



**SPECIFICATIONS AND CONTRACT DOCUMENTS  
FOR  
JANITORIAL SERVICES AT THE BEAVER COUNTY MAGISTERIAL DISTRICT OFFICES**

**BEAVER COUNTY COMMISSIONERS**

**BEAVER COUNTY COURTHOUSE  
810 THIRD STREET  
BEAVER, PA 15009**

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## **REQUEST FOR BIDS**

The Board of Commissioners of the County of Beaver, Commonwealth of Pennsylvania, is requesting sealed bid proposals for Janitorial Services at the Beaver County Magisterial District Offices.

Bid Forms and Specifications may be obtained after 10:00AM, on TUESDAY, AUGUST 5, 2025, from Wayne Souffrant, Director of Central Services, Beaver County Courthouse, 810 Third Street, Beaver, PA 15009, or can be found on the Beaver County website, at [www.beavercountypa.gov](http://www.beavercountypa.gov), under Bids and Proposals.

### **All bids must be submitted on bid forms provided by the County of Beaver.**

Each bid submitted must be accompanied by a bid security in the form of a Certified Check, Cashier's Check or Bid Bond, in the amount of ten percent (10%) of the bid submitted, the same payable to the "County of Beaver, Pennsylvania". No bid will be considered unless it is so guaranteed. The Bond face and the accompanying power of attorney must be signed and sealed in the original. Copies or facsimiles will not be accepted.

No bid or any portion thereof may be withdrawn after the bid opening date herein specified and during the ensuing forty-five (45) days thereafter.

Sealed bids will be received until 4:30PM, on MONDAY, SEPTEMBER 8, 2025, at the office of Maria Longo, Controller, in the Controller's office, First Floor, Beaver County Courthouse, 810 Third Street, Beaver, PA 15009. All bids so received shall be opened and read aloud at or about 9:00AM, prevailing time, on TUESDAY, SEPTEMBER 9, 2025, at a duly convened meeting of the Board of Commissioners of the County of Beaver, to be held in the Commissioners Public Meeting Room, the aforementioned, Beaver County Courthouse. Award of bid will be determined and proclaimed in accordance with Section 1802 of "The County Code" of Pennsylvania, as amended, 16 P.S. Section 1802.

The Board of Commissioners of the County of Beaver reserve the right to reject any and all bids, and to waive any informality(s) in the bids submitted, as public interest may require.

**NOTE: A MANDATORY pre-bid meeting will be held at 10:00AM, on FRIDAY, AUGUST 22, 2025, at the Brighton Twp. MDJ office, located at 175 Friendship Drive, Beaver, PA 15009. No bid will be considered from any bidder who shall fail to have a representative at said pre-bid meeting.**

COUNTY OF BEAVER  
BOARD OF COMMISSIONERS

DANIEL C. CAMP III, CHAIRMAN  
JACK MANNING, COMMISSIONER  
TONY AMADIO, COMMISSIONER

Insert Dates: August 5 and 8, 2025

## **2.0 GENERAL SPECIFICATIONS**

### **COUNTY OF BEAVER BEAVER COUNTY COURTHOUSE BEAVER, PENNSYLVANIA 15009**

#### **SPECIFICATIONS AND CONTRACT DOCUMENTS FOR JANITORIAL SERVICES AT THE BEAVER COUNTY MAGISTERIAL DISTRICT OFFICES**

##### **2.1 SCOPE OF WORK**

The Board of Commissioners of the County of Beaver, Commonwealth of Pennsylvania, is requesting sealed bid proposals for Janitorial Services at the Beaver County Magisterial District Offices, to be constructed in accordance with the terms and specifications hereinafter specified.

