

EXHIBIT A

VILLAGE OF PERRY, OHIO

3758 Center Road
Perry, Ohio 44081
Phone: (440) 259-2671
Fax: (440) 259-5232
www.perryvillage.info

SPECIFICATIONS FOR BID: **GENERAL CLEANING SERVICES**

I. GENERAL REQUIREMENTS, OBLIGATIONS, DUTIES AND RESPONSIBILITIES

- A. Contractor shall be responsible for the proper and thorough cleaning of the Village Hall, located at 3758 Center Road, Perry, Ohio, that includes the following areas: all entrance ways; main lobby; police department (offices, locker rooms, hallways and rest rooms); public restrooms (main lobby); anteroom and hallway; and, all general administrative offices, (Mayor, Financial Officer, Zoning Inspector and Council Chambers).
- B. Contractor shall be responsible for transportation to/from Village Hall; and, for performing all work and services as required herein in a timely and workmanlike manner.
- C. Contractor (Applicant-Bidder) shall, prior to the acceptance and finalization of the “cleaning services” agreement as contemplated herein, be subject to a drug test (screen) and criminal background check that may result in the rejection of application/bid.
- E. Any prior “cleaning” experience of Contractor (Applicant-Bidder) shall be considered in determining the “best and lowest” bidder as it relates to the “cleaning services” agreement contemplated herein.
- D. Contractor must be able to follow written and verbal instruction and direction as it relates to the responsibilities, obligations and duties that are required by the provisions of the “cleaning services” agreement contemplated herein.

- F. In addition to those items specifically set forth below, Contractor shall be obligated to: keep all areas noted above free of trash and litter; remove all trash and litter from said areas; and, sweep, mop and polish said areas as needed.

II. WORK HOURS

All work and services to be performed by Contractor as required herein shall be performed Monday – Friday, between 8:00 a.m. and 3:00 p.m.

III. MINIMUM REQUIREMENTS

A. General Cleaning (all areas set forth in Section I, above).

1. Empty waste receptacles and remove waste to designated area.
2. Wash or damp wipe, inside and outside, all waste receptacles presenting a soiled or odorous condition.
3. Replace liners when torn or soiled.
4. Dust mops all non-carpeted floors.
5. Damp mop all spills and vinyl tiled floors.
6. Thoroughly vacuum all carpeted floors including corners, and underneath partitions each and every day. (Refer to General Definitions for quality of care expected.)
7. Spot clean all carpeted areas as needed. To be determined by ASM.
8. Remove all mats and runners and clean floor area underneath. Clean all mats runners by best means. Replace all mats and runners.
9. Clean and disinfect drinking fountains.
10. Clean and polish all entrance glass.
11. Move all lobby chairs and clean floor area underneath and replace chairs in proper place.

B. Restrooms

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome and stainless steel.
3. Refill dispensers or replace empties.
4. Empty and disinfect all sanitary napkin receptacles.
5. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
6. Empty waste receptacles and replace bags daily.
7. Clean switch, door and kick plates.
8. Wash all areas (entrance doorways, ledges, etc.), wash bowls, toilets, urinals, etc. with a germicidal solution.

IV. ADDITIONAL MONTHLY SERVICE

A. All Rooms

1. Spot clean walls, doors, etc., removing all cobwebs, finger prints, smears and stains etc.
2. Clean partition glass.
3. Vacuum or dust exposed and heating outlets.
4. Clean ceiling vents bi-monthly.

B. Windows

1. Wash all exterior windows inside and outside (as shall be reasonably necessary and weather permitting).

V. CLEANING EQUIPMENT, PRODUCTS AND SUPPLIES

A. Village Responsibility

The Village of Perry shall provide the following equipment, materials, products and supplies for reasonable and necessary use by the Contractor:

1. Paper Towels;
2. Toilet Paper;
3. Kleenex;
4. Hand Soap;
5. Mop & Bucket; and
6. Safety (warning) Signs.

B. Contractor Responsibility

Contractor shall provide all other necessary, proper and appropriate equipment, material, products and supplies not set forth in Subsection V(A), above, including but not limited to the following:

1. Vacuum;
2. Brushes;
3. Brooms, and
4. Any and all other necessary, proper and appropriate cleaning material, supplies and products including, but not limited to, the following:
 - a) floor cleaner;

- b) window cleaner;
- c) enamel cleaner;
- d) appliance cleaner;
- e) tile cleaner;
- f) dust mop;
- g) dust spray;
- h) trash/garbage bags;
- i) dusting rags; and,
- j) spot carpet cleaners