I. **Registration Instructions**

This pdf file contains the step by step instructions for registering with the City of Pittsburgh’s portal, Beacon. Before making a bid, or awarding a contract, every vendor has to be registered.

II. **Types of Bid Solicitations**

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**Request for Proposal (RFP)**

A request for proposal (RFP) is a business document that announces and provides details about a project, as well as solicits bids from contractors who will help complete the project.

**KEY TAKEAWAYS**

- A request for proposal is a project funding announcement posted by an organization for which companies place bids.
- The RFP outlines the bidding process and contract terms and guides how the bid should be formatted.
- RFPs are used primarily by government agencies to get the lowest possible bid.
- RFPs allow the requesting company to get multiple bidders.

- RFPs outline the bidding process and contract terms and provide guidance on how bids should be formatted and presented. They are generally reserved for complex projects.
- These requests specify the nature of the project and the evaluation criteria disclosing how proposals are graded.
- Requests may include a statement of work, describing tasks to be performed by the winning bidder and a timeline for providing finished work. They also include information on the issuing organization and its line of business.
- RFPs also guide bidders on how to prepare proposals. They may outline instructions on what information the bidder must include and the desired format.
III. Request for Quote (RFQ)

A request for quote (RFQ), also known as an invitation for bid (IFB), is a process in which a company solicits select suppliers and contractors to submit price quotes and bids for the chance to fulfill certain tasks or projects.

KEY TAKEAWAYS

- A request for a quote (RFQ) is a business process in which a business solicits quotes from select suppliers and contractors for a specific task or project.
- An RFQ can be sent alone or in tandem with a request for proposal (RFP).
- A business generally sends an RFQ when the quantity for a standard product is known and needs are ongoing.
- RFQs do not generate unsolicited bids and quotes as businesses target specific vendors and contractors.

Because the RFQ format is uniform within a given company, when the RFQs come back with price quotes, the soliciting company may compare them easily.

Typically, an RFQ process **consists of four sections:**

i. the preparation phase,
ii. the processing phase,
iii. the awarding phase,
iv. the closing phase.

- The city of Pittsburgh generally will award the contract to the vendor that meets the minimum qualifying criteria and presents the lowest bid.
- When a company receives a quote in response to an RFQ, it is not an offer nor a binding contract.
- The solicitor will offer the job to its chosen vendor by sending it a purchase order, which, in effect, is a contract specifying the terms and conditions of the work.
- When a vendor accepts and signs the purchase order, the contract begins.
IV. **Types of Organizations in the city of PGH portal, 'Beacon':**

1. **City of Pittsburgh**
   This is the most common Organization used for solicitations used by the city of Pittsburgh and is often the source for the most solicitations for RFPs and RFQs.

2. **City of Pittsburgh Prequalified**
   Sometimes the city of PGH can prequalify vendors to fast track the process to ensure they get the most quality work for the least price. *(What are the conditions for which a vendor may get prequalified?)*

3. **Equipment Leasing Authority**
   Solicitations under this organization is most often used for short term leasing of equipment like a rescue boat or other utility objects and devices that doesn't require usual daily usage and when the said object or device or equipment makes more sense to lease rather than to buy.

V. **Amendments to Bids**

An amendment is a change in the original bid or solicitation and can be known in the beacon portal as denoted by the signs as shown circled below:

- Example of a bid that has been amended: Notice the sign on the top-right corner of the bid.

- Or, if the bid is about to end, the lightning sign can be found next to the bid.

---

**FIFB20000271 | Audio/Video Service & Maintenance**

The City of Pittsburgh, Office of Management & Budget, is soliciting bids for Audio/Video Service & Maintenance. Period of Contract September 1, 2020, through August 31, 2022, with Two, One-Year Options to Renew.

- **Start Date:** Jul 29, 2020
- **End Date:** Aug 19, 2020
- **City of Pittsburgh**
Example of a bid that has been amended and is about to end. Notice the signs on the top-right corner of the bid.

Types of Amendments include, but are not limited to:

1. Expiry date extension
2. Scope alteration
3. Change in quantity or quality of materials
4. {Add more examples}

VI. RFQ Contents - How to decode them?

1. Title Page
Sample RFQ solicitation Title page can be seen below:
2. General Header Information

General Header Information contains the key information in an abstract summary format that allows for quick reference and also for understanding quickly whether this is something you'd like to partake in or not. Important details that it contains include:

1. Solicitation No.
   This is the unique identification number for a solicitation by the city of Pittsburgh.

2. Start and End Date and Time
   This is important because a business or contractor has to submit their proposal before the end date and time.

3. Description
   Contains a detailed description of the solicitation and the maximum amount that the city is willing to pay for the products or services soliciting.

   Example: Shouldn't exceed more than $30,000

4. Delivery Terms
   Contains the descriptions of the conditions on how and where the city of Pittsburgh expects the product to be delivered. For example: Free on-board Destination

5. Payment Terms
   The # of days before which you'll receive your payment should your proposal be selected.

6. Contact Details
   Address, phone number and email of the department and contact person in case of questions or doubts.

3. Solicitation Requirements:
   i) Tentative Schedule of Events
   ii) Scope of Services
   iii) Proposal Format
      (1) Firm's Qualifications, Experience & References
      (2) Qualifications of Team
      (3) Project Approach and Plan
      (4) Cost Proposal
   iv) Submittal Requirements
   v) Proposal Evaluation & Selection
      (1) Selection Procedure
      (2) Criteria
   vi) Award and Contract
      (1) Award
      (2) Contracting Process
   vii) General Terms & Conditions
When the contract is awarded to a specific vendor or provider, the articles of agreement document is filled and signed by all the relevant stakeholders associated with the proposal.

VII. Detailed Buying Plan for the City of Pittsburgh's departments

This pdf contains the detailed buying plan for the Q2 of 2020 and the departments under the administration of the city of PGH for which RFPs or RFQs or other types of bids may be solicited.

FAQs

What is Beacon?
The new and improved Beacon is a secure, user-friendly, web-based eProcurement system for the City of Pittsburgh. The system will help to streamline procurement processes as well as offer many new features and expanded services, including:

- Business opportunities will be posted to a consolidated bid board where you can view and respond
- Automatic email notification of business opportunities
- Ability to electronically submit bids or proposals
- Enhanced self-service vendor registration in a “one-stop shop”

What are the benefits?

- Free online access to information and increased visibility of business opportunities
- Free registration for vendors and needing to register only once for multiple local agencies
- Convenient, free online bidding
- Free automated email notifications of new bid opportunities
- Single access point to City of Pittsburgh/local agency bids

Should I be registered?

- Yes. All previous vendors who sell products and/or services to the City of Pittsburgh and other local agencies will need to re-register with through this site to begin bidding on opportunities
- All new vendors that wish to bid on future opportunities will need to register as well. No awards can be made without a vendor registration profile set up
- Registering in the new system is important so you don’t miss receiving bid opportunity notifications

Vendor Registration Instructions

Where do I find City of Pittsburgh and other agency opportunities?

- Go to the Bid Opportunities tab

Who do I contact if I have issues with Vendor Registration, Login or Password?
I have completed the Vendor Registration. How do I manage my Vendor Profile?

- Vendors have access to login and manage their vendor profiles. Once you log in, click on the company name with the drop-down arrow. Click My Account. Vendors are expected to keep the most up to date contact information with a correct email address for solicitation notifications.

Now that I have registered on Beacon, how do I submit a bid for open solicitations?

- Once vendors register, they can log in and click on the "Need Help" drop down and click "Online Help". This page has video tutorials and instructions on how to submit bids.

Source: Original FAQs Page for reference

Sources: Pittsburghpa.gov, Investopedia.com
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Beacon – Vendor Registration

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Introduction

The **City of Pittsburgh** is implementing a secure, web-based statewide eProcurement system, **Beacon**, using the WebProcure application provided by our partner, Perfect Commerce.

**Beacon** offers many user-friendly features and expanded services, including:

- Business opportunities from the **City of Pittsburgh** posted to a consolidated bid board where you may view and respond.
- Ability to view and respond to other public-sector opportunities within **City of Pittsburgh**.
- Access to the WebProcure marketplace, which provides public sector opportunities with other Perfect Commerce clients.
- Automatic email notification of business opportunities.
- Ability to electronically submit bids or proposals.
- Enhanced self-service vendor registration in a one-stop shop.
- Improved vendor registration allowing for multiple users, contacts, attachments and more.
- Ability to review award results/postings electronically.

Required Registration

All vendors who currently (or in the future) sell products and/or services to the state will be **required** to register their business with the **Beacon**. The vendor registration portal for registering your business is accessible from the **Beacon** website at: [pittsburghpa.gov/beacon/](http://pittsburghpa.gov/beacon/)

This document will serve as a guide on how to register your organization.
Vendor Self-Registration

**Beacon** utilizes the Perfect Commerce WebProcure application to provide vendors with the ability to self-register. This is a multi-step process to establish contact and company information, areas served, commodity classifications and tax identification information.