##### **2.2 BID FORMS**

All bids must be submitted on the Bid Form attached. All bids shall be submitted in a sealed envelope, prominently marked "**Bid Proposal – Janitorial Services at the Beaver County Magisterial District Offices**". All bids must be received and in the hands of Maria Longo, Controller, in the Controller's office, First Floor, Beaver County Courthouse, 810 Third Street, Beaver, PA 15009, by 4:30PM, on MONDAY, SEPTEMBER 8, 2025. All bids so returned shall be opened and read aloud at or about 9:00AM, prevailing time, on TUESDAY, SEPTEMBER 9, 2025, at a duly convened meeting of the Board of Commissioners of the County of Beaver, to be held in the Commissioners Public Meeting Room, the aforementioned, Beaver County Courthouse. Award of any bid will be determined and proclaimed following the opening of bids or at a subsequent public meeting of the Board of Commissioners of the County of Beaver, to be held within forty-five (45) days after the bid opening and for a period of forty-five (45) days thereafter. The time and place of all subsequent public meetings to determine and proclaim award of bid shall be publicly announced by the Board of Commissioners of the County of Beaver prior to adjournment of its meeting at which the bid opening shall have taken place.

##### **2.3 AFFIDAVITS**

All bids must be signed by the bidder or an authorized representative. When requested, satisfactory evidence of the authority or attorney-in-fact signing on behalf of a corporation or association shall be furnished. Each bid must be accompanied by the annexed "Affidavit of Non-Collusion", "Beaver County Affidavit", and the "Affidavit of the Worker's Compensation Act", properly executed by the aforesaid bidder or an authorized representative. Any bid not so accompanied by these affidavits shall not be considered.

## **2.4 TAXES**

Bid prices quoted must include design, furnishing of materials, deliveries and labor to install the items herein requested. All bid prices quoted for the finished project/product shall not include Federal and/or State taxes. The County of Beaver, being a governmental body is, by law, exempt from paying such taxes. However, the bidder is not exempt from paying any taxes on purchases made for equipment and materials required to complete the finished project/product. Therefore, when formulating a bid, the bidder should consider any taxes that may occur when purchasing equipment and/or materials for the project.

## **2.5 DISCREPANCIES / INTERPRETATIONS / CORRECTIONS**

Should any bidder find discrepancies or omissions in the General Specifications, or should any bidder be confronted with doubt as to the meaning of said General Specifications, said bidder should notify in writing Wayne Souffrant, Director of Central Services, Beaver County Courthouse, 810 Third Street, Beaver, PA 15009, or by telephoning (724) 770-4461. **Questions regarding technical specifications, design, sites, etc. contained in the Detailed Bid Specifications shall be made to Wayne Souffrant, Director of Central Services, the aforementioned, Beaver County Courthouse. Notifications shall be made no less than seven (7) days prior to the date set for receipt of bids.**

Interpretations and/or corrections will be made to all bidders of record in the form of an addendum to the Specifications. All addenda will be emailed to any bidder of record and will also be placed on the Beaver County website, at [www.beavercountypa.gov](http://www.beavercountypa.gov), under Bids and Proposals. It shall be the bidder's responsibility to make inquiry at to the addenda issued. All such addenda shall become part of each contract and all bidders shall be bound by such addenda, whether or not received by the bidder.

## **2.6 DELIVERY / INSTALLATION / EXCEPTIONS ADDENDUM**

Design, delivery, furnishing and installation of the items covered by the Specifications shall be made in the manner provided for in the Detailed Bid Specifications hereinafter set forth. In every case where the bidder cannot comply with the Specifications hereinabove contained and those hereinafter given in the Detailed Bid Specifications and Agreement which follow, the bidder shall list all exceptions thereto in the Exceptions Addendum attached to the Bid Form. Unless exception is made and so taken, the bid will be received in every remaining respect as in full conformity with the Specifications hereof.

## **2.7 METHOD OF AWARD**

The County of Beaver reserves the right to accept or reject any or all bids and award a contract which is deemed to be in its best interest, to the lowest qualified bidder, in accordance with available funds.

## **2.8    BONDS**

### **2.81    BID BOND**

Every bid shall be accompanied by a Certified Check, Cashier's Check or Bid Bond, of any surety company authorized to do business in the Commonwealth of Pennsylvania, the sum payable to the County of Beaver, in the amount of ten percent (10%) of the bid submitted, to guarantee the performance of the contract. No bid shall be considered unless so guaranteed. Every Certified Check, Cashier's Check or Bid Bond will be held until the successful bidder has executed a written contract for the performance of the bid within ten (10) days after written notice of the award of the contract, whereupon all bid security received from all bidders shall be returned. The Bond face and accompanying power of attorney must be signed and sealed in the original. Copies or facsimiles will not be accepted.

