

Water Authority of Western Nassau County  
**Request for Proposal for Annual Cleaning Services Contract (October 1, 2017 to September 30, 2018)**  
1580 Union Tpke.  
New Hyde Park, NY 11040-1762

**Written proposals will be due on or before Thursday, August 17, 2017.**

**They can be mailed to the attention of Christine DeFina or emailed to [cdefina@wawnc.org](mailto:cdefina@wawnc.org).**

As required by the NYS Department of Labor, the wages under this contract are to be paid in compliance with the prevailing wages for this type of work.

Cleaning supplies and equipment to be supplied by cleaning service contractor at no cost to Water Authority which can be stored in janitor closet. Copies of certificates of workers' compensation and general liability insurance to be provided with submittal of price quote.

Water Authority will supply trash liners and toiletries which will include toilet paper, paper towels, and hand soap which will be stored in janitor closet.

## Daily Tasks

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### General Cleaning

- Sweep or damp mop all ceramic flooring, including stairway from first floor lobby to second floor elevator lobby area, cleaning up any spills or dirt, etc. with appropriate cleaning solution for ceramic tile where needed.
- Vacuum all floor mats/runners at each of the three entrances.
- Sweep cement stairway from first floor to second floor.
- Spot vacuum all carpeted areas where needed, including elevator.
- Empty waste receptacles and replace liners.
- Remove all trash to dumpster or designated area.

### Rest Rooms/Locker Room Area (All-see footnote)<sup>1</sup>

- Clean the inside and outside of all sinks, faucets, urinals, toilets, toilet seats, piping and toilet hinges with germicidal detergent solution.
- Clean and sanitize all rest room fixtures.
- Clean, sanitize and restock all dispensers, including soap dispensers.
- Damp mop all flooring, including both locker rooms, with disinfectant cleaning solution.

### Kitchen

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<sup>1</sup> Main restrooms including locker rooms (men & women) 1<sup>st</sup> & 2<sup>nd</sup> floors, public rest rooms (men & women) 1<sup>st</sup> floor, single rest room 2<sup>nd</sup> floor

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- Clean counter tops, table surfaces, chairs and sinks with an antibacterial cleanser.
- Wipe clean exterior of microwave, toaster and refrigerator.
- Sweep and damp mop tile flooring with a disinfectant neutral cleaning solution.

## Once Weekly (Every Friday night)

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- Mop all ceramic tile flooring on first and second floors, including main stairway.
- Clean all VCT flooring with appropriate cleaning solution in field coordination room (2<sup>nd</sup> floor), hallway and two “open” rooms leading from main hallway (1<sup>st</sup> floor) and hallway from rear entrance to rest rooms (1<sup>st</sup> floor) and SCADA room.
- Mop rear, cement staircase from 1<sup>st</sup> floor to 2<sup>nd</sup> floor.
- Dust and clean all cleared surfaces of workstations, in offices including all furniture, file cabinets, countertops, bookcases and shelves, chairs.
- Dust all surfaces in elevator.
- Remove any visible cobwebs on walls and ceilings.
- Vacuum all carpeted areas throughout office building.
- Spot clean **all** glass doors, cashier window, glass “windows” in private offices and all glass partitions and glass in main stairway and 2<sup>nd</sup> floor lobby areas.
- Clean and sanitize each railing of stairways —main lobby stairway and rear cement stairway.
- Wipe down rear entrance door.

## Monthly (First Saturday of each month)

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- Spray buff all VCT flooring in field coordination room (2<sup>nd</sup> floor), hallway and two “open” rooms leading from main hallway (1<sup>st</sup> floor) and hallway from rear entrance to rest rooms (1<sup>st</sup> floor) and SCADA room.
- Dust all window sills, vents, door moldings and any other horizontal area that accumulates dust, including ledge area between wall and glass from first floor lobby to second floor lobby.
- Clean with appropriate cleaning solution all glass surfaces, both sides —inside and out as follows: glass “windows” in each private office, in all hallways, both sets of doors in main lobby entrance and side entrance and exterior of cashier’s area.
- Clean and sanitize all office door and closet handles as well as light switch plates.
- Dust vinyl base trim throughout building.

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- Clean and sanitize garbage pails in kitchen.

- **Semi-Annually (First Saturday in November & May)**

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- Strip and wax all VCT flooring in field coordination room (2<sup>nd</sup> floor), hallway and two “open” rooms leading from main hallway (1<sup>st</sup> floor) and hallway from rear entrance to rest rooms (1<sup>st</sup> floor) and SCADA room.

- **Annually (First Saturday in May)**

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- Strip and wax all VCT flooring in two “locked” rooms in hallway (1<sup>st</sup> floor), records retention room in basement and two storage rooms on 2<sup>nd</sup> floor(engineering & IT).