**Getting Started**

It is suggested that you have the following information on hand to complete the required sections of the registration:

- **Organization’s Taxpayer ID Number (TIN)**
- **Business Type** (Corporation, LLC, Sole Proprietorship, etc.)
- **Email Address**
- **Internal Revenue Service W-9 Form** (ready for upload), **Request for Taxpayer Identification Number (TIN)** and **Certification**

You will also have the opportunity to enter in supplemental information including:

- **Organization Information**
- **Pittsburgh Areas Served**
- **Diversity / Disadvantaged Business Classifications**
  - Minority Business Enterprise (MBE)
  - Women Business Enterprise (WBE)
  - Veteran-Owned Small Business
- **Organization Contact Information**
- **Commodity / Service Code Selection**

After gathering the necessary information, access the website: [pittsburghpa.gov/beacon/registration](pittsburghpa.gov/beacon/registration)

The website opens to the required **Registration** page.
Step 1 - Collect Information and General Disclaimer

The first step in the registration process is to collect the information that will be necessary to complete your registration. This includes, the previously mentioned, taxpayer information, contacts, and commodity classifications.
Located at the bottom of this first step, is the **General Disclaimer** for the **City of Pittsburgh**.

The disclaimer states: ‘The **City of Pittsburgh** is not responsible for and accepts no liability for any technical problems that result from using this website. In addition, the **City of Pittsburgh** is not responsible for problems related to the transmission of data to and from this site.’

Agreeing to the **General Disclaimer** is a requirement as indicated by the red asterisk (*). To proceed with the registration, check the **Yes, I agree** check box.

Click **Next**.
Step 2 - Organization Information

In step two, you will begin entering the information that was collected in step one.

A red asterisk (*) indicates that a field is required and must be completed to proceed to the next step in the registration.
Complete the above fields as follows:

- **Country** – Use the drop-down menu to select the country location of your organization. The default selection is *United States*.

- **This office is** – Choose the appropriate designation for your organization:
  - **Parent / Holding Company** – This is the default designation and applies to your organization if it is the parent or headquarters location of your organization.

  **NOTE:** If you are an individual / sole proprietor, select ‘Parent / Holding Company’.
Beacon – Vendor Registration

- **Branch** – If your organization is a child company or branch location of another entity, select this option.

**NOTE:** If your organization has a DBA, please register the DBA separately as a ‘Branch’

- **Federal Employer Identification Number** – OR – **Social Security Number** – During your initial registration, either a Federal Employer Identification Number (FEIN), or a Social Security Number (SSN), needs to be entered to identify your organization in WebProcure. The City of Pittsburgh may use this information to associate your WebProcure registration with their accounting and payment systems for Federal tax reporting.

  Application Note: The Clear link, located to the right of the Federal Employer Identification Number and Social Security Number text entry fields, allows you to empty those fields and re-enter numbers as needed.

- **DUNS Number** – Enter the D-U-N-S number issued by Dunn & Bradstreet, which provides unique identifiers of single business entities, while linking corporate family structures together. This field must contain 9 digits. It cannot contain letters or symbols.

  **NOTE:** This field is required when registering as a ‘Branch’.

This field is required

- **Legal Name of Entity / Individual** – Your organization’s legal name must match the company name on record with the IRS for your Tax Identification Number. If you file with a Social Security Number, you must enter your name exactly as it shows on your Federal Tax Return. This field accepts up to 50 alphanumeric characters.

- **Address** – Use the two lines to enter street address or post office box information in full. Each of the Address and Address Line 2 fields accept up to 30 characters.

  Application Note: The application will identify the number of remaining characters allowed as you type.

- **City** – Enter the city where your organization is located. This field accepts up to 50 characters.
Beacon – Vendor Registration

- **State / Province** – Use the drop-down menu to select the state where your organization is located. The default selection is Pennsylvania. If your organization is located outside of the continental United States, choose the last option, listed as Other from the listing of available choices.
  
  - If Other is selected from the State / Province menu, a new, required Other Region field will display. Enter the appropriate region in this field

- **Postal / Zip Code** – Enter the postal code or zip code with extension, if known, for your organization.

  **Application Note:** The application will perform an address validation. If the address cannot be located, you have the option of correcting any errors that may exist or you may acknowledge that the entered address is correct by double-clicking the here link.

- **Type of Business** – Use the drop-down menu to identify the type of enterprise that best represents your organization. Options include:
  
  - Benefit Corporation (B Corp)
  - C Corporation
  - Individual/Sole Proprietor
  - Limited Liability Company – C Corporation
  - Limited Liability Company – Partnership
  - Limited Liability Company – S Corporation
  - Other: Federal Tax Exempt / Non-Profit
  - Other: Government Entity
  - Partnership
  - S Corporation
  - Trust / Estate
Now/Later Supplemental Information

The lower portion of step two consists of several sections that may be entered now or later. These do not need to be completed during the registration process to advance to the next step.

By default, the Later option is selected for each section:

- **Business Verifications**
  - Company History
  - W-9 Form Request for Taxpayer Identification Number and Certification
    (Upload W-9 Form)
  - City Tax Compliance
  - Professional Licensure
  - City Insurance

- **City of Pittsburgh Areas Served**

- **Diversity / Disadvantaged Business Classifications**

This information may be entered later once you are logged in to the WebProcure application.

To enter information in now, while registering, simply click the Now button for the desired section.
Business Verifications

To address each of the topics in the Business Verifications section now, select the Now button. The page will refresh to include several new topics as shown below:
Company History

The Company History section contains the following question: ‘How long has your organization been in business?’

Please answer the question and if desired, enter in additional commentary regarding your organization’s history. This field accepts a maximum of 1000 characters.

If desired, text may be copied and pasted into this field. To expand the field and view all entered or pasted text, click and drag the lower right corner of the text box.

W-9 Form Request for Taxpayer Identification Number and Certification

To conduct business with the City of Pittsburgh, you must submit a signed IRS W-9 Form certifying the Federal Employer Identification Number or Social Security Number that was entered earlier in step two. This form verifies that the number entered matches the number assigned to your organization by the Internal Revenue Service. You can download this form directly from the IRS website. You may also provide a W-8 Form, if applicable.

To upload your form, click the Add files... button. The Choose File to upload or Open window displays, depending on your browser.
Beacon – Vendor Registration

See sample image below:

Navigate to the local or network location of your **W-9** or **W-8 Form**, select the file, and click **Open**.

The **Choose File to upload** or **Open** window closes, and the selected file will display inside the **W-9 Form Request for Taxpayer Identification Number and Certification** section as shown in the sample image below.

Repeat this process for each form to be uploaded.

To remove a file, simply click the located to the right of the file name.
City Tax Compliance

For the purposes of tax payment verification, please list the Parcel Identification of all properties owned by your organization in the City Tax Compliance section.

Complete the fields as follows:

- **Address** – Use the Address and Address 2 fields to enter street address or post office box information for the property address.

- **Country** – Use the drop-down menu to select the country location of your property address. The default selection is United States.

- **City** – Enter the city where the property is located.

- **State / Province** – Use the drop-down menu to select the state where your property is located. The default selection is Pennsylvania. If your property is located outside of the continental United States, choose the last option, listed as Other from the listing of available choices.
  
  - If Other is selected from the State / Province menu, a new, required Other Region field will display. Enter the appropriate region in this field.

- **Postal / Zip Code** – Enter the postal code or zip code with extension, if known, for your property location.
Beacon – Vendor Registration

If additional **Parcel Identifications** need to be entered, simply click the **Add another property** button. The page will refresh to display additional address fields for you to complete. Repeat this process for each property to be added.

To remove an added address or remove empty address fields, simply click the ✗ located in the upper right corner of the address or address fields to be removed.
Professional Licensure

If your organization possesses licenses and/or certifications, please use the Professional Licensure section to select and attach supporting documentation.

The Professional Licensure section contains four separate licensure tabs:

- City of Pittsburgh – Trade (default)
- City of Pittsburgh – Amusement
- City of Pittsburgh – Business
- Other
By default, the page displays the **City of Pittsburgh – Trade** related licenses. To acknowledge that your organization holds a particular license, check the box located to the left of the **License Name**. The page will refresh to display an advisory message in red: ‘**Please upload document.**’

To upload a copy of your license, click the **Browse** or **Choose file** button, depending on your browser. The **Choose File to upload** or **Open** window opens.

Navigate to the local or network location of your license document, select the file, and click **Open**.

The **Choose File to upload** or **Open** window closes, and the selected file will display inside the **Document** field as shown in the sample image below.
Beacon – Vendor Registration

Repeat these steps for each license document to be entered.

