baseboards and doorjambs.
2. Power vacuum upholstered furniture.
3. Spot clean doors, frames, switches, and walls.
4. Clean outside of refrigerator.

Twice Per Year

1. Vacuum all ceiling air vents.
2. Clean inside of refrigerator.

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**Lavatories**

Daily

1. Empty and clean waste receptacles.
2. Replenish all paper towels, tissue, and hand soap dispensers.
3. Dust all ledges, dispenser and partitions.
4. Clean top, bottom, and side surfaces, inside and out of all stools and urinals using a disinfectant cleaner.
5. Clean and polish all bright work.
6. Clean wash basins inside and out.
7. Clean both side of stool seats using and disinfectant cleaner.
8. Clean mirrors and counter tops.
9. Mop all floors using a disinfectant cleaner.
10. Clean both sides of doors to restrooms.
11. Report to supervisor, malfunctioning of equipment.
12. Spot clean all stall partitions and walls.

Weekly

1. Wipe down all partitions, doors and walls using a disinfectant cleaner.
2. Clean toilets and urinals with non-acid bowl cleaner as needed.
3. Pour water into floor drain units.

Monthly

1. Machine scrub restroom floors.
2. High dust or vacuum all walls and air diffusers.
3. Damp wipe and clean wall tile using a disinfectant cleaner.

Quarterly

1. Machine scrub restroom floors.

**Lobby/Entry Area**

Daily

1. Empty and clean trash receptacles.
2. Power vacuum carpets.
3. Clean and disinfect all drinking fountains.

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4. Clean both sides of entrance doors.
5. Sweep and damp mop hard surface floors.
6. Clean all directory glass areas.
7. Dust all medium level and low level ledges.
8. Secure all doors.
9. Wet mop all hard surface floors.

Weekly

1. Dust all top ledges and walls.
2. Wipe all spots at the walls.

Quarterly

1. High dust all wall areas.
2. Power vacuum upholstered furniture.

**Corridors**

Daily

1. Empty all trash containers and remove designated trash to disposal areas.
2. Clean and disinfect all drinking fountains.
3. Clean both sides of entrance doors and glass.
4. Sweep hard surface floors. Damp mop to remove spillage.
5. Spot clean wall areas around elevator call buttons.
6. Damp wipe fingerprints from door frames, etc.
7. Wet mop all hard surface floors.

Weekly

1. Dust all ledge areas, high and low.
2. Spot wash fingerprints from wall areas.

Monthly

1. Clean baseboards and doorjambs.

Twice Per Year

1. High dust all wall areas.
2. Vacuum all ceiling air vents.

**Stairwells (including Sport Area)**

Daily

1. Remove obvious debris.

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2. Vacuum or sweep stairways.
3. Spot mop for spillage
4. Spot clean walls within 70”.
5. Damp mop all hard surface floors.

Weekly

1. Damp mop all tile.
2. Dust lower wall areas.
3. Damp wipe handrails.

Monthly

1. Dust high wall areas within 70”, remove cobwebs.

**Multi-Purpose Room (Cafeteria)**

Daily

1. Dust mop gym floor.
2. Spot clean glass.
3. Vacuum carpeted areas.
4. Wet mop all hard surface floors.

Weekly

1. Dust the tops of the lockers.
2. Vacuum crevices in floor and benches of sauna rooms to remove debris.

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