



**PENNSYLVANIA STATE POLICE
DEPARTMENT HEADQUARTERS
1800 ELMERTON AVENUE
HARRISBURG, PA 17110**

**IFB # 6100066246 SPECIFICATIONS
PSP GREENSBURG DNA LABORATORY
JANITORIAL SERVICES**

I-1. Statement of the Project.

1. Furnish all labor, designated equipment and material to perform janitorial services three (3) days per week at the PA State Police, DNA Laboratory and in compliance with the specifications listed below. Services to be effective upon a valid purchase order for a period of one (1) year with four (4) optional one (1) year renewals.

I-2. Specification and Quantity.

1. Vendor must sign-in and sign-out all workers in laboratory logbook each visit.
2. Vendor must follow and sign job log sheet.
3. Vendor should follow the flooring manufacturer's maintenance and care recommendations.
4. Vendor must contact Laboratory Management for directions on maintenance and cleaning of all floors.
5. Pennsylvania Act 1984-159
 - a. Vendor must be responsible for compliance with the Pennsylvania Act 1984-159 Worker and Community Right to Know. This is in reference to any chemicals used or stored in the workplace.
6. Services must be provided three (3) days per week.
7. Commonwealth will ONLY provide liquid soap dispensers and their refill products, hand drying towels (rolls or individuals), toilet tissue and toilet tissue dispensers, urinal pads.

8. Vendor to provide:
- Waste basket liners
 - Damp mops and dust mops to include all replacement heads
 - Cleaning solutions (i.e. MisterClean, Windex, Ajax, etc.)
 - Toilet and urinal cleaning solutions
 - Toilet and urinal brushes
 - Mirror and window cleaning solution
 - Outdoor brooms and dustpans
 - Vacuums
 - Spot cleaning solution for carpet stains
 - Disinfectants for food service areas (kitchen tables/countertops)
 - Cleaning solutions for lunch/break area appliances (to include sinks)
 - Furniture dusting solutions and dust rags
 - Chrome fixture polish with polish cloths
 - Any other solutions, cloths, equipment and materials NOT listed above or in I-2.7 required to accomplish tasks identified in specifications.

I-3. Requirements.

A. SITE VISIT

1. All vendors intending to bid, must visit the site and take into consideration all conditions prevailing that would affect the bid price – before bidding.
2. Site visit form must be completed and uploaded with bid submission.
3. Vendor must meet with Laboratory Management prior to beginning of contract to clarify work to be performed, expectations and security regulations.
4. No bids will be accepted without a signed site visit. Each visit must be performed by the entity who will be responsible for invoicing. **If a subcontractor will be engaged, the site visit must still be attended by the official bidding entity who will receive award and subsequent payment for services.** Vendor must visit the site and take into consideration all conditions prevailing that would affect the bid price before bidding.

B. DNA LABORATORY SPECIFIC REQUIREMENTS

1. There is a high-level expectation for cleaning of this facility due to the potential of DNA contamination within the lab. The cleaning staff will be monitored daily by laboratory management to ensure that cleaning procedures are followed, and that the highest standard of cleaning is met in all areas. A checklist will be used to ensure the appropriate actions are completed.
2. Cleaning staff will be required to wear lab coats, gloves, and face masks in some areas of the facility to prevent contamination.
3. Cleaning staff will also be required to provide a DNA sample to identify them and exclude their DNA from any DNA profiles generated in lab casework.
4. The laboratory spaces need to be cleaned in a very specific sequence to prevent contamination. If this sequence of cleaning is deviated from in any manner a top to bottom decontamination of the entire laboratory would be necessary.

- a. The reagent preparation area (approx. 350 sq. feet) shall be cleaned first using general cleaner.
- b. The accessioning (approx. 750 sq. feet) and extraction spaces (approx. 8,700 sq. feet) shall be cleaned next with a 10% bleach solution.
- c. The Rapid DNA Laboratory areas (approx. 250 sq. feet) shall be cleaned next with a 10% bleach solution.
- d. The amplification areas (approx. 1900 sq. feet) shall be cleaned last with general cleaner. These three (3) areas of the laboratory exist in separate air space from the remainder of the laboratory. These areas have their own dedicated cleaning supplies to be used and stored in these rooms only. No materials are permitted to travel out of these rooms other than trash. All travel out of this room must occur in one direction and directly to the exterior of the building.

C. EACH VISIT

1. Sign job log sheet.
2. Waste baskets.
 - a. Empty and wipe clean or replace liners.
 - b. Liners to be furnished by vendor.
3. Tile, Terrazzo, Epoxy, VCT and Homogenous Sheet Flooring.
 - a. Dust mop first followed by damp mop with neutral cleaner.
 - b. Equipment and cleaning products furnished by vendor.
4. Wash bowls and sinks
 - a. Clean with liquid detergent such as Ajax.
 - b. Equipment and cleaning products furnished by vendor.
5. Lavatory Floors – Follow Manufacturer’s directions.
 - a. Special attention to area around all fixtures.
 - b. Equipment and cleaning products furnished by vendor.
6. Commodes and urinals.
 - a. Clean with brush and disinfectant.
 - b. Equipment and cleaning products furnished by vendor.
 - c. Urinal pads furnished by Commonwealth.
7. Mirrors.
 - a. Clean.
 - b. Equipment and cleaning products furnished by vendor.
8. Sweep front porch or stoop - at all entrances.
 - a. Equipment furnished by vendor.
9. Towel, toilet tissue and Liquid Soap dispensers.
 - a. Refill with supplies furnished by the Commonwealth.
10. Carpeted corridors and open office areas.
 - a. Vacuum
 - b. Carpet Stains – spot clean as necessary.
 - c. Equipment and cleaning products furnished by vendor.
11. Kitchen Countertops & Lunch Tables.
 - a. Clean with disinfectant.
 - b. Equipment and cleaning products furnished by vendor.
12. Walk-Off-Mats.