The following images represent each of the available license tabs. The **City of Pittsburgh – Amusement** is shown below:

![License tab interface](image)

The steps to acknowledge that your organization holds a listed license and uploading a copy of the license document are the same.
The **City of Pittsburgh – Business** is next:

<table>
<thead>
<tr>
<th>License Name</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antique or Secondhand Dealer License</td>
<td>Upload Document</td>
</tr>
<tr>
<td>Bed and Breakfast License</td>
<td>Upload Document</td>
</tr>
<tr>
<td>Junk Dealer License</td>
<td>Upload Document</td>
</tr>
<tr>
<td>Mobile Vendor</td>
<td>Upload Document</td>
</tr>
<tr>
<td>Mobile Peddler License</td>
<td>Upload Document</td>
</tr>
<tr>
<td>One-Day Solicitation (Tag Day) License</td>
<td>Upload Document</td>
</tr>
<tr>
<td>Parking Lot License</td>
<td>Upload Document</td>
</tr>
<tr>
<td>Pawn Broker License</td>
<td>Upload Document</td>
</tr>
<tr>
<td>Stationary Vehicle Vendor License</td>
<td>Upload Document</td>
</tr>
<tr>
<td>Stationary Vendor License</td>
<td>Upload Document</td>
</tr>
<tr>
<td>Ticket Reselling License</td>
<td>Upload Document</td>
</tr>
<tr>
<td>Towing License</td>
<td>Upload Document</td>
</tr>
<tr>
<td>Trade Fair License</td>
<td>Upload Document</td>
</tr>
<tr>
<td>Transient Merchant License</td>
<td>Upload Document</td>
</tr>
</tbody>
</table>
Beacon – Vendor Registration

And lastly, the **Other** tab. The **Other** tab is slightly different, in that the fields are free-text fields and allow you to enter license details as well as upload supporting documentation for a license that wasn’t listed on the previous tabs.

![Image of the Other tab with fields: Licensure Type/Description, Certifying Authority*, Upload License Document*]

Complete these fields as follows:

- **Licensure Type/Description** – Enter a description of the license that your organization holds. This field accepts a maximum of 1000 characters. If desired, text may be copied and pasted into this field. To expand the field and view all entered or pasted text, click and drag the lower right corner of the text box.

- **Certifying Authority*** – Identify the name of the licensing authority, agency or board agency that issued the license.

- **Upload License Document*** - To upload a copy of your license, click the **Browse** or **Choose File** button, depending on your browser. The **Choose File to upload** or **Open** window opens. Navigate to the local or network location of your license document, select the file, and click **Open**. The **Choose File to upload** or **Open** window closes, and the selected file will display inside the **Upload License Document** field as shown in the sample image below.

![Image of the Upload License Document field with the file SubContractor License Proof.docx]
City Insurance

Vendors must provide proof of minimum insurance for all awarded contracts in which insurance is required. The **City Insurance** section of registration identifies the minimum insurance requirements as:

A. **GENERAL LIABILITY** Single limit of Bodily Injury and Property Damage Combined:
   
   $500,000.00 each occurrence. $1,000,000.00 aggregate.

B. **CITY OF PITTSBURGH** must be listed as “Additional Insured” on the insurance certificate. 
   NOTE: The name(s) of the insured on the certificate must be the same as the name(s) of the Contractor listed on the bid document.

C. Insurance coverage must be an **“OCCURRENCE POLICY”**. “Claims made” policies are unacceptable.

D. **WORKERS’ COMPENSATION STATUTORY LIMITS**.

E. **AUTOMOTIVE LIABILITY INSURANCE** – MINIMUM REQUIREMENTS: $500,000 for each individual occurrence and $1,000,000.00 in aggregate coverage.

To upload a copy of your organization’s certificate(s) noting the **City of Pittsburgh** as additional insured, click the **Add Files** button.
Beacon – Vendor Registration

The **Choose File to upload** or **Open** window opens, depending on your browser. Navigate to the local or network location of your insurance document, select the file, and click **Open**.

The **Choose File to upload** or **Open** window closes, and the selected file will display on the page as shown in the sample image below.

Repeat the above steps for each insurance document to be uploaded. To remove a single document, simply click the "x" located to the right of the file name. To remove all of the uploaded insurance documents from the registration page, click the **Clear All** link located to the far right of the **Add Files** button.
Beacon – Vendor Registration

**City of Pittsburgh Areas Served**

If your organization operates only in select locations of the **City of Pittsburgh**, please select the areas where you are available to provide goods and/or services. If you support citywide service, no action is necessary here.

By default, **Citywide** is selected. To identify specific areas for which your organization provides goods and/or services, click the **Select Areas** button.

The page will refresh to display an interactive map.
Select one or more of the zones one at a time: **Ward 1 through 32.** As you select a **Ward,** the page will briefly display that zone in yellow and then save the zone in blue. In the following sample image, **Wards 1, 12, 15, 18,** and **22** have been selected and saved as indicated by the blue highlighted areas.
Diversity / Disadvantaged Business Classifications

This section of the registration is optional and may be completed later from inside the WebProcure application. If none of the classifications apply to your organization, leave the Later button selected and continue with your registration. To view and/or select from the listing of available diversity/disadvantaged business classifications (MBE, WBE, Veteran-Owned small business, or Disadvantaged business enterprise), that may apply to your organization, select the Now button.

NOTE: To learn more about the City of Pittsburgh EORC goals and/or for assistance in obtaining a certification, please contact the Equal Opportunities Review Commission (EORC) at (412)255-8804.

The available classifications include:

- Minority-owned business
- Woman-owned business
- Veteran-owned small business
- Disadvantaged business enterprise
Beacon – Vendor Registration

To acknowledge that a particular diversity/disadvantaged business classification applies to your organization, check the box located to the left of the classification name.

If a diversity/disadvantaged business classification is selected, you will be required to upload a copy of your certificate and enter in a Certification Expiration Date.

To upload a copy of your certificate, click the Browse or Choose File button, depending on your browser. The Choose File to upload or Open window opens.

Navigate to the local or network location of your certification document, select the file, and click Open. The Choose File to upload or Open window closes, and the selected file will display inside the Document field as shown in the sample image below.
Select the calendar icon to enter the expiration date of your organization’s classification certificate.

Use the left and right arrows to navigate the months backwards and forwards, respectively. Click on the date that is applicable to your certification’s expiration date. The selected date will populate the Certification Expiration Date field.

Repeat these steps for each classification to be entered.

When this step in the registration is completed, click Next.

If you inadvertently neglected to complete a required field, the system will display an error message in red. See sample error message below:

If the entered information passes validation, you will proceed directly to Step 3 – Organization Contact Information.
Step 3 – Organization Contact Information

Enter the information of your organization’s main point of contact for the City of Pittsburgh. Once inside the WebProcure application, this main contact will be allowed to manage your organization’s Beacon account, add users to the system and determine who will be allowed to submit solicitation responses on behalf of your organization.

A red asterisk (*) indicates that a field is required and must be completed to proceed to the next step in the registration.

Complete this page as follows:

- **Salutation** – Use the drop-down menu to choose the appropriate salutation for the main contact. Options include: Mr., Mrs., Ms., Dr. and Rev. This selection is optional.
- **First Name** – Enter the first name of the main contact. This field is required.
Beacon – Vendor Registration

- **Last Name** – Enter the last name of the main contact. This field is required.
- **Job Title** – If desired, enter the job title of the main contact. This field is optional.
- **Main Phone Number** – Enter an area code, prefix, and phone number for the main contact. Use digits only, no spaces or hyphens. If applicable, enter a direct extension number.
- **Fax Number** – If applicable, enter a fax number for the main contact. Enter area code, prefix, and fax number.
- **Email Address** – Enter a valid email address for the main contact. A confirmation email will be sent to the email address entered here.
- **User Name** – Enter a unique user name that you will use to access the WebProcure application.

**Application Note:** The application will perform a validation to ensure the User Name is unique. If the entered User Name has already been registered, a message displays in red:

```
User name

janedoeacme

The username "janedoeacme" is already registered.
```

- **Password** – Passwords must be at least 8 characters in length, must be a mix of upper-case letters, lower-case letters, numbers and special characters.
- **Confirm Password** – Enter the password a second time in this field to ensure accuracy.
Additional Contacts

The lower portion of step three contains the Additional Contacts section relating to contacts for Purchase Order submission. This information may be entered now or later and does not need to be completed during the registration process to advance to the next step.