In the event the successful bidder shall fail to execute the agreement attached hereto within the ten (10) day period hereinabove provided, a default shall thereby occur and the County of Beaver reserves the right to retain the proceeds of the bid security accompanying the bid as fixed, agreed and liquidated damages, and the further right within the forty-five (45) day period ensuing after the bid opening to award the bid to the next lowest responsible bidder.

### **2.82    PERFORMANCE BOND (a.k.a. CONTRACT BOND)**

At the time set forth for the execution of the contract, the successful bidder shall be required to furnish a Performance Bond in an amount equal to one hundred percent (100%) of the full contract price, such bond to be executed by a surety company licensed to do business in the Commonwealth of Pennsylvania and acceptable to the Law Department of the County of Beaver. The Performance Bond shall serve as security for the faithful performance and completion of the work in strict accordance with the contract to be executed and part thereof, according to the true intent and meaning of said contract. The premiums on said Performance Bond shall be paid by the successful bidder. Failure to furnish such bond at the time of execution of said contract shall result in said award being voided.

### **2.83    FIDELITY BOND**

Each employee engaged for the contract work shall be insured by a Fidelity Bond against losses to the County of Beaver, its officers, officials, employees or agents, resulting from any such successful bidder's employee engaging in larceny, embezzlement, dishonesty, fraud, wrongful abstraction, forgery or any other criminal act. **A certificate of insurance evidencing the same shall be presented by the successful bidder at the time of execution of the contract.** Failure to furnish such bond at the time of contract execution may result in said award being voided.

## **2.9     STATUTES**

Each bidder shall be required to execute the “Affidavit of Non-Collusion”, the “Beaver County Affidavit”, and the “Affidavit of the Worker’s Compensation Act”, attached to the Bid Form. No bid shall be considered unless accompanied by such executed affidavits.

NOTICE IS HEREBY GIVEN THAT THE FOLLOWING FEDERAL OR STATE STATUTES MAY BE APPLICABLE FOR THIS BID. ALL BIDDERS ARE REQUIRED TO MEET THE REQUIREMENTS OF THESE STATUTES AND ANY CONTRACT SO AWARDED WILL REQUIRE COMPLIANCE WITH THESE STATUTES, IF APPLICABLE: **(Additional Laws, Codes and Standards may be applicable and detailed in the Detailed Specifications, attached).**

**2.91     Trade Practices Act (71 p.s. 773.101)**

**2.92     Steel Products Act (73 p.s. 1881)**

**2.93     Pennsylvania Worker’s Compensation Act (77 p.s. 1)**

**2.94     Pennsylvania Prevailing Wage Act (43 p.s. 1651)**

**2.95     The Worker and Community Right to Know Act (35 p.s. et seq.)**

**2.96     Pennsylvania Human Relations Act**

## **2.10     BIDDER’S RESPONSIBILITY**

Each bidder shall familiarize himself with all of the attached forms, advertisement, instructions, specifications, insurance requirements and bonds, as he will be held responsible to fully comply therewith.

The Detailed Bid Specifications contain the detailed provisions required for the performance of the project. No information obtained from any officer, agent or employee of the County of Beaver, on any such matters, shall in any way affect the risk or obligation assumed by the successful bidder or relieves him from fulfilling any of the conditions of the contract.

The County of Beaver reserves the right to waive any informality(s) in or reject any or all bids, or accept any bid which it deems to be in its best interest. Qualifications attached to any bid or any other apparent deviations from the Specifications, may be automatic cause for immediate disqualification of any such bid received.

Proposals which are incomplete, unbalanced, conditional or obscure, or which do not contain additions not called for, erasures, alterations or irregularities of any kind, or which do not comply with the instructions to bidders, may be rejected at the option of the County of Beaver.

## **2.11 ALTERNATE BIDS AND ADDENDA**

Alternate bids, except as noted herein, will not be considered.