- a. Vacuum.
- b. Equipment furnished by vendor.

D. EVERY WEEK

1. Sign job log sheet.
2. Furniture.
 - a. Dust (except desks), desks only need dusted when requested, except for the top of desk hutches which are to be dusted every week
 - b. Equipment and cleaning products furnished by vendor.
3. Sills and ledges.
 - a. Dust.
 - b. Equipment and cleaning products furnished by vendor.
4. Lavatory walls.
 - a. Remove any spots, wipe with disinfectant around sinks, with special attention around urinals and toilets.
 - b. Equipment and cleaning products furnished by vendor.
5. Chrome fixtures.
 - a. Polish.
 - b. Equipment and cleaning products furnished by vendor.
6. Security Window (bullet resistant glass).
 - a. Clean entire window according to manufacturer's directions.
 - b. Equipment and cleaning products furnished by vendor.
7. Empty exterior trash cans.
 - a. Empty the outside trash cans.
 - b. Equipment and materials furnished by vendor.
8. Carpeted private offices.
 - a. Vacuum
 - b. Carpet Stains – spot clean as necessary.
 - c. Equipment and cleaning products furnished by vendor.

E. EVERY TWO WEEKS

1. Sign job log sheet.
2. Walls and doors.
 - a. Wipe finger marks and scuff marks.
 - b. Equipment and cleaning products furnished by vendor.
3. Concrete floors and stairs.
 - a. Sweep, unless directed otherwise by Laboratory Management.
 - b. Equipment and cleaning products furnished by vendor.

F. EVERY THREE MONTHS

1. Sign job log sheet.

2. Windows.
 - a. Clean inside.
 - b. Equipment and cleaning products furnished by vendor.
3. Base Board or Coving.
 - a. Wipe down.
 - b. Equipment and cleaning products furnished by vendor.

G. SEMI-ANNUALLY

1. Sign job log sheet.
2. General House Cleaning.
 - a. Including blinds, light fixtures, walls, etc.
 - b. Equipment and cleaning products furnished by vendor.
3. Heat vents & Grills.
 - a. Vacuum dust from bottom.
 - b. Equipment and cleaning products furnished by vendor.

H. CARPET

1. Sign job log sheet.
2. Follow manufacturer's directions.
3. Carpet cleaning via Dry Extraction to be completed semi-annually.
 - a. Pre-vacuum thoroughly.
 - b. Carpet cleaning via Dry Extraction.
 - c. Equipment and cleaning products furnished by vendor.
4. Carpet cleaning via Steam Extraction to be completed annually.
 - a. Pre-vacuum thoroughly.
 - b. Professional Steam Extraction.
 - c. Equipment and cleaning products furnished by vendor.

I. VCT FLOORING

1. Sign job log sheet.
2. Follow manufacturer's directions.
3. Must be completed in April and September.
 - a. With coordination of Laboratory Management.
4. Remove all movable furniture.
5. Dust mop thoroughly.
6. If the finish is intact (i.e. no wear-through) perform deep scrub and recoat.
 - a. Auto-scrub using neutral cleaner and appropriate pad.
 - b. Rinse thoroughly with clean water.
 - c. Apply 1-2 thin, even coats of finish.
 - d. Must be mindful that finish is not getting on the walls, or legs of furniture.
 - e. Must wipe up any residue that gets on anything other than the floor.
7. If finish is worn through or heavily damaged, perform full strip and refinish
 - a. Apply manufacturer-approved floor stripper and agitate with machine using stripping pad.

- b. Remove slurry and rinse.
 - c. Apply 3-5 thin, even coats of finish.
 - d. Must be mindful that finish is not getting on the walls, or legs of furniture.
 - e. Must wipe up any residue that gets on anything other than the floor.
8. Vendor is responsible for maintaining a hi-gloss finish on all floors.

J. HOMOGENOUS SHEET FLOORING

- 1. Sign job log sheet.
- 2. Follow manufacturer's directions.
- 3. Must be completed in April and September.
 - a. With coordination of the Laboratory Management.
- 4. Remove all movable furniture.
- 5. Dust mop thoroughly.
- 6. Auto-scrub with neutral cleaner and non-abrasive pad
- 7. Rinse thoroughly and allow to dry.

K. REQUEST FOR CRIMINAL RECORD CHECK

- 1. The Pennsylvania State Police (PSP) abides by the Criminal Justice Information Services (CJIS) Security Policy. The policy can be found at <http://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center/view>. In accordance with this policy, any vendor staff members that will perform janitorial services or be unescorted at a PSP facility must have a federal fingerprint background check performed before entering the building. The vendor staff members required to have this background check must obtain the required authorization letter from their employer before reporting to a PSP installation to give a full set of fingerprints. The PSP will use the fingerprints to perform a state record check and will then forward them to the Federal Bureau of Investigation for a national criminal history record check. The information obtained from the criminal history check shall be used by the PSP for a fitness determination. PSP will retain records of those individuals who have completed the fingerprint background check.

I-4. Delivery/Service Location.

**Pennsylvania State Police
DNA Laboratory
449 Willow Crossing Road
Greensburg, Pa 15601**