If additional contact information is not provided, the main point of contact will also be designated for each of the specific contacts: Purchase Orders, Solicitation Notifications, and Remittance. To enter the information during registration, click the Now button. The page will refresh to display additional contact entry fields.
Complete the contact fields as follows for each contact type:

- **Salutation** – Use the drop-down menu to choose the appropriate salutation for the specific contact. Options include: Mr., Mrs., Ms., Dr. and Rev. This selection is optional.
- **First Name** – Enter the first name of the specific contact. This field is required.
- **Last Name** – Enter the last name of the specific contact. This field is required.
- **Job Title** – If desired, enter the job title of the specific contact. This field is optional.
- **Main Phone Number** – Enter an area code, prefix, and phone number for the specific contact. Use digits only, no spaces or hyphens. If applicable, enter a direct extension number.
- **Fax Number** – If applicable, enter a fax number for the specific contact. Enter area code, prefix, and fax number.
- **Email Address** – Enter a valid email address for the main contact

When finished with step three, choose **Back** to return to a previous step, or choose **Next** to advance to step four.

**NOTE:** Additional users may be created for your account, once you log into the system with the chosen **User Name** of the main contact.
Step 4 – Select Commodity / Service Codes

This step is designed for you to select the UNSPSC (United Nations Standard Products and Services Codes) commodity and service codes which best apply to your organization’s business. Selecting these codes will subscribe your organization to receive notification on solicitations posted by the City of Pittsburgh. It will also make your organization easier to find when City of Pittsburgh’s entities are preparing to make a purchase. If you do not wish to receive solicitation notifications, please search and select ‘Unknown’.

It is recommended that you select at least one commodity category. Once inside the WebProcure application, you will be able to add or remove codes as needed from inside the application.
Beacon – Vendor Registration

To locate a commodity category or code, enter a full or partial code or a keyword in the **Search** field.

**Available Categories**

Available Categories that match your entered search term(s) are listed on the left panel of the page.

**Select Categories**

Check the box of one or more categories that are applicable to your organization.

Once a top-level or sub-level category is selected, the system automatically displays them in the Selected Categories section to the right.
Beacon – Vendor Registration

Remove Selected Categories

To remove a category from the Selected Categories section, simply click clear the check mark to the left of the category name. Repeat this process for each category to be removed.

Category selection is the final step in registration, when finished with selecting your category or categories, click Back to return to a previous step in the registration. If you are ready to complete your registration, click Process My Resignation. Once inside the WebProcure application, you will be able to add or remove codes as needed.

Process My Registration

When finished with all four steps of your Beacon registration, simply click the Process My Registration button.

Upon successful and completed registration, a registration confirmation will display. See sample image below:
Beacon – Vendor Registration

An email confirmation will be sent to the email address shown on this page, which is the email address that was entered as a main contact in step three of your registration.

This page acknowledges your registration as complete. You may log in to the system by clicking the **Take me to WebProcure Now** button or by selecting the link that will be included in the confirmation email.

If the **City of Pittsburgh** publishes any opportunities for the categories of **UNSPSC** commodity codes you have chosen to provide, you will receive an automated email alert to the email address shown on this page.

**NOTE:** Please know that you are responsible for maintaining the accuracy of this profile information. After completing the registration, it is recommended that you log in to WebProcure periodically to verify information. This will ensure that you receive the appropriate communications.

For further assistance with registration, please contact via e-mail webprocure.support@perfect.com or by phone, 866-889-8533.
Log in to WebProcure

At the successful completion of your registration, you may select the **Take Me to WebProcure** button or select the link that will be included in your confirmation email. Either path will take you to the log in page:

Enter your chosen **Username**.

Enter the **Password** that you created during registration.

Click **Login**.
WebProcure Usage Terms and Conditions

The City of Pittsburgh has contracted with Perfect Commerce to utilize the WebProcure system for Beacon. Upon your initial log, you will be presented with WebProcure Terms and Conditions. Use the vertical scroll bar to view the terms and conditions in their entirety. Once reviewed, click Accept to continue into the application.

If you choose to Decline these usage terms and conditions, you will not be able to successfully log in to the application.
WebProcure Home Page

Once the terms are accepted, WebProcure opens to the home page.

- Message Board section includes news about the product.
- Reminders section contains prompts advising the vendor to update their profile and ensure the information is accurate.
- Solicitations section identifies the number of Formal and Informal Solicitations available for review and response.
- Orders shows a count of purchase orders and from which organization.
Beacon – Vendor Registration

- **Solicitations** drop-down menu enables you to view current and past solicitations.

- **Orders** drop-down menu provides quick access to a listing of all purchase orders.

- **User Menu** provides access to usage terms, managing your business opportunities as well as accessing and managing your own user account.
My Account

Selecting **My Account** opens the administration module to manage your organization’s details including the information entered during the registration steps. This information may be edited and updated as needed.

These links may be selected to edit or add contacts, company information, commodity categories, diversity related information, and additional profile information. In addition, this is where users are added to the system, passwords are reset, and permissions are assigned.

Online Help

This topic and more is covered in online help inside of WebProcure. There are also video simulations available to guide you through responding to a solicitation and maintaining your organization’s information.

**NOTE:** For questions relating specifically to City of Pittsburgh solicitations, please email procurement@pittsburghpa.gov directly.
Articles of Agreement

MADE THIS ______________________

BY AND BETWEEN

The CITY OF PITTSBURGH, a municipal corporation of the COMMONWEALTH OF PENNSYLVANIA, (referred to herein as “the CITY”).

AND

CONTRACTOR’S NAME:  __Quality Services Incorporated______________________________

CONTRACTOR’S ADDRESS:  __559 Rodi Road, Pittsburgh, PA 15235________________________

Hereinafter referred to as "Contractor"

FOR

All products and/or non-professional services as solicited under FIFB20000241 Cleaning of City Facilities, the details of which are attached as Exhibit A. Contractor hereby agrees to all terms and conditions set forth in that document.

Additional Exhibits are as follows:

Exhibit B  Certification of Debarment
Exhibit C  Statement of Affiliations
Exhibit D  Vendor Contact Sheet
Exhibit E  Certificate of Insurance

AUTHORIZING RESOLUTION: This Agreement is entered into by the City of Pittsburgh pursuant to Resolution No. 793 effective December 10, 2019.

TERM OF AGREEMENT: The term of this Agreement shall commence on October 1, 2020 and shall last through July 31, 2022 with two, one-year options to renew.
IN WITNESS, WHEREOF, the parties have duly executed this, on the day and year first above written.

CONTRACTOR

________________________________________
Signature of Company Officer

________________________________________
Name

________________________________________
Title

CITY OF PITTSBURGH

________________________________________
Director, Office of Management & Budget

________________________________________
Assistant City Solicitor

________________________________________
City Solicitor (Approved As To Form)

________________________________________
City Controller
## General Header Information

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<td>Delivery Terms:</td>
<td>Free On Board Destination</td>
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<td>Payment Terms:</td>
<td>Net 45 Days</td>
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</table>
| Contact Information: | City of Pittsburgh  
Rachel Opperman  
414 Grant Street, Room 502, Pittsburgh, PA 15219  
Tel: 412-255-0803  
rachel.opperman@pghpa.gov |
| Contact Details: | If you have any questions, Please contact:  
Rachel Opperman  
414 Grant Street, Room 502, Pittsburgh, PA 15219  
Tel: 412-255-0803  
rachel.opperman@pghpa.gov |
| Selected Categories: | Industrial Cleaning Services (76000000) |
**Solicitation Requirements:**
**Detailed Scope of Contract**

*Please Note: Prevailing Wages will apply to this solicitation. These can be found at: https://pittsburghpa.gov/controller/prevailing-wage.*

**Group 1: Cleaning of City-County Building**

**Interior Locations to be Cleaned:**
- See Attachment A-Cleaning Locations for a description and size of each area of the City-County Building.
- All areas to be serviced as subject to change.

**Daily Requirements:**
- All surfaces will be free of dust, finger marks, spots, and stains daily. These include, but are not limited to:
  - Railings
  - Wash basins and sinks
  - Toilets and urinals
  - Countertops
    - Reception area surfaces & desks shall be cleaned with a disinfectant cleaner daily.
  - Hand soap, paper towel, and bathroom tissue dispensers
  - Waste containers including disposal of contents
  - Conference tables: These shall be cleaned with a disinfectant cleaner daily.
  - Stairwell areas and associated fixtures
  - Office suite and lobby entrance door glass and windows (interior and exterior)
  - Glass or Plexiglas partitions/windows
    - This includes the glass overlooking lobby, surface facing grand lobby area only.
  - Door brass kick plates, knobs, and switches and buttons
  - Mirrors in restrooms
  - Floors
    - Hard Surface Floors (excluding stairwells): Floors will be dust mopped daily; floors shall be free of dust, dirt, stains, scuff marks, and wax build-up daily. Floors shall be spot cleaned (i.e., cleaning of up food or drink spills) with wet mopping as needed.
    - Carpets: Carpets will be vacuumed daily. Spot clean (i.e., cleaning up of food or drink spills) as needed.
    - Winter weather may increase the frequency required.
  - Stairwells: Stairwells will be broom swept daily. All debris must be removed daily including, but not limited to, trash, cigarette butts, etc.
    - Grant Street side stairwells only will be cleaned.
  - Elevators
    - Elevators doors (interior and exterior), walls, control panels (to include elevator/floor selection kiosks), grab bars, light displays and signage, to include globes (interior and exterior), floors and ceiling, car and landing door sills, elevator trim and frames (exterior & interior)
- Elevator floors must be wet mopped daily.
- This includes all City elevators: Elevators 1, 2, & 3 (Grant Street Side) and 4, 5, & 6 (Ross Street Side).
- Cleaning shall be in accordance with the manufacturer’s recommended cleaning procedures, which is included in Attachment E-Elevator Cleaning Procedures.
- Lighting and Window Air Conditioners: Vendor must assure that all appropriate lighting and window Air Conditioner (A/C) units are turned off daily.