During the bidding period, bidders may be furnished addenda or bulletins for additions to or alterations of any Drawings or Specifications, which shall be included in the work covered by the proposal and become part of the Contract Documents. It shall be the responsibility of each bidder to make themselves aware of all addenda issued prior to the bid opening.

All addenda will be emailed to any bidder of record and will also be placed on the Beaver County website, at [www.beavercountypa.gov](http://www.beavercountypa.gov), under Bids and Proposals.

## **2.12 CONTRACT AGREEMENT / NO-LIEN AGREEMENT**

The successful low bidder chosen for this project will be provided with copies of the Contract Agreement and No-Lien Agreement to sign and return along with the required bonds and insurance certificates prior to execution of the contract by the Board of Commissioners of the County of Beaver.

## **2.13 BEAVER COUNTY STABILIZATION AGREEMENT (construction projects only)**

It is the responsibility of interested bidders to read and understand the Beaver County Stabilization Agreement included in the Attachments section of this bid package (if applicable). If the bidder's Base Bid Price exceeds \$25,000.00, then the bidder, including all his subcontractors, must be able to meet all of the requirements of Addendum "A" included in the Beaver County Stabilization Agreement prior to submission of a bid for this project. If all nine (9) requirements cannot be met, please do not submit a bid for this project. In the event the apparent low bidder cannot provide written documented proof of compliance and qualifications to the Addendum "A" requirements, the County of Beaver shall reject that bid and consider the next lowest responsible bid.

## **2.14 TERM**

The services to be provided shall commence on November 1, 2025 and continue through October 31, 2027. The County of Beaver shall have the option to renew the contract for two (2), one (1) year options, Option Year 1 from November 1, 2027 through October 31, 2028 and Option Year 2, from November 1, 2028 through October 31, 2029. The County of Beaver shall have the sole discretion to exercise its right to renew the contract at the designated anniversary date(s) and shall provide a sixty (60) day notice to the successful bidder of the intent to exercise the option(s).

In any event, the County of Beaver exclusively reserves the right to terminate this agreement and cancel any orders for service to be furnished and executed pursuant to the terms hereof upon thirty (30) days written notice.



**3.0 DOCUMENTS SUPPLIED BY CONTRACTOR / VENDOR**

**3.1 BID PROPOSAL FORM**

BID LETTING OF SEPTEMBER 9, 2025

For: Janitorial Services at the Beaver County Magisterial District Offices

To: County of Beaver

Except as may be modified by the Exceptions Addendum attached hereto, the undersigned bidder proposes and agrees to furnish labor, materials, supplies (except paper towels, toilet paper and hand soap) and equipment for Janitorial Services at the Beaver County Magisterial District Offices:

|   | <u>Base Bid</u><br><u>(Two (2) Years)</u><br><u>Nov 1 2025-Oct 31 2027</u> | <u>Option Year 1</u><br><u>(One (1) Year)</u><br><u>Nov 1 2027-Oct 31 2028</u> | <u>Option Year 2</u><br><u>(One (1) Year)</u><br><u>Nov 1 2028-Oct 31 2029</u> |
|---|--|--|--|
| <u>Magisterial District Offices</u>   |  |  |  |
| <u>Ambridge</u><br>650 11 <sup>th</sup> Street, Ambridge, PA 15003          | \$ _____   | \$ _____   | \$ _____   |
| <u>Brighton Township</u><br>175 Friendship Circle, Beaver, PA 15009         | \$ _____   | \$ _____   | \$ _____   |
| <u>Center Township</u><br>226-Front Center Grange Road, Aliquippa, PA 15001 | \$ _____   | \$ _____   | \$ _____   |
| <u>Chippewa Township</u><br>19 Cessna Drive, Beaver Falls, PA 15010         | \$ _____   | \$ _____   | \$ _____   |
| <u>Freedom</u><br>559 Third Avenue, Freedom, PA 15042                       | \$ _____   | \$ _____   | \$ _____   |
| <u>Hopewell Township</u><br>1515 Gringo Road, Aliquippa, PA 15001           | \$ _____   | \$ _____   | \$ _____   |
| <u>New Brighton</u><br>513 11 <sup>th</sup> Street, New Brighton, PA 15066  | \$ _____   | \$ _____   | \$ _____   |
| <b><u>TOTAL FOR ALL BUILDINGS</u></b>                                       | <b>\$ _____</b><br><b>(Two (2) Year Total)</b>                             | <b>\$ _____</b><br><b>(One (1) Year Total)</b>                                 | <b>\$ _____</b><br><b>(One (1) Year Total)</b>                                 |

