

## **REQUEST FOR QUOTE for COMMERCIAL JANITORIAL SERVICES**

As of November 16, 2020 the Town of Munster, Indiana is accepting quotes for the cleaning of its Municipal Facilities described in the following Janitorial Scope of Services.

### **SCHEDULE of IMPORTANT DATES**

- Facilities TOUR = Tuesday, November 24 @ 8:00am (begins at Town Hall Main Mtg Room)
- 3 Year Contract Period = February 1, 2021 - January 31, 2024
- DEADLINE to SUBMIT QUOTE = Monday, December 14 @ Noon
- SUBMIT QUOTES (One-time Deep Clean & Annual Contract) **on the Red \$\_\_\_\_\_ lines** on this form (via mail, walk-in or email) to:

Attn: Stephen Gunty - Director of Public Works  
Munster Public Works Dept - 508 Fisher Street Munster, IN 46321  
Email: [sgunty@munster.org](mailto:sgunty@munster.org)  
(219) 836-6970 or (219) 836-6971

*(Note: ancillary contractor info such as company info/references are welcomed)*

- AWARD of CONTRACT = Monday, December 21 @ 7:00pm TOWN COUNCIL MEETING

### **MUNICIPAL FACILITIES & JANITORIAL SCOPE OF SERVICES**

#### **Munster Municipal Complex**

Police Department @ 1001 Ridge Rd  
Town Hall @ 1005 Ridge Rd  
Fire Station #1 @ 1007 Ridge Rd

#### **Public Works Complex**

Fire Station #2 @ 550 Fisher St  
Public Works Department @ 508 Fisher St  
Parks Department Garage @ 508 Fisher St

#### **Community Park Complex**

Social Center @ 8751 Calumet Ave

#### **Centennial Park Complex**

Maintenance Garage @ 10121 Calumet Ave  
Fire Station #3 @ 10121 Calumet Ave

*Not Included: Centennial Park Clubhouse @ 1005 S. Centennial Dr*

## **SPECIAL INSTRUCTIONS (for Certain Facilities or for 1-time use)**

1. *See Special Instruction under POLICE DEPT that applies just to that section.*
2. *See Special Instruction under SOCIAL CENTER that applies just to that section.*
3. *One-time price: Prior to engaging in the Regular Maintenance Mode Scope of Services for all Municipal Facilities (i.e. described herein) Janitorial Contractor is to provide a separate price for a ONCE ONLY DEEP CLEAN of all bath floors, bath baseboards and baseboards throughout all habitable rooms, offices, kitchens & hallways of all Municipal Facilities (garage & storage areas excluded) described in this Scope of Services. Note: cleaning of baseboards to include removal of dust/dirt accumulation at both top/bottom of wall/floor edge.*

**DEEP CLEAN QUOTE = \$\_\_\_\_\_ (Note: this is in ADDITION to Annual Contract price)**

## **GENERAL INSTRUCTIONS (Apply to ALL Facilities)**

1. *Town provides trash liners.*
2. *Empty recyclables into separate containers.*
3. *Damp wipe of horizontal surfaces includes removing any beverage rings and spills*
4. *In all facilities where Restroom Cleaning is specified: Restroom cleaning includes using non-abrasive cleanser on top and bottom hardware, mirrors, walls, partitions, disposal & dispensers, replacing toilet paper & towels when necessary and rinsing & drying sinks.*

**\*\*\*\*\* Munster Municipal Complex \*\*\*\*\***

<b>POLICE DEPARTMENT – Daily (5 days: Monday through Friday)</b>
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***Special Instruction: Daily Janitorial Services at the Police Dept to begin at 3:00pm to insure availability of Police staff for supervised access/observation necessary in certain areas due to confidentiality of records or detainees. A specific order of cleaning (i.e. Admin, Detective Bureau, TAC Units, Records, hallways, washrooms, etc.) is to be coordinated with the Police Dept after contract award. This is to remain generally constant except if changed as needed in the future based on Police Dept request or mutual accord.***

### General Office Areas, Hallways, Briefing Room and Conference Room – Daily

- Empty waste baskets and shredders, clean and insert new liners
- Empty recycling containers into designated containers
- Dust and spot clean
- Vacuum carpet and spot clean
- Dust window ledges and convectors
- Remove fingerprints and dirt smudges from all surfaces
- Wipe all surfaces including door handles with a disinfectant cleaner
- Clean all drinking fountains
- Vacuum all mats
- Clean glass tops, mirrors and partitions
- Spot clean entrance glass
- Dust mop and damp mop all hard surface floors

Lounge Area – Daily

- Empty waste baskets and clean
- Clean and sanitize all sinks
- Clean all countertops and table tops with sanitizing cleaner
- Dust mop and damp mop all hard surface floors
- Clean exterior of appliances and cupboards, if needed

Restrooms – Daily

- Clean and sanitize all toilet bowls, lids, seats, urinals, sinks and counter tops
- Clean mirrors and partitions
- Spot clean doors and trim
- Remove fingerprints and dirt smudges from all walls
- Clean and refill all towels, toilet paper, and soap dispensers
- Empty and clean all trash receptacles
- Damp mop all hard surface floors with germicidal cleanser