**Monthly Requirements:**
- All surfaces will be free of dust, finger marks, spots, and stains daily. These include, but are not limited to:
  - Outside and tops of display cases and any exposed part of display case shelves
  - Architectural moldings and surfaces
  - Bookshelves (tops of bookshelves and any exposed shelves)
  - Outside/ exterior of all appliances (i.e., microwaves, refrigerators, etc.)
  - Tops of filing cabinets and lockers
  - Individual office desk surfaces: These will be cleaned when requested by the Department.
  - Doors including doorframes and hardware
  - Hard Surface Floors (excluding stairwells)-Floors will be wet mopped or machine scrubbed and polished.
  - Stairwells: Stairwells will be wet mopped.

**Quarterly Requirements:**
- Quarterly (four times per year) cleaning services must be completed during the months of February, May, August, and November.
- High Dusting: All vents and ceiling lights will be cleaned quarterly.
- Radiators
- Deep Cleaning of City Council Chambers: All tables, desks, benches, chairs, floors, and any surfaces are required to be deep cleaned and disinfected quarterly. Vendor will coordinate with the Department of Public Works to establish a timeframe for cleaning the City Council Chambers quarterly.
- Window ledges and frames

**As Needed Requirements (to be billed hourly):**
- Walls
  - Glass Surface Walls (Correa Glass; white "milk glass" walls are located in all hallways, restrooms, and sanitary facilities throughout the City-County Building): Glass surface walls will be cleaned using appropriate Correa glass cleaning method.
  - Painted and Paper Surface Walls
- Fabric Surfaces: These include, but are not limited to, upholstered furniture and office partitions.

**Restrooms:**
- All restroom floors will be wet mopped on a daily basis. A disinfectant cleaner will be used for wet mopping of all restroom floors.
- All toilets, urinals, sinks, bathroom partitions, and mirrors will be cleaned and disinfected on a daily basis.
All dispensers (hand soap, bathroom tissue, paper towels, feminine hygiene products, etc.) will be restocked daily. Waste can liners will be replaced daily. Vendor is responsible to provide all consumable supplies for re-stocking.

Toilet Clogs-Vendor will be responsible to periodically unclog toilets utilizing a toilet plunger to unclog appropriate toilets as may be requested. If unsuccessful, vendor will report appropriate toilet clogs to Department of Public Works, Facilities Management.

Supplies:
Vendor is responsible to provide all supplies, which includes all consumable supplies for stocking as well as all supplies required for cleaning.

All dispensers (hand soap, bathroom tissue, paper towels, feminine hygiene products, etc.) will be restocked daily. Vendor is to provide all supplies needed to comply with specifications above. Supplies must be of type and quality specified by the City. See Attachment C-Specifications for Supplies. All cleaning agents, polishes, etc., must be of a quality acceptable to the City. The City will provide storage for equipment and supplies. Equipment includes, but is not limited to, vacuums, floor scrubbers, rubbish carts, etc.

Disposal of Refuse and Recycling:
All office paper will be removed from office recycling containers and placed in specified bins. Vendor will be responsible for following all recycling procedures that may be defined by the City during the term of this contract.

Vendor must remove all refuse daily and recycling products from all areas as contracted on a weekly basis. Vendor must assure that all refuse and recycling collected on a daily basis is placed in the basement area by the 4th Avenue Sidewalk elevator. Vendor must also assure that all disposal refuse is properly bagged in order to be properly removed by Department of Public Works, Environmental Services personnel. Additionally all recycling products must also be properly placed in the basement area designated in order to be properly removed by Department of Public Works, Environmental Services personnel. Recycling responsibilities will include breakdown of all cardboard boxes.

Exterior Locations to be Cleaned:
All grounds will be free of debris on Grant Street Portico and steps.

Coin-Operated Dispensers (where applicable):
The City is responsible for the initial installation of coin-operated dispensers. Vendor is responsible for maintenance and/or replacement and repair and restocking of dispensers of any kind that the City currently has installed. All dispensers will be maintained in good working order. All dispensers will be restocked daily by the vendor. The City will set the sale price for dispensers. All monies collected by the vendor will remain the property of the vendor.

Day Porter Services:
In addition to cleaning services, the vendor must provide Day Porter services at the City-County Building during operating hours of 6:00 A.M. through 1:00 P.M. daily, excluding holidays listed below.

Responsibilities of Day Porter services, to be performed on a daily basis, include but are not limited to:
• Turning on of all appropriate building lighting in City occupied areas.
• Putting out trash on 4th Avenue for pickup.
• Cleaning of Grant Street Portico area prior to 8:00 A.M. and again at 1:00 P.M., including vacuuming of floor mats at Grant Street entrance, emptying of waste cans, and other duties as may be assigned.
• Cleaning all City restrooms.
• Delivery and restocking of office paper and janitorial supplies on an as-needed basis through the building.

• Set up and break down of portable tables and chairs as may be required by the various Departments of the City throughout the building. Tables and chairs will be provided by the City. Day Porter must retrieve said equipment from a basement storage area and then return said equipment upon completion of usage.

• Clean-up of spills and debris as needed in City occupied of the building and perform other duties as may be assigned.

• Day Porter will be required to wear audio pager and operate City provided portable radio in order to respond expeditiously to janitorial needs and requests throughout the building as they may arise.

• Other similar duties as may be needed.

Additional Cleaning Services:

• The City may request additional cleaning not specified herein from time to time as may be required. Additional cleaning services will be based on the hourly rate per man hour. Not to exceed estimates may be requested by the City and must be provided by the vendor to the City within 48 hours of said request. Written authorization must be received by the vendor for performance of additional cleaning services and approved Purchase Order must be received.

Snow Removal (as required):

• Automatic snow removal equipment is required (snow blower or approved equal). A snow blower brush is also required. 24-hour call-out service is required. Work must begin within one (1) hour of verbal request. All work must be completed within two (2) hours (total: 3 hours from time of request). Snow removal will include spreading of calcium chloride ice-melting agent (Ice-Melt brand or equal, which will be provided by the City) to totally expose the surface of all sidewalks, walkways, and entranceways.

• Snow removal services will be on an as-need basis, and will be based on the hourly rate.

Hours and Frequency of Cleaning Services:

• See Attachment B-Cleaning Schedule for when cleaning services are to be completed.

• Any Department Director reserves the right to adjust the hours of cleaning services when, in the opinion of said Director, it is deemed necessary.

• Cleaning services are to be performed five (5) days per week (Monday through Friday) for all areas. The following holidays are excluded from cleaning services:
  
  • New Year’s Day
  • Martin Luther King, Jr.’s Day
  • Good Friday
  • Memorial Day
  • Juneteenth
  • Independence Day
  • Labor Day
  • Veteran’s Day
  • Thanksgiving Day
  • Day after Thanksgiving
  • Christmas Day
• Emergency Availability
  • Vendor agrees to assign appropriate personnel to be “on call” 24 hours/day, 365 days/year for use in the event of an emergency. Assigned individual(s) must be provided with pager, cell phone, and/or emergency contact numbers.

**Group 2: Cleaning of Police Facilities**

**Interior Locations to be Cleaned:**
• See Attachment A-Cleaning Locations for a description and size of each police facility to be cleaned.
• All areas to be serviced as subject to change.