( ) Bid Bond or ( ) Certified Check or ( ) Cashier's Check, in the amount of \$ \_\_\_\_\_, attached hereto.

\_\_\_\_\_, 2025  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Bidder

By \_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Printed Name

### **3.2 EXCEPTIONS ADDENDUM**

The following Addendum, to be completed in full compliance with the provisions of the Specifications of this Proposal, shall constitute all the exceptions which the undersigned bidder has taken to the Specifications of this Proposal; in every other respect, the bids herewith submitted are made in full conformity with the Specifications of the Proposal:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

\_\_\_\_\_, 2025.  
Date

Bidder

By \_\_\_\_\_  
Authorized Representative

COMMONWEALTH OF PENNSYLVANIA )  
 ) SS:  
COUNTY OF BEAVER )

who submits to the Board of Commissioners of the County of Beaver and hereby declares:

- 10

**3.3    AFFIDAVIT OF NON-COLLUSION (cont.)**

I state that \_\_\_\_\_  
Name of my Firm

understands and acknowledges that the above representations are material and important, and will be relied on by the County of Beaver in awarding the contract(s) for which this bid is submitted. I understand, and my firm understands, that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the County of Beaver of the true facts relating to the submission of bids for this contract.

\_\_\_\_\_  
Bidder

By \_\_\_\_\_  
Authorized Representative

(CORPORATE SEAL)

SWORN TO and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public

My Commission Expires:

**3.4    BEAVER COUNTY AFFIDAVIT**

AS AN AUTHORIZED REPRESENTATIVE OF \_\_\_\_\_,  
I DO HEREBY SWEAR AND AFFIRM THAT NEITHER \_\_\_\_\_  
OR ANY OF ITS AGENTS OR EMPLOYEES HAS GIVEN OR ASSIGNED OR HAS  
AGREED TO GIVE OR ASSIGN ANY AFFILIATED WORK OR AGREED TO GIVE ANY  
ASSISTANCE IN RECEIVING ANY AFFILIATED WORK TO ANY OFFICER, AGENT OR  
EMPLOYEE OF BEAVER COUNTY OR TO ANY CONCERN THAT IS IN ANY WAY  
AFFILIATED WITH ANY OFFICER, AGENT OR EMPLOYEE OF BEAVER COUNTY,  
WITH AN AGREEMENT OR UNDERSTANDING TO RECEIVE CONSIDERATION FOR  
COUNTY BUSINESS IN CONNECTION WITH ABOVE PROJECT AND CONTRACT.

SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

**3.5    WORKER'S COMPENSATION AFFIDAVIT**

ACCEPTING PROVISIONS OF THE WORKER'S COMPENSATION ACT

State of \_\_\_\_\_

SS:

County of \_\_\_\_\_

|                                 |                  |
|---------------------------------|------------------|
| _____                           | _____            |
| Name of Officer, if Corporation | Title of Officer |

\_\_\_\_\_, being duly sworn  
Corporation

according to law, depose and says that he/they/it has/have accepted provisions of the Worker's Compensation Act of 1915 of the Commonwealth of Pennsylvania, with its supplement amendments, and has/have insured his/their/its liability thereunder in accordance with the terms of said Act with \_\_\_\_\_ Company.

\_\_\_\_\_  
Signature of Officer or Agent

By \_\_\_\_\_  
Authorized Representative

SWORN TO and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public

My Commission Expires:

### **3.6**     **INSURANCE**

The successful bidder shall be responsible for all injury(s) to persons, or damage to property, either directly or indirectly, that may result from his operations. The successful bidder shall obtain and pay for such insurance as will protect him from claims to damages for personal injury, including death, or from damages to property, either real or personal, which may arise from operations under this Contract, whether such operations be by himself or by anyone directly or indirectly employed by him. The successful bidder shall affect and maintain the following insurance policy(s) for the duration of this Contract and any extensions thereof.