Janitorial Closet – Daily

- Keep janitorial closet clean and in orderly fashion

Jail Cells – Daily

- Clean and sanitize as needed
- DO NOT USE chemicals that are harmful to stainless steel in toilet and sink

Garage Area – Daily

- Empty all trash cans, clean and insert new liners
- Clean all countertops with sanitizing cleaner

Exterior Cleaning – Daily

- Clean outside receptacles and replace with liners
- Clean outside cigarette receptacles
- Clean entrance glass doors – inside and outside

<b>POLICE DEPARTMENT – Weekly</b>
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General Office Areas, Hallways, Briefing Room and Conference Room – Weekly

- General overall cleaning of furniture, desks, chairs and files
- Brush or spot vacuum all foreign matters from fabric furniture
- Detail vacuum carpets
- Clean and sanitize all telephones
- Dust all blinds and moldings
- Dust completely all high level areas – doors, trim, sills, moldings, pictures, etc.
- Damp wipe all areas needing attention – light switches, desks, files, chairs, etc.
- Clean on top of and behind all computers
- Completely dust all furniture
- Clean all chair mats

Lounge Areas – Weekly

- Clean all chairs

- Complete cleaning of outside microwave and refrigerator
- Wet mop all hard surface floors
- Dust all ledges, sills, blinds, moldings and pictures

Restrooms – Weekly

- Dust all reachable ledges and tops of partitions
- Pour water down all floor drains to insure operation of air lock

Jail Cells – Weekly

- Clean and Sanitize (if not otherwise cleaned during Daily Cleaning protocol)
- Wipe down doors and walls
- Clean as needed if circumstances require when directed by police personnel

Garage Area – Weekly

- Sweep out floor area

<b>POLICE DEPARTMENT – Quarterly</b>
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- Buff & Wax tile floors
- Scrub bathroom floors
- Shampoo carpets
- Clean inside all kitchen appliances (notice to be given for employees to remove food/beverages)

<b>TOWN HALL – Daily (5 days: Monday through Friday)</b>
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General Office Area, Main Meeting Room, Hallways and Conference Rooms – Daily

- Empty waste baskets and shredders, clean and insert new liners
- Empty recycling containers into designated containers
- Dust spot and clean
- Vacuum carpet and spot clean
- Dust window ledges and convectors
- Remove fingerprints and dirt smudges from all surfaces
- Wipe all surfaces including door handles with a disinfectant cleaner
- Clean all drinking fountains
- Clean glass tops and mirrors
- Spot clean entrance glass
- Dust Mop and damp mop all hard surface floors

Lounge Area –Daily

- Empty waste baskets and clean
- Clean and sanitize all sinks
- Clean all counter tops and table tops with sanitizing cleaner
- Dust mop and damp mop all hard surface floors
- Clean exterior of appliances and cupboards, if needed

Restrooms - Daily

- Clean and sanitize all toilet bowls, lids, seats, urinals, sinks and counter tops
- Clean mirrors and partitions
- Spot clean doors and trim
- Remove finger prints and dirt smudges from all walls
- Clean and refill all towels, toilet paper and soap dispensers
- Empty and clean all trash receptacles
- Damp mop all hard surface floors with germicidal cleanser

Exterior Cleaning – Daily

- Clean outside receptacles and replace with liners
- Clean outside cigarette receptacles – AS NEEDED
- Clean entrance glass doors – inside and outside
- Policing of area around entrance doors and between Police Department and Fire Department

Janitorial Closet – Daily

- Keep janitorial closet clean and in orderly fashion

<b>TOWN HALL – Weekly</b>
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General Office Area, Main Meeting Room, Hallways and Conference Rooms – Weekly

- General overall cleaning of furniture, desks, chairs, files
- Brush or spot vacuum all foreign matters from fabric furniture
- Detail vacuum carpets
- Clean and sanitize all telephones
- Dust all blinds and moldings
- Dust completely all high level areas – doors, trims, sills, moldings, pictures, etc.
- Damp wipe all areas needing attention - light switches, desks, files chairs etc.
- Completely dust all furniture
- Clean all chair matts

Lounge Areas – Weekly

- Clean all chairs
- Complete cleaning of outside microwave and refrigerator
- Wet mop all hard surface floors
- Dust all ledges, sills, blinds molding and pictures

Restrooms – Weekly

- Dust all reachable ledges and tops of partitions
- Pour water down all floor drains to insure operation of air lock

<b>TOWN HALL – Quarterly</b>
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- Remove mats from entrance ways (between double doors) and clean floor
- Sweep and mop boiler room

- Buff & Wax tile floors
- Scrub bathroom floors
- Shampoo carpets
- Clean inside all kitchen appliances (notice to be given for employees to remove food/beverages)