**Daily Requirements:**
• All surfaces will be free of dust, finger marks, spots, and stains daily. These include, but are not limited to:
  • Railings
  • Wash basins and sinks
  • Toilets and urinals
  • Showers
  • Countertops
  • Reception area surfaces & desks shall be cleaned with a disinfectant cleaner daily.
  • Hand soap, paper towel, and bathroom tissue dispensers
  • Book shelves (tops of bookshelves and any exposed shelves)
  • Waste containers including disposal of contents
  • Conference Tables: These shall be cleaned with a disinfectant cleaner daily.
  • Stairwell areas and associated fixtures
  • Office suite and lobby entrance door glass and windows (interior and exterior)
  • Glass or Plexiglas partitions/windows
  • Door brass kick plates, knobs, and switches and buttons
  • Mirrors in restrooms
  • Floors
  • Hard Surface Floors (excluding stairwells): Floors will be dust mopped daily; floors shall be free of dust, dirt, stains, scuff marks, and wax build-up daily. Floors shall be spot cleaned (i.e., cleaning of up food or drink spills, dirt cannot be removed with dust mopping, etc.) with wet mopping as needed.
  • Zone 1 floors must be wet mopped daily.
• Carpets: Carpets will be vacuumed daily. Spot clean (i.e., cleaning up of food or drink spills) as needed.
• Winter weather may increase the frequency required.
• Stairwells: Stairwells will be broom swept daily. All debris must be removed daily including, but not limited to, trash, cigarette butts, etc.
• Elevators (as applicable)
  • Elevators doors (interior and exterior), walls, control panels (to include elevator/floor selection kiosks), grab bars, light displays and signage, to include globes (interior and exterior), floors and ceiling, car and landing door sills, elevator trim and frames (exterior & interior)
  • Elevator floors must be wet mopped daily.
• Lighting and Window Air Conditioners: Vendor must assure that all appropriate lighting and window Air Conditioner (A/C) units are turned off daily.
• Zone 6 & SDD: Holding cells are to be cleaned daily.
• Zone 5: Weekly cleaning of holding area on upper level.

Monthly Requirements:
• All surfaces will be free of dust, finger marks, spots, and stains daily. These include, but are not limited to:
  • Outside and tops of display cases and any exposed part of display case shelves
  • Architectural moldings and surfaces
  • Outside/interior of all appliances (i.e., stoves, microwaves, refrigerators, etc.)
  • Bookshelves (tops of bookshelves and any exposed shelves)
  • Window ledges and frames
  • Tops of filing cabinets and lockers
  • Individual office desk surfaces: These will be cleaned when requested.
  • Doors including doorframes and hardware
  • Bathroom partitions
  • Hard Surface Floors (excluding stairwells): Floors will be wet mopped or machine scrubbed and polished.
  • Stairwells: Stairwells will be wet mopped.
  • Zone 2: Holding cell cleaned monthly.

Quarterly Requirements:
• Quarterly (four times per year) cleaning services must be completed during the months of February, May, August, and November.
• High Dusting: All vents and ceiling lights will be cleaned quarterly.
• Radiators
• Window ledges and frames

As Needed Requirements (to be billed hourly):
• Walls
  • Glass Surface, Painted, and Paper Surface Walls
• Fabric Surfaces: These include, but are not limited to, upholstered furniture and office partitions.

Restrooms and Locker Rooms:
• All restroom and locker room floors will be wet mopped on a daily basis. A disinfectant cleaner will be used for wet mopping of all restroom and locker room floors.
• All toilets, urinals, sinks, restroom partitions, mirrors, and showers will be cleaned and disinfected on a daily basis.
• All dispensers (hand soap, bathroom tissue, paper towels, feminine hygiene products, etc.) will be restocked daily. Waste can liners will be replaced daily. Vendor is responsible to provide all supplies.
• Toilet Clogs—Vendor will be responsible to periodically unclog toilets utilizing a toilet plunger to unclog appropriate toilets as may be requested. If unsuccessful, vendor will report appropriate toilet clogs to Department of Public Works, Facilities Management.

Supplies:
• Vendor is responsible to provide all supplies, which includes all consumable supplies for stocking as well as all supplies required for cleaning.
• All dispensers (hand soap, bathroom tissue, paper towels, feminine hygiene products, etc.) will be restocked daily. Vendor is to provide all supplies needed to comply with specifications above. Supplies must be of type and quality specified by the City. See Attachment C-Specifications for Supplies. All cleaning agents, polishes, etc., must be of a quality acceptable to the City. The City will provide storage for equipment and supplies. Equipment includes, but is not limited to, vacuums, floor scrubbers, rubbish carts, etc.

Disposal of Refuse and Recycling:
• All office paper will be removed from office recycling containers and placed in specified bins. Vendor will be responsible for following all recycling procedures that may be defined by the City during the term of this contract.
• Vendor must remove all refuse daily and recycling products from all areas as contracted on a weekly basis. Vendor must assure that all refuse and recycling collected on a daily basis is placed in the appropriate dumpster or designated areas. Vendor must also assure that all disposal refuse and recycling products are properly bagged in order to be properly removed by Department of Public Works, Environmental Services personnel as required. Recycling responsibilities will include breakdown of all cardboard boxes.

Exterior Locations to be Cleaned:
• Grounds will be free of debris. Grounds include the entire City property associated with each facility. This includes, but is not limited to, driveways, parking lots, sidewalks, etc.
• Zone 4: No outside cleaning necessary at this facility.

Coin-Operated Dispensers (where applicable):
• The City is responsible for the initial installation of coin-operated dispensers. Vendor is responsible for maintenance and/or replacement and repair and restocking of dispensers of any kind that the City currently has installed. All dispensers will be maintained in good working order. All dispensers will be restocked daily by the vendor. The City will set the sale price for dispensers. All monies collected by the vendor will remain the property of the vendor.

Hours and Frequency of Cleaning Services:
• See Attachment B-Cleaning Schedule for when cleaning services are to be completed.
• The Department Directors of Public Safety, Public Works, or Zone Commanders reserve the right to adjust the hours of cleaning services when it is deemed necessary.
• Cleaning services are to be performed seven days per week for all police facilities, including holidays.
• Emergency Availability
Vendor agrees to assign appropriate personnel to be “on call” 24 hours/day, 365 days/year for use in the event of an emergency. Assigned individual(s) must be provided with pager, cell phone, and/or emergency contact numbers.

**Secondary Cleaning Services:**

- In addition to the above listed cleaning services that are to be provided during the hours indicated in Attachment B-Cleaning Schedule, the vendor must provide secondary cleaning services (i.e., a second cleaning within the same 24-hour period) for the Zone 1 Police Station (1501 Brighton Road, Pittsburgh, PA 15212). Cost for said secondary cleaning services must be incorporated in the monthly cleaning fee proposed by the vendor.
- The secondary cleaning services will be approximately 12 hours apart from the normal daily cleaning requirements each day. This is in addition to regular daily cleaning services and is not to replace any service as previously listed. Said services will include but not be limited to the following schedule of work:
  - Dust and wet mop entire floor
  - Empty and replace waste can liners
  - Dust mop staircase
  - Dust mop elevator floors
  - Thoroughly clean restrooms
  - Check and re-stock, as needed all dispensers (hand soap, bathroom tissue, paper towels, etc.)
  - Wet mop all floors as required
  - Ensure all inside areas are free of debris
  - Grounds are free of debris
  - Other duties as assigned

**Additional Cleaning Services:**

- The City may request additional cleaning not specified herein from time to time as may be required. Additional cleaning services will be based on the hourly rate per man hour. Not to exceed estimates may be requested by the City and must be provided by the vendor to the City within 48 hours of said request. Written authorization must be received by the vendor for performance of additional cleaning services and approved Purchase Order.

**Snow Removal (as required):**

- Automatic snow removal equipment is required (snow blower or approved equal). A snow blower brush is also required. 24-hour call-out service is required. Work must begin within one (1) hour of verbal request. All work must be completed within **two (2) hours** (total: 3 hours from time of request). Snow removal will include spreading of calcium chloride ice-melting agent (Ice-Melt brand or equal, which will be provided by the City) to totally expose the surface of all sidewalks, walkways, and entranceways.
- Snow removal services will be on an as-needed basis, and will be based on the hourly rate.

**Group 3: Cleaning of Other City Facilities**

**Interior Locations to be Cleaned:**

- See Attachment A-Cleaning Locations for a description and size of each location to be cleaned.
- All areas to be serviced as subject to change.
Daily Requirements:
• All surfaces will be free of dust, finger marks, spots, and stains daily. These include, but are not limited to:
  • Railings
  • Wash basins and sinks
  • Toilets and urinals
  • Showers
  • Countertops
• Reception area surfaces & desks shall be cleaned with a disinfectant cleaner daily.
• Hand soap, paper towel, and bathroom tissue dispensers
• Book shelves (tops of bookshelves and any exposed shelves)
• Waste containers including disposal of contents
• Conference Tables: These shall be cleaned with a disinfectant cleaner daily.
• Stairwell areas and associated fixtures
• Office suite and lobby entrance door glass and windows (interior and exterior)
• Glass or Plexiglas partitions/windows
• Door brass kick plates, knobs, and switches and buttons
• Mirrors in restrooms
• Floors
  • Hard Surface Floors (excluding stairwells): Floors will be dust mopped daily; floors shall be free of dust, dirt, stains, scuff marks, and wax build-up daily. Floors shall be spot cleaned (i.e., cleaning of up food or drink spills) with wet mopping as needed.
  • Carpets: Carpets will be vacuumed daily. Spot clean (i.e., cleaning up of food or drink spills) as needed.
  • Winter weather may increase the frequency required.
• Stairwells: Stairwells will be broom swept daily. All debris must be removed daily including, but not limited to, trash, cigarette butts, etc.
• Elevators (as applicable)
  • Elevators doors (interior and exterior), walls, control panels (to include elevator/floor selection kiosks), grab bars, light displays and signage, to include globes (interior and exterior), floors and ceiling, car and landing door sills, elevator trim and frames (exterior & interior)
  • Elevator floors must be wet mopped daily.
• Lighting and Window Air Conditioners: Vendor must assure that all appropriate lighting and window Air Conditioner (A/C) units are turned off daily.