1.     Worker's Compensation Insurance, including Employer's Liability Insurance, in accordance with the Pennsylvania Worker's Compensation Act.
2.     Comprehensive General Liability Insurance, including Products/Completed Operations Liability Insurance, with a combined single limit per location of \$2,000,000.00, including bodily injury, property damage and personal injury.
3.     Comprehensive Automobile Liability Insurance, for all owned, non-owned and hired vehicles, with a combined single limit of \$1,000,000.00, including bodily injury and property damage.
4.     Contractual Insurance.

The County of Beaver shall be named as an additional insured on the policy(s). The successful bidder shall deliver to the County of Beaver, before commencing work under the Contract, certificate(s) from insurance company(s) or their agent(s), certifying that such insurance is in effect and will not be canceled during the conduct of their work, without thirty (30) days written notice to the County of Beaver. **Said certificate(s) shall name the County of Beaver, 810 Third Street, Beaver, PA 15009, as Certificate Holder.** The successful bidder shall report and pay all Old Age Benefits and Social Security taxes and other insurance, as required by State and Federal law.

In every case where circumstances shall not permit the County of Beaver to be named as an additional insured on the insurance policy(s) above, and to the extent of every deductible therein, the successful bidder shall be required to indemnify, defend and save harmless the County of Beaver, its officers, officials and employees or agents, for or on account of any injury(s) or damage(s) to persons or property received, or sustained by any person or persons, firm or corporation caused by or rising out of any act or omission done under the work or scope of the Contract herein provided for.

## **4.0 PROJECT SPECIFICATIONS**

### **4.1 SCOPE OF WORK**

The items to be furnished under this Contract shall be in accordance with these Contract specifications:

#### **Janitorial Services at the Beaver County Magisterial District Offices**

All items not expressly mentioned in the Detailed Specifications, but obviously necessary for the proper execution of the Contract, shall be furnished by the successful bidder, as it is not the intent of these Specifications to delineate or describe every detail and feature of items as provided by the Contract.

### **4.2 LOCATION**

There are seven (7) Magisterial District Office locations for this bid, as follows:

1. Ambridge - 650 11<sup>th</sup> Street, Ambridge, PA 15003
2. Brighton Township – 175 Friendship Circle, Beaver Falls, PA 15010
3. Center Township – 226-Front Center Grange Road, Aliquippa, PA 15001
4. Chippewa Township – 19 Cessna Drive, Beaver Falls, PA 15010
5. Freedom – 559 Third Avenue, Freedom, PA 15042
6. Hopewell Township – 1515 Gringo Road, Aliquippa, PA 15001
7. New Brighton – 513 11<sup>th</sup> Street, New Brighton, PA 15066

**NOTE: The average area to be cleaned in each Beaver County Magisterial District Office is approximately 2,300 square feet.**

### **4.3 PAYMENT**

Payment shall be in accordance with the lump sum bid price and applications for payment shall be submitted to the County of Beaver Court Administrative Office, 810 Third Street, Beaver, PA 15009, for review and approval. One hundred percent (100%) final payment, including retainage, shall be made by the County of Beaver upon satisfactory competition. The Contract amount owed will be paid only after the satisfactory inspection of the final product and all services have been completed in accordance with this Specification.

### **4.4 SCHEDULE**

The successful bidder must furnish the County of Beaver Court Administration Office and Office Manager for each Magisterial District Office with a work schedule, within ten (10) days after execution of the Contract. The schedule must identify, in detail, the time and frequency of required cleaning of all items of each office.



#### **4.5**     **GENERAL SPECIFICATIONS**

It is the intent of these Specifications to ensure that the Beaver County Magisterial District Offices are maintained in a clean condition at all times. It shall be the responsibility of the successful bidder to ensure that all areas are free from easily detectable dirt/dust at all times, and the County of Beaver shall have the right to inspect any or all areas at times and the County of Beaver shall have the right to inspect any or all areas at times of it's choosing for any area not cleaned in conformance with this general provision. The successful bidder must insure that sufficient workers are employed in an efficient manner to meet this performance standard.

