

Cleaning Contractor Bid Details

The bid must be submitted to the Pinedale Aquatic Center. The following are requirements for a successful bid:

1. Schedule and complete a walk-through with the director, Amber Anderson.
2. Provide three letters of reference with at least one from a person/business you have cleaned for.
3. Must provide your own proof of insurance.
4. Submit a short proposal that includes;
 - a. Your planned schedule for cleaning during a typical week
 - b. Your contact information including;
 - i. Phone for contact (preferably a cell)
 - ii. Mailing and physical address
 - iii. Email address if available
 - c. The annual contract amount requested
 - d. Statement about your interest in working for us and qualifications

CLEANING CONTRACT SCOPE OF WORK:

These custodial specifications are based on 1) attempting to establish custodial cleaning results rather than cleaning frequencies; and 2) monitoring the custodial service on a daily basis.

PAC must be cleaned six days per week:

- **Monday-Friday between the hours of 8:00pm and 4:30am**
- **Once per weekend between 4:00pm Saturday and 4:30am Monday**

When special events/rentals are conducted within these hours, notification will be provided to the contractor with an adjusted cleaning window.

An employee of PAC will inspect the custodial service prior to opening of the facility for daily operation. During this inspection they will determine whether the services meet or exceed the specification or whether they fall below the specifications. The contractor will be notified of any work not meeting expectations.

AREA 1: LOCKER ROOMS, LOCKER ROOM HALL, FAMILY CHANGE ROOMS

- Wipe out all lockers
- Empty waste baskets and replace dirty liners
- Empty sanitary napkin boxes, sanitize, and replace liners
- Clean mirrors
- Clean/Disinfect Counters & Sinks
- Clean/Disinfect Toilets
- Clean/Disinfect Showers
- Clean/Disinfect Benches
- Squeegee Floors where needed
- Spot clean stall doors/walls
- Disinfect and Scrub floor (including hall)
- Disinfect water fountains
- Clean hair off drains
- Restock products

MONTHLY - AREA 1

- Scrub Shower tile

AREA 2: LOBBY, FRONT ENTRANCE, VESTIBULE, PARTY ROOM (PR)

- Wipe down all furniture
- Wipe down cubbies
- Sweep floors (including main stairs)
- Vacuum rugs
- Vacuum vestibule area
- Vacuum elevator

- Scrub lobby floor
- Mop main lobby stairs
- Empty waste baskets and replace dirty liners
- Clean/Disinfect exterior of waste baskets
- Disinfect water fountains
- Clean entrance glass/doors
- Spot clean glass (lobby)
- Wipe down vending machines
- Wipe down foosball/ping-pong/lobby games
- Restock tissues/hand sanitizer
- Clean door glass in PR
- Spot clean windows in PR
- Clean/Disinfect PR sink and counter
- Sweep/Mop PR Floor

AREA 3: GYM, GYM RESTROOMS, VESTIBULE, MULTI-PURPOSE ROOM (MPR)

- Clean/Disinfect East bench in gym
- Sweep Floor and Spot Mop
- Empty waste baskets and replace dirty liners
- Clean/Disinfect exterior of waste baskets
- Clean mirrors
- Clean/Disinfect bathroom sinks & counters
- Clean/Disinfect toilets
- Sweep/Mop restroom floor
- Restock products
- Disinfect water fountain
- Sweep/mop vestibule floor
- Sweep/mop MPR floor
- Clean glass of exterior door

WEEKLY - AREA 3

- Sweep and mop gym stairs
- Wipe down bleachers in gym
- Damp mop base trim in gym
- Scrub gym floor

AREA 4: CHILDCARE ROOM & RESTROOM, CLASSROOM, HALLWAY

- Empty waste baskets and replace dirty liners
- Sweep and mop hard floors (all rooms)

- Vacuum carpets
- Clean mirrors in classroom
- Clean windows in childcare room
- Clean bathroom mirror
- Clean/Disinfect bathroom sink
- Clean/Disinfect toilet
- Sweep/Mop restroom floor
- Restock products

AREA 5: UPSTAIRS WORKOUT AREAS: FITNESS AREA, WEIGHT ROOM, RACQUETBALL COURT, STUDIO ROOM, WALKING TRACK

- Empty waste baskets and replace dirty liners
- Disinfect water fountains
- Sweep fitness area floor
- Mop/Scrub fitness area floor
- Mop and Disinfect rubber flooring in weight room and fitness area
- Sweep and mop studio room floor
- Spot clean mirrors in studio rooms/fitness areas
- Spot clean glass around track
- Spot clean floor and walls around track

WEEKLY: AREA 5

- Mop racquetball court floor
- Vacuum track
- Scrub Track

AREA 6: SPECTATOR AREA, SPECTATOR AREA RESTROOMS

- Empty waste baskets and replace dirty liners
- Spot clean exterior trophy case
- Spot clean glass windows and ledges
- Empty sanitary napkin boxes, sanitize, and replace liners
- Clean Mirror
- Clean/Disinfect sinks & counters
- Clean/Disinfect toilets
- Spot clean stall doors/walls
- Sweep and mop floors
- Restock products

WEEKLY: AREA 6

- Sweep and mop spectator area bleachers and steps

- Scrub spectator area deck

WEEKLY ALL AREAS

- Dust window ledges
- Dust vents
- Clean/polish fire extinguisher cabinets
- Clean and disinfect trash receptacles
- High dusting (reachable without ladder)
- Spot clean doors & door jams

PAC will provide the following cleaning supplies:

- Hand soap & sanitizer
- Toilet paper & paper towels
- Plastic liners for trash cans
- Supplies for sanitary napkin dispensers
- Glass cleaner
- Disinfectant cleaners
- General cleaning supplies including mops, brooms, vacuum cleaner, custodial carts, spray bottles, and rags.

Equipment training will be provided for speciality scrubbers to use on floors. Contractor is responsible for ensuring all equipment is used in accordance with manufacturer recommendations and is properly cleaned after each use. Regular maintenance will be the responsibility of the Pinedale Aquatic Center.

The following conditions must be agreed upon by the contractor:

1. Contractor and/or the Pinedale Aquatic Center must give 30 days notice before termination of the contract.
2. Perform a monthly meeting/walk through with the director to review performance and address concerns.
3. Work must be performed after business hours. Successful contractors must work out cleaning schedules compatible with the facility's public schedule and activities.
4. Contractor will supply any supplemental cleaning materials needed. Any cleaning products not provided by PAC will be preapproved before use.
5. Janitor's closets must be clean and kept in an orderly manner.
6. The contractor must submit, during the monthly meeting, a copy of the daily checklists. The list should include the custodian's initials and be signed by the contractor.
7. All custodians must pass a background check performed by the Pinedale Aquatic Center. No employee will work on the premises prior to receiving an approved background check.
8. The custodians will leave all doors and lights as found unless otherwise instructed.
9. Contractor will provide proof of sufficient liability insurance.

10. Only active employees of the contractor are allowed in the facility.
11. Contractor and/or their employee's usage of the Pinedale Aquatic Center facilities during times when the facility is closed to the public are adequate grounds to terminate the cleaning contract.