

The Palm Beach County Housing Authority is soliciting proposal for Janitorial Services for our Drexel House Apartments located at 1745 Drexel Road, West Palm Beach, FL 33417.

I. BACKGROUND/SUMMARY

It is the intent of this specification to secure a contract for professional janitorial services, which will provide necessary routine interior cleaning for PBCHA at the above address.

All individuals performing services for PBCHA must clear a criminal background check.

Employees must refrain from use of any PBCHA equipment including but not limited to; telephones, photocopy machines, fax machines, computer or other items in the office.

II. Scope of Services

1. Schedule of work. The contractor shall provide janitorial services Monday, Wednesday and Friday between the hours of 8:30 a.m. – 5:00 p.m.
2. Contractor shall furnish a crew of reliable and experienced janitors to perform all janitorial services to accomplish the following janitorial duties.
 - i. Empty and clean all wastebaskets and other waste containers and insert new appropriate plastic liners in all wastebaskets and containers on service days in lobby bathroom, community room, laundry room and office. Dispose of refuse in trash rooms.
 - ii. Clean by sweeping and/or dust mop all floors, including lobby, all hallways, laundry rooms, trash rooms, community room, kitchen area and stairwells. Return furniture, chairs, etc. to their appropriate location.
 - iii. Clean and disinfect community room kitchen sink and counters.
 - iv. Clean all marks, and smudges from the office and community room windows.
 - v. Thoroughly clean all common area urinals, toilets and lavatories with a solution containing a commercial grade, approved disinfectant. Mop lavatory floor area with a germicidal solution. Clean mirrors and bright metal. Spot clean walls around sinks, urinals and toilet bowls. Refill all soap, towel and paper product dispensers. Dust top of lavatory partitions.
 - vi. Wash both entrance doors glass and a frame to remove hand smudges including arched North and South lobby wings windows.
 - vii. Semiannually: Wax hallways, lobby, community room, bathrooms, office and kitchen floor.

Supplies and Equipment.

- i. The Housing Authority will supply all the restroom supplies such as paper towels, toilet paper and liquid, anti-bacterial hand soap.
- ii. The Contractor is responsible for all janitorial supplies and equipment necessary to properly perform the above work. These supplies and equipment consists of mops, dusting cloths, polishes, vacuum cleaners, brushes, buckets, detergents, scouring powders, disinfectants, wax, wax machines, shampoo or steam cleaning equipment, and commercial grade approved disinfectant.
- iii. Contractor may use a fragrant air freshener in the common area rest room; unscented or lightly scented products are to be used in all other areas of the office.
- iv. Limited space is available for contractor to store basic equipment and supplies on site.

Supervision of Work.

Contractor shall conduct regular systemic inspection of all work, and shall be responsible for providing adequate supervision to ensure competent and satisfactory performance of the services required under this Contract.

Insurance.

Contractor will be required to maintain general liability insurance in the minimum amount of \$1,000,000 and automobile liability insurance in the minimum amount of \$300,000 to cover any claims arising out of the performance of the contract. The general liability and automobile insurance must name the Palm Beach County Housing Authority, its officers, agents, volunteers and employees as additional insured.

Worker's Compensation Insurance:

A contractor who employs any person shall maintain workers' compensation insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

(Worker's Compensation Insurance cannot be waived for any person who employs others.)

Business License

Every contractor that does business with the PBCHA must obtain a Palm Beach County business license. The business license requirement applies whether or not the contractor has an office within the County limits.

Vendor must apply for a County business license and show proof of application before rendering services to PBCHA.