Monthly Requirements:
• All surfaces will be free of dust, finger marks, spots, and stains daily. These include, but are not limited to:
  • Outside and tops of display cases and any exposed part of display case shelves
  • Architectural moldings and surfaces
**Monthly Requirements:**

- All surfaces will be free of dust, finger marks, spots, and stains daily. These include, but are not limited to:
  - Outside and tops of display cases and any exposed part of display case shelves
  - Architectural moldings and surfaces
  - Outside/ exterior of all appliances (i.e., stoves, microwaves, refrigerators, etc.)
  - Bookshelves (tops of bookshelves and any exposed shelves)
  - Window ledges and frames
  - Tops of filing cabinets and lockers
  - Individual office desk surfaces: These will be cleaned when requested.
  - Doors including doorframes and hardware
  - Bathroom partitions
  - Hard Surface Floors (excluding stairwells): Floors will be wet mopped or machine scrubbed and polished.
  - Stairwells: Stairwells will be wet mopped.

**Quarterly Requirements:**

- Quarterly (four times per year) cleaning services must be completed during the months of February, May, August, and November.
- High Dusting: All vents and ceiling lights will be cleaned quarterly.
- Radiators
- Window ledges and frames

**As Needed Requirements (to be billed hourly):**

- Walls
  - Glass Surface, Painted, and Paper Surface Walls
- Fabric Surfaces: These include, but are not limited to, upholstered furniture and office partitions.
- Additional Second Daily Cleaning for the Environmental Services, Department of Public Works (3001 Railroad Avenue, Pittsburgh, PA 15201).
  - Note: This is to be done on an as-needed basis, at the discretion of the Director, Department of Public Works, or his/her designee. If required, the times for the second cleaning will be determined by the Director, Department of Public Works, or his/her designee, and communicated to the vendor.
- Cleaning for the Public Safety Training Facility, located at 1395 Washington Boulevard, Pittsburgh, PA 15206, will be done on an as-needed basis, at the discretion of the Director, Director, Department of Public Works, or Director, Department of Public Safety, or their designees. Required cleaning schedule will be coordinated with the vendor as needed.

**Restrooms and Locker Rooms:**

- All restroom and locker room floors will be wet mopped on a daily basis. A disinfectant cleaner will be used for wet mopping of all restroom and locker room floors.
- All toilets, urinals, sinks, restroom partitions, mirrors, and showers will be cleaned and disinfected on a daily basis.
- All dispensers (hand soap, bathroom tissue, paper towels, feminine hygiene products, etc.) will be restocked daily. Waste can liners will be replaced daily. Vendor is responsible to provide all supplies.
Toilet Clogs-Vendor will be responsible to periodically unclog toilets utilizing a toilet plunger to unclog appropriate toilets as may be requested. If unsuccessful, vendor will report appropriate toilet clogs to Department of Public Works, Facilities Management.

Supplies:
- Vendor is responsible to provide all supplies, which includes all consumable supplies for stocking as well as all supplies required for cleaning.
- All dispensers (hand soap, bathroom tissue, paper towels, feminine hygiene products, etc.) will be restocked daily. Vendor is to provide all supplies needed to comply with specifications above. Supplies must be of type and quality specified by the City. See Attachment C-Specifications for Supplies. All cleaning agents, polishes, etc., must be of a quality acceptable to the City. The City will provide storage for equipment and supplies. Equipment includes, but is not limited to, vacuums, floor scrubbers, rubbish carts, etc.

Disposal of Refuse and Recycling:
- All office paper will be removed from office recycling containers and placed in specified bins. Vendor will be responsible for following all recycling procedures that may be defined by the City during the term of this contract.
- Vendor must remove all refuse daily and recycling products from all areas as contracted on a weekly basis. Vendor must assure that all refuse and recycling collected on a daily basis is placed in the appropriate dumpster or designated areas. Vendor must also assure that all disposal refuse and recycling products are properly bagged in order to be properly removed by Department of Public Works, Environmental Services personnel as required. Recycling responsibilities will include breakdown of all cardboard boxes.

Exterior Locations to be Cleaned:
- Grounds will be free of debris. Grounds include the entire City property associated with each facility. This includes, but is not limited to, driveways, parking lots, sidewalks, etc.

Coin-Operated Dispensers (where applicable):
- The City is responsible for the initial installation of coin-operated dispensers. Vendor is responsible for maintenance and/or replacement and repair and restocking of dispensers of any kind that the City currently has installed. All dispensers will be maintained in good working order. All dispensers will be restocked daily by the vendor. The City will set the sale price for dispensers. All monies collected by the vendor will remain the property of the vendor.

Additional Cleaning Services:
- The City may request additional cleaning not specified herein from time to time as may be required. Additional cleaning services will be based on the hourly rate per man hour. Not to exceed estimates may be requested by the City and must be provided by the vendor to the City within 48 hours of said request. Written authorization must be received by the vendor for performance of additional cleaning services.

Snow Removal (as required):
- Automatic snow removal equipment is required (snow blower or approved equal). A snow blower brush is also required. 24-hour call-out service is required. Work must begin within one (1) hour of verbal request. All work must be completed within two (2) hours (total: 3 hours from time of request). Snow removal will include spreading of calcium chloride ice-melting agent (Ice-Melt brand or equal, which will be provided by the City) to totally expose the surface of all sidewalks, walkways, and entranceways.
- Snow removal services will be on an as-need basis, and will be based on the hourly rate.
Hours and Frequency of Cleaning Services:
• See Attachment B-Cleaning Schedule for when cleaning services are to be completed.
• Any Department Director reserves the right to adjust the hours of cleaning services when, in the opinion of said Director, it is deemed necessary.
• The following holidays are excluded from cleaning services for all buildings except Municipal Courts, Public Safety Training Academy, and Police Training Academy:
  • New Year’s Day
  • Martin Luther King, Jr.’s Day
  • Good Friday
  • Memorial Day
  • Juneteenth
  • Independence Day
  • Labor Day
  • Veteran’s Day
  • Thanksgiving Day
  • Day after Thanksgiving
  • Christmas Day

• Note: For Municipal Courts, Public Safety Training Facility (Washington Blvd), and the Police Training Facility (Lincoln Ave), the only holiday excluded from cleaning is Christmas Day.

• 2945 Railroad Avenue: The second floor of this facility (9-1-1 facility) shall be cleaned the 2nd and 4th Friday of each month. If that day falls on a holiday, then cleaning shall occur that week on the Thursday prior to that day.

• Emergency Availability
  • Vendor agrees to assign appropriate personnel to be “on call” 24 hours/day, 365 days/year for use in the event of an emergency. Assigned individual(s) must be provided with pager, cell phone, and/or emergency contact numbers.

Additional Specifications: All Groups

Inspections:
• The City may periodically inspect any or all areas of premises for the purpose of evaluation of cleaning services and determination of compliance with specifications. Inspections may occur at any time with or without notification of the vendor at the sole discretion of the City. The contractor will be provided twenty-four (24) hours to comply with deficiencies identified.

• All work not performed to the satisfaction of authorized City personnel will result in non-payment of monthly invoice until all deficiencies are corrected. An inspection of the entire premises may be required prior to payment.

Miscellaneous:
• The City of Pittsburgh requires that its cleaning service vendor(s) utilize, in the establishment of “green cleaning” methods, products and processes that reduce or eliminate the use and generation of environmentally hazardous substances. Upon award of the contract, the vendor(s) will provide the City with information that describes the standards and practices the vendor(s) will employ to meet this requirement.
• The awarded vendor(s) must appoint a person or persons to coordinate all aspects of this contract. Liaison must be available to respond to problems, concerns and requests regarding cleaning of any facilities twenty-four (24) hours per day. Twenty-four (24) hour phone contact number must be provided to the Department of Public Works, Assistant Director, Facilities or his/her designee upon award of this contract. When problems occur, the liaison will report immediately to the Director, Department of Public Works or designee.

• Upon request, a weekly or monthly report is to be submitted reviewing any problems/complaints and the proposed corrective action. If it is deemed in the best interest of the City, changes in services and/or personnel (including supervisors) may be requested. All changes in services will be agreed upon by both parties without any additional cost to the City.