1.     The successful bidder shall comply with all Federal and State laws, as required.
2.     Upon completion of the work, all areas shall be left in a clean and orderly condition, and all rags and trash shall be removed.
3.     All work shall be done by skilled personnel in accordance with the best standard practice and in a manner acceptable to the County of Beaver. Any work not conforming to these Specifications shall be corrected to the satisfaction of the County of Beaver. Any corrections shall be made at the expense of the successful bidder.
4.     Any equipment that may be used must comply with current OSHA regulations and any maintenance sheets must be made available to the County of Beaver, when requested.
5.     American Made Steel – The successful bidder, for this project, agrees to utilize "American Made Steel" products, as defined in the PA Act 1978-3, Steel Products Procurement Act, Section 6.
6.     All items not expressly mentioned in the Specifications, but obviously necessary for the proper execution of the Contract, shall be furnished by the successful bidder, as it is not the intent of the Specifications to delineate or describe every detail and feature of items as provided by the Contract.

#### **4.6**    **GENERAL DEFINITIONS**

Whenever any of the items hereinbelow are listed appearing in the performance duties set forth in the Detailed Specifications, the following definitions shall be applicable:

Dusting – The cleaning method whereby a chemically tested cloth frees the surface of dust. Laundering and cleaning of all dust cloths are to be included in these Janitorial Services.

Dust Mopping – A cleaning process used to remove surface dirt from a floor by use of a damp bacteriostatic treated mop.

Floor Stripping – A specialized cleaning process used to remove all foreign matter, including the floor finish, from the floor surface by using a floor machine with a stripping pad.

Refinishing a Floor – The process by which a floor finish is re-applied to the floor surface after all foreign matter has been removed from its surface.

Sanitizing – A cleaning process whereby the worker uses a germicidal detergent to clean and disinfect.

Spot Cleaning – A cleaning method whereby a trained worker uses a special spray solution with a cloth or sponge.

Spray Buffing – A process whereby a trained worker uses a floor machine with a buffing pad and a spray container to remove scuff marks, floor blemishes and abrasions from resilient tile floors, resulting in a highly finished surface.

Vacuuming – The cleaning step used by the worker to remove a pile of dirt from a carpet using a vacuum cleaner.

Washing – The cleaning job whereby the item to be washed is wet down with a prescribed solution, rinsed and dried.

#### **4.7 DETAILED SPECIFICATIONS**

Unless otherwise herein indicated, all Janitorial Services for the Beaver County Magisterial District Offices are to be provided cleaning services with the following frequency:

- a. All public areas, i.e. entrances, halls and stairwells, one (1) day per week.
- b. All administrative office areas, one (1) day per week, except where noted.
- c. All other areas, including restrooms, one (1) day per week, or as may be directed.
- d. All seven (7) Magisterial District offices **MUST** be cleaned, one (1) day per week, including weeks where there may be holidays. The Magisterial District offices are open 8:30AM to 4:30PM, Monday thru Friday (excluding County holidays), and are closed for lunch from noon to 1:00pm each day they are open. The successful bidder must coordinate with each Office Manager at each building, to determine what day each week the offices shall be cleaned and also coordinate what alternate days the offices will be cleaned during weeks where a County holiday falls on a scheduled cleaning date.

Unless otherwise herein indicated, all public areas and administrative office floors are to be serviced in the following manner and frequency:

##### **1. Hard Surface Floor Areas**

- a. Lobbies and non-carpeted hallways and lunchrooms are to receive a dust mopping and machine polishing, one (1) day per week and are to be scrubbed, stripped and re-waxed on a semi-annual basis.
- b. All such administrative office areas are to receive a dust mopping, wet mopping and machine polishing, one (1) day per week, and are to be scrubbed, stripped and re-waxed on a semi-annual basis. Caution must be used when damp mopping so as not to allow excess water to dampen any cardboard boxes of stored paper. It is the intent that the process of damp mopping shall suffice to keep the area clean and free from debris. If damp mopping alone does not render the area clean, then it must be vacuumed as well.

