

Scope of Service

Company: Hamilton Township Administration
Phone: (513) 683-5360
Email: khickey@hamilton-township.org
Address where service will be performed: 7780 South State Route 48
Frequency of Regular Service: 3 day(s) per week
Estimated Total Cleanable Area: 10,524 square feet

Areas to be serviced:

- Break Room
 - Entrance/Foyer
 - Kitchenette/Coffee
 - Offices
 - Locker Room
 - Print Room
 - Fitness Room
 - Conference Room
 - General Offices
 - Lobby/Reception
 - Restrooms
 - Meeting Room
 - Clerk's Office
 - Training Room
 - Copy Room/Area
 - Hallways
 - Lounges
 - Stairwells/Stairways
 - Interview Room
 - Reports Room
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Exclude:

- Evidence Room
- Weapons Room
- File Room

Regular Services:

Dusting and Disinfecting

INCLUDED TASKS	FREQUENCY
<p>Clean Internal Glass or Mirrors – Spot Clean Spot clean internal partition glass or mirrors to remove smudges and fingerprints.</p>	3X per week
<p>Damp Wipe and Disinfect High Touch Points Clean and disinfect high touch points such as light switches and doorknobs. Clean both sides of main entrance glass doors.</p>	3X per week
<p>Damp Wipe and Disinfect Drinking Fountains and Water Coolers Damp wipe and disinfect exterior (outside) of drinking fountains and water coolers.</p>	3X per week
<p>Damp Wipe and Disinfect Surfaces – Spot Clean Clean visible soils on horizontal and vertical surfaces, fixtures, and office furniture on days when detail clean is not scheduled. Note: Spot Clean smudges/fingerprints from walls 1x/month.</p>	2X per week
<p>Damp Wipe and Disinfect Surfaces – Detail Clean Thoroughly dust and clean accessible horizontal and vertical surfaces, fixtures, and office furniture such as file cabinets, desk, credenzas, counter tops, sinks, display units, and windowsills. Note: Work around documents/items on desks – do not move them.</p>	1X per week
<p>Vacuum Furnishings or Wet Wipe Vacuum fabric-covered furnishings and or wet wipe other furniture to remove visible dust or soil.</p>	1X per week
<p>Damp Wipe and Disinfect Telephones Damp wipe and disinfect desktop telephones.</p>	1X per week
<p>Dust Vertical or Horizontal Blinds Clean vertical or horizontal blinds, not to exceed 12 feet from the floor, to remove dust and visible soil.</p>	1X per week
<p>High and Low Dusting Clean items up to 12 feet from the floor (high dusting), such as ceiling vents, light fixtures, high window sills, and corners not cleaned as part of normal wiping; and items near floor (low dusting), such as vents, corners, outlets, baseboards, etc.</p>	1X per week

Carpet and Floor Care

INCLUDED TASKS	FREQUENCY
Wall-to-Wall Vacuum or Dust Mop Hard Surface Floors Dry mop hard surface floors using a dust mop, vacuum or dry/wet mop.	3X per week
Vacuum Carpet – Spot Clean Spot vacuum visible soil from carpets on days when wall-to-wall vacuuming is not scheduled.	2X per week
Damp Mop Hard Surface Floors – Spot Clean Spot mop visible soil on hard surface floors on days when detail mopping is not scheduled.	2X per week
Wall-to-Wall Vacuum Carpet – Detail Clean Detail vacuum accessible carpeted areas with approved HEPA backpack units.	1X per week
Damp Mop Hard Surface Floors – Detail Clean Damp mop hard surface floors using a no-dip protocol and changing pad often to ensure removal of dirt.	1X per week

Trash

INCLUDED TASKS	FREQUENCY
Empty Cans and Remove Trash Empty trash that is contained in trashcans, in an area designated specifically for trash, or clearly labeled as trash and transport to customer’s trash removal or storage area. Replace liners, spot clean receptacles as needed and take trash to designated area on customer premises. Please note: Any item that is in trashcans, designated trash areas, or clearly labeled as trash will be considered trash regardless of the content, and its loss will not be the responsibility of the Business. Note: Includes 3 Outdoor Trash Cans. Place all collected trash bags into large trash bin, customer will take to dumpster.	3X per week

Kitchen Areas

INCLUDED TASKS	FREQUENCY
Damp Wipe and Disinfect Counters, Tables and Sinks- Detail Clean Thoroughly damp wipe and disinfect counters, tables, and sinks.	3X per week
Damp Wipe and Disinfect Microwave(s) – Detail Clean Thoroughly damp wipe and disinfect inside and outside of microwave with all-purpose disinfectant cleaner to rinse food contact surfaces.	3X per week
Damp Wipe and Disinfect Refrigerator – Spot Clean Spot Clean exterior (outside) of refrigerator to remove smudges and fingerprints.	3X per week

Restroom Service

INCLUDED TASKS	FREQUENCY
<p>Clean and Disinfect Restrooms</p> <ul style="list-style-type: none"> • Restroom Fixtures: Pre-spray, wipe and polish dispensers and fixtures. Clean and disinfect washbasins, toilet bowls, urinals, and counter tops. • Restroom Walls: Clean accessible walls and toilet partitions to remove visible soil. • Restroom Floors: Mop all floors using coded microfiber flat mopping system and disinfecting finished floor cleaner. • Restroom Mirrors: Polish all chrome and mirrors. • Restroom Supplies: Restock expendable products such as paper towels, toilet tissue, hand soap, liners, and deodorant products from customer inventory. • Restroom Trash Removal: Empty trashcans, replace liners, spot clean receptacles as needed and take trash to designated area. 	3X per week

Locker Rooms and Showers

INCLUDED TASKS	FREQUENCY
<p>Ceiling-To-Floors Showers</p> <p>Wet wipe accessible showers, walls, doors, and fixtures with color-coded microfiber towels and hospital-grade disinfectant.</p>	3X per week
<p>Damp Wipe and Disinfect Lockers</p> <p>Thoroughly clean, the outside (exterior) of accessible lockers by wet wiping with color-coded microfiber towels and hospital-grade disinfectant.</p>	1X per week

Closing Tasks

INCLUDED TASKS	FREQUENCY
Clean and organize the janitor closet(s)	3X per week
Lock doors and windows as instructed	3X per week
Set alarms as instructed	3X per week
Turn off lights as instructed	3X per week

REQUIREMENTS FOR BIDS:

- References (5 Minimal)
- Certificate of Liability Insurance
- Certificate of Ohio Workers' Compensation
- List of Equipment Used

SUBMITTALS:

- Bids shall be turned in to the Hamilton Township Administration Building at 7780 South State Route 48 Hamilton Township, Ohio 45039 Attn: Kenny Hickey, Public Works Director
- Bidders shall notify the Public Works Director promptly of any error, omission, or inconsistency that may be discovered during examination of the solicitation. Request for interpretation, correction, or clarification shall be made in writing to Kenny Hickey, Public Works Director either by email or facsimile, and addressed to Kenny Hickey (khickey@hamilton-township.org) or (513) 683-4325

