



Executive Offices

1111 Avenue of the States • Chester, PA 19016-0380 • 610-904-1111 Fax: 610-904-1222 • TDD: 610-499-4731

November 4, 2024

Request for Proposals- Janitorial Services

The Chester Housing Authority seeks proposals for contracted janitorial services for its administrative offices located at 1111 Avenue of the States, Chester, PA 19013.

The offices are in a recently constructed, three-story elevator building. On the first floor, there is a small lobby and reception area. On the second floor, there are five (5) individual offices, three (3) cubicle workstations, a conference room, two bathrooms, a copier/mail room, and a kitchenette. The third floor has six (7) offices, three (4) cubicle workstations, a conference room, two bathrooms, a copier room, and a kitchenette. The building is approximately 8,000 square feet. The contractor will be responsible for providing all cleaning supplies and equipment to complete the requested scope of services.

Attached to this notice is a detailed list outlining the daily, weekly, monthly, semi-annual and annual cleaning services to be included in the janitorial services contract. Work is to be performed Monday through Friday at the close of the business; beginning at approximately 5:00 pm.

Prospective contractors must submit a letter of interest describing work experience in providing and or supervising the requested services, the names and work history of personnel who will be assigned to the contract, a client reference list, and a cost proposal. All respondents must be bonded and provide proof of insurance. The contractor is responsible for conducting criminal record checks on any personnel assigned to the contract. The Chester Housing Authority is a drug and alcohol-free workplace.

Proposals are due by December 5th, at noon.

Submit proposals to the attention of

Quineice Harris
Chester Housing Authority
1111 Avenue of the States
Chester, PA 19013

or

qharris@chesterha.org

Questions related to the proposal requirements or scope of services may be sent to Quineice Harris via qharris@chesterha.org by December 5, 2024. Questions will be answered and forwarded to all persons (firms) who received this notice.

Week of _____

Thank-you

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Lobbies, Vestibule, and Hallways					
Daily					
Wipe front glass, vestibule glass, and trim					
Spot clean and vacuum lobby mats					
Empty garbage cans					
Disinfect and polish drinking fountains					
Dust horizontal surface					
Vacuum carpeted surfaces					
Spot clean carpet stains					
Mop hard floor surfaces					
Spot clean and polish all metal surfaces					
Remove gum, tar, etc. from floor surfaces					
Weekly					
Clean baseboards					
Wash doors and trim					
Detail vacuum carpets					
Dust exterior light fixtures					

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Office and Cubicle Areas					
Daily					
Empty waste baskets and receptacles					
Dust uncluttered horizontal surfaces					
Vacuum carpets					
Remove minor carpet stains					
Sweep and damp mop tile floors					
Remove fingerprints from surfaces					
Weekly					
Dust partition ledges and moldings					
Detail vacuum all carpeted areas					
Spot clean doors and outlet switch plates					
Wipe furniture					
Dust windowsills					
Spot clean all carpeting					

Office and Cubicle Areas, continued		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Monthly	Dust ceiling vents and grates					
	Dust window blinds					
Annually	Strip and refinish tile floors					

Lavatories		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Daily	Sweep floor surfaces					
	Mop floor surfaces					
	Remove gum, tar, etc. from floor surfaces					
	Dust horizontal surfaces					
	Remove fingerprints					
	Clean and polish fixtures					
	Clean and polish washbasin, soap dispenser					
	Wash and disinfect interior and exterior of basins and toilet bowls					
	Empty and clean waste containers					
	Empty and clean sanitary containers					
	Replace can liners and place in dumpster					
	Spot clean walls					
	Hand dust tile ledges					
	Hand dust paper and sanitary dispensers					
	Refill toilet paper, soap, and liners					
Quarterly	Machine scrub floor tile and grout					