##### **2. Carpeted Floors**

- a. All such public areas are to be vacuumed thoroughly, one (1) day per week.
- b. All such administrative office areas, including the Judge's chambers, are to be vacuumed thoroughly, one (1) day per week.

#### **4.7 DETAILED SPECIFICATIONS (cont.)**

- c. The successful bidder must make every effort to reduce or eliminate any slippery condition on hard surfaced floors. The County of Beaver may ask for a change of wax or cleaning product or for a change in the application method when the use of a product produces a slippery condition. The successful bidder is expected to review his intended floor products with the County of Beaver in an effort to avoid any slippery conditions. The successful bidder is responsible for any unnecessary slippery conditions that may arise due to the selection of floor cleanser or wax, and if unsafe condition occurs, steps must be taken immediately to correct the issue.

#### **Beaver County Magisterial District Offices**

The successful bidder shall provide continuous cleaning service from 9:00AM or 10:00AM to completion, in the manner and frequency as herein directed. The following services, as applicable, are to be provided, one (1) day per week, in each of the administrative office areas, restrooms and in all public and other areas i.e. lobbies, halls and stairwells, in each office. Listed below are cleaning requirements for each office and if a different frequency of cleaning is required:

1. Vacuum carpeted areas and mop floors.
2. Clean kick plates on all doors, including restroom doors.
3. Empty all wastebaskets and garbage cans.
4. Clean, sanitize and deodorize all wastebaskets and garbage cans (includes those in office areas and hallways).
5. Dust desks, chairs, lounges, window ledges and **ALL** other horizontal surfaces.
6. Wax desks.
7. Wash lounge furniture.
8. Scour and shine all drinking fountains (if applicable).
9. Scour and shine all restroom fixtures, hardware and drain pipes, using a cleanser containing polishing and disinfecting compounds. Keep all restroom stainless steel polished.
10. Complete and positive restroom sanitization, wash and disinfect toilet seats, sides of bowls, bowls and urinals, in all restrooms, providing deodorizing agents, when necessary.
11. Mop all restroom floors with disinfectant cleaner. Mop heads are to be laundered and/or changed with enough frequency so as not to have or leave an unsanitary odor.

#### **4.7**     **DETAILED SPECIFICATIONS (cont.)**

12.     Wipe down private partitions in restrooms.
13.     Sanitize all restroom wash bowls inside and outside, using a scouring cleanser with polishing and disinfecting.
14.     Clean all restroom mirrors.
15.     Maintain a week's supply of soap, toilet paper and paper towels in all restrooms.
16.     Spot clean entrance windows.
17.     Wash entire window area, inside and outside, two ( 2) times per year.
18.     Take down, wash and re-hang all miniblinds, two (2) times per year.
19.     Strip and wax all floors, two (2) times per year.
20.     Clean all heating louvers, two (2) times per year.
21.     Remove all defacing marks and/or graffiti from walls, as they occur.
22.     Wash wall surfaces, as needed (to include all washable walls, ceilings and baseboard areas, at least one (1) time annually, on a rotating basis).
23.     Ash trays and ash stands shall be emptied and cleaned, as needed.
24.     Keep storage closets and equipment neat and clean, on a daily basis.
25.     Take out garbage and break down all cardboard boxes and discard, daily.

The Beaver County Magisterial District Offices maintain confidential records that are **NOT** for public consumption. The County of Beaver reserves the right to exercise the following:

- a.     Request to view any employee's job application or resume' at any time.
- b.     The absolute prohibition of any employee currently on criminal probation from working in or around those offices.
- c.     Prior to the beginning of the Contract, the successful bidder shall submit a list of all employees who will work in these offices, complete with their name, address, date of birth, Pennsylvania Driver's License number and/or Social Security number.
- d.     All employees who work in these offices **MUST** have their finger prints on file with the County of Beaver Sheriff's office and must have a complete background check.
- e.     Employees **MUST** conduct themselves in a business manner at all times and should not fraternize with employees while on the job.