**FIRE STATION #1 – Once a week (Wednesday)**

- Clean 2 restrooms – clean and sanitize toilets, urinals, sinks
- Clean and refill all towels, toilet paper and soap dispensers
- Mop all VCT with antibacterial soap
- Vacuum carpet
- Dust furniture, pictures, sills and blinds
- Clean kitchen sink, cabinets and counters
- Clean mirrors
- Clean outside stove and refrigerator
- Clean table and chairs
- Clean ceramic tile in restrooms
- Empty wastebaskets

**\*\*\*\*\* Public Works Complex \*\*\*\*\***

**FIRE STATION #2 – Once a week (Thursday)**

- Clean 2 restrooms – clean and sanitize toilets, urinals, sinks
- Clean and refill all towels, toilet paper and soap dispensers
- Mop all VCT with antibacterial soap
- Vacuum carpet
- Dust furniture, pictures, sills and blinds
- Clean kitchen sink, cabinets and counters

**PUBLIC WORKS DEPARTMENT – 2 Days a Week (Tuesday and Friday)**

- Clean two restrooms – clean and sanitize toilets, urinals and sinks
- Clean and refill all towels, toilet paper and soap dispensers
- Wash all floors with antibacterial soap
- Wash all tile floors with non-skid antibacterial soap
- Clean all counter tops
- Clean all mirrors
- Dust or clean all furniture
- Vacuum all office carpet
- Dust blinds, sills and moldings
- Clean lounge area – tables, chairs, counter tops, floors, outside of appliances
- Empty all wastebaskets

**PUBLIC WORKS DEPARTMENT – Quarterly**

- Scrub bathroom floors
- Clean inside all kitchen appliances (notice to be given for employees to remove food/beverages)

**PARK DEPARTMENT GARAGE – Once a week (Friday)**

- Clean office area
- Clean break rom
- Vacuum carpet
- Mop all VCT
- Clean and sanitize toilets, urinals and sinks
- Clean and refill all towels, toilet paper and soap dispensers
- Wash all tile floors with antibacterial soap
- Dust all furniture
- Empty wastebaskets
- Clean mirrors
- Clean outside stove and refrigerator
- Clean table and chairs
- Clean ceramic tile in restrooms
- Empty wastebaskets

**\*\*\*\*\* Community Park Complex \*\*\*\*\***

**SOCIAL CENTER – Daily (5 days: Monday through Friday)**

***Special Instruction: Due to intermittent use at times of this rental facility the need for flex scheduling of its cleaning is required depending on usage that week/month. Some weeks may require additional post-event cleaning or cleaning cancellation, for reasons such as: a) Holidays, b) power outages, c) facility repairs, d) unforeseen conflicts, e) rental activity on Fridays that preclude accessor, f) cancelled events often from extreme weather-related conditions, or f) COVID quarantines. Janitorial Contractor to provide a separate unit price per cleaning day for this facility that is to be the basis for either a separate charge or credit to be applied at the end of the year (or billing cycle if preferred) based on the actual number of cleaning days that occur during each billing cycle. Such rescheduling on the fly by Parks Dept will be communicated generally 7 days in advance when known but may be as late as the day before or the day of in extreme cases.***

***DAILY CLEANING VALUE of SOCIAL CENTER for purpose of price adjustments = \$ \_\_\_\_\_  
(Note: this is NOT in addition to Contract price but will be used as the basis for either a separate charge or credit to be applied at the end of the year (or billing cycle if preferred) based on the actual number of cleaning days that occur during each billing cycle.***

- Clean restrooms toilets, urinals, sinks and partitions
- Clean and refill all towels, toilet paper and soap dispensers
- Clean ceramic floors with antibacterial soap
- Clean VCT with antibacterial soap
- Clean kitchen sinks, refrigerator and counter tops
- Clean table and chairs

- Vacuum carpet areas
- Dust all furniture and window ledges
- Empty Garbage Cans

Note: Do not include cleaning the 8 outside toilets in the Ball Field Washrooms (open April 1 - October 1). These will be cleaned by Parks maintenance staff.

**\*\*\*\*\* Centennial Park Complex \*\*\*\*\***

**MAINTENANCE GARAGE / FIRE STATION #3 – Once a week (Friday)**

- Sweep and mop all VCT with antibacterial non-skid soap
- Clean and mop all ceramic tile
- Clean and sanitize all toilet fixtures
- Clean and refill all towels, toilet paper and soap dispensers
- Clean and sanitize kitchen sink and counter
- Clean refrigerator
- Clean table and chairs
- Clean all glass windows and doors in kitchen area
- Empty garbage cans

**TOTAL Annual Contract QUOTE = \$\_\_\_\_\_ (this does not include DEEP CLEAN QUOTE)**

**\*\*\* END of Janitorial Scope of Services \*\*\***

**CONTRACTOR’S QUOTE SUMMARY**

**Date of Quote Submission =**

**Name of Janitorial Services Company =**

**Name of Company Representative =**

**Title of Company Representative =**

**Signature of Company Representative =**

**DEEP CLEAN QUOTE = \$\_\_\_\_\_ (in ADDITION to Annual Contract price)**

**DAILY CLEANING VALUE of SOCIAL CENTER (for adjustments) = \$\_\_\_\_\_**

**TOTAL Annual Contract QUOTE = \$\_\_\_\_\_**