• Vendor(s) must provide a supervisor to visit the workplace on a daily basis. Vendor(s) must provide copies of daily worksheets with invoices (Attachment F-Daily Checklist). Daily work sheets must include: name of employee, dates and times of employee work performance; and supervisor signature certifying accuracy of employee and that all areas meet the daily and periodic requirements as listed herein. All invoices that do not have the required documentation will not be paid until the information required is submitted.

• The Department of Public Works must be notified in writing within 24 hours (or the following business day in case of holiday or weekend service) of completion of quarterly services or as-needed services. Dates of service must also be indicated on Daily Checklist (See Attachment F-Daily Checklist) to be submitted with monthly invoice.

• The City may suspend cleaning services at any location(s) or portion thereof, without notice, for reasons that include, but are not limited to, vacancy of area, construction, etc. Suspension of cleaning services for a portion of any month will result in payment on a pro-rata basis. Suspension of cleaning services for a portion of a location will result in payment on a pro-rata basis or hourly rate, whichever is less.

Confidentiality and Security:

• All information is deemed confidential unless written clearance to release information is obtained from the Director of the user department. In the process of providing services, the vendor(s) and/or employees may become aware of confidential information. Therefore, the vendor(s) and/or employees must not at any time disclose, directly or indirectly to any person, firm or corporation, any information learned during the performance of their duties.

• A security clearance (i.e. Police background check) is required for all employees providing services under this contract. Copies of appropriate security clearance reports must be provided to the Department of Public Works for each employee providing services to City facilities. If it is deemed in the best interest of the City of Pittsburgh, changes in personnel may be required at the sole discretion of the Director of the Department of Public Works, without any additional cost to the City. The vendor(s) are required to provide the City with a state issued photo ID for each employee and proof of their social security number.

• A polygraph test of personnel may be required at any time during the contract period, if so deemed necessary by the Director of the Department of Public Works or his designee.

Rules of Conduct:

• Employees of the vendor(s) will conform to the following rules and regulations as set forth by the City, including:
  • No employee shall be in any City building more than thirty (30) minutes prior to or after their assigned work hours unless otherwise authorized.
  • Employees must carry some type of photo ID (i.e., Driver's License).
• No employee will be allowed in any restricted area. Specific lunch and/or break areas in building will be designated by the City for custodial personnel.
• No unauthorized person is allowed in any of the work areas.
• All papers, files, etc., are to be left in the same manner in which they are found.
• Each employee must wear photo identification which must be presented upon request.
• All safety precautions are to be met (e.g., wet floor signs, etc.)
• All employees must present a neat and clean appearance. An approved uniform is required. City will review and approve all uniforms as may be provided by the vendor(s).
• No smoking within any City buildings building.

Floorplans and Video Walk-throughs of Facilities
• If vendors require floorplans and/or videos of the facilities in order to submit a bid, please complete the attached Non-Disclosure Agreement (NDA) and email to Sourcing Specialist Rachel Opperman at rachel.opperman@pittsburghpa.gov. The NDA is required prior to receiving any privileged or confidential information from the City of Pittsburgh.

Attachments:
• Attachment A-Cleaning Locations
• Attachment B-Cleaning Schedule
• Attachment C-Specifications for Supplies
• Attachment D-Facilities Specifications
• Attachment E-Elevator Cleaning Procedures
• Attachment F-Daily Checklist

Solicitation Opening & Period of Contract

Solicitation Opening
Separate and sealed bids will be received electronically until 3:00 P.M., prevailing time, Wednesday, July 8, 2020, for Cleaning of City Facilities.

Period of Contract
October 1 2020, through July 31, 2022, with Two, One-Year Options to Renew.
EORC Participation

EORC Terms

Equal Opportunity

MWE/DBE

The City of Pittsburgh is committed to the ideal of providing all citizens an equal opportunity to participate in City and its Authorities' contracting opportunities. It is therefore the City's goal to encourage increased participation of women and minority groups in all City contracts.

The City requires that all respondents demonstrate good faith efforts to obtain the participation of Minority-Owned Business Enterprises (MBE's) and Women-Owned Business Enterprises (WBE's) in work to be performed under City contracts. The levels of MBE and WBE participation will be monitored by the City of Pittsburghs Equal Opportunity Review Commission (EORC).

In order to ensure that there are opportunities for historically disadvantaged minority groups and women to participate on Covered Contracts, and consistent with the City's current equal employment opportunity practice and goals, the EORC will review contracts to include an evaluation of a developer/contractors employment of minority groups and women, encourage goals of eighteen (18) percent and seven (7) percent respectively.

Veteran-Owned Small Business

It is also the City's goal to encourage participation by veteran-owned small businesses in all contracts. The City of Pittsburgh shall have an annual goal of not less than five (5) percent participation by veteran-owned small businesses in all contracts. The participation goal shall apply to the overall dollar amount expended with respect to the contracts.

The City requires that all respondents demonstrate good faith efforts to obtain the participation of veteran-owned small business in work to be performed under City contracts. The levels of veteran-owned participation will be monitored by the City of Pittsburghs EORC.

Good Faith Commitment

In order to demonstrate good faith commitment to these goals, all respondents are required to complete and submit with their bids the attached MDE/WBE/Veteran-Owned Solicitation and Commitment Form (which details the efforts made by the respondents to obtain such participation). Failure to submit a properly completed form along with documentation of Good Faith Commitment may result in rejection of the bid. Participants are encouraged to contact the Equal Opportunity Review Commission at 412-255-8804 to assist further.

For further information, including definitions and additional requirements, please see Chapter 177A (Sections 177A.01 et. seq.) of the City Code and Section 161.40 of the City Code.

Invoice Requirements

Invoicing Terms

All invoices must contain the following information. The City of Pittsburgh will no longer accept "lump sum" invoicing:

• The City of Pittsburgh Purchase Order Number (e.g. 123456OC)
• The City Controller Number
• Pricing breakdown on the invoice is to align to the pricing listed on the contract
City of Pittsburgh Standard Terms and Conditions

Terms and Conditions

1. DEFINITIONS

• CITY: The City of Pittsburgh, a municipal corporation of the Commonwealth of Pennsylvania.

• CONTRACTOR: The contracting party or parties, or such party or parties seeking to enter into a contract with the City of Pittsburgh, as the case may be, or the legal representatives of such party or parties.

2. EXECUTION OF BIDS

Bids are to be executed by the following persons:

• CORPORATION – A corporate officer with authority to make binding agreements for the corporation.

  • If a bid is executed by any other person, a power of attorney, a copy of the bylaws, or a resolution of the Board of Directors documenting the authority of that person to sign the bid must accompany the bid. The power of attorney, bylaw, or resolution must be certified by the Corporate Secretary as a true and correct copy, still in force as of the date of the execution of the contract.

• PARTNERSHIP - At least one (1) of the partners.

• SOLE PROPRIETORSHIP - The individual owner.

• BUSINESS OPERATING UNDER A FICTITIOUS NAME - Entities operating a business under a Fictitious Name must execute the contract in the name of the entity trading and doing business as the Fictitious Name

3. PERFORMANCE AND BID BONDS

Whenever a bid bond or performance bond is required, the bidder may meet the requirement by submitting an acceptable cashier's check, certified check, banker's check or an irrevocable letter of credit in the amount required. Whenever a performance bond is required, the successful bidder shall keep all provisions and requirements of the bond up-to-date throughout the term of the contract.

4. INSURANCE

A certificate evidencing the following minimum insurance must be provided when awarded unless otherwise specified:

• GENERAL LIABILITY Single limit of Bodily Injury and Property Damage Combined: $500,000.00 each occurrence. $1,000,000.00 aggregate.

• CITY OF PITTSBURGH must be listed as "Additional Insured" on the insurance certificate on all policies except those in which no additional insured is permitted (e.g., some professional liability)

  • NOTE: The name(s) of the insured on the certificate must be the same as the name(s) of the Contractor listed on the bid document.

• Insurance coverage must be an “OCCURRENCE POLICY”. “Claims made” policies are unacceptable.

• WORKERS’ COMPENSATION: STATUTORY LIMITS.

• AUTOMOTIVE LIABILITY INSURANCE – MINIMUM REQUIREMENTS: $500,000 for each individual occurrence and $1,000,000 in aggregate coverage. This requirement may be explicitly waived by the City when appropriate.

• PROFESSIONAL LIABILITY (required at City request): Coverage as shall protect the Supplier and any subcontractor performing work under the Contract, from claims errors and omissions which arise from operation of the Contract, whether such operations are performed by the Supplier, any subcontractor, or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than $1,000,000 each occurrence/aggregate and $1,000,000 excess liability, each occurrence/aggregate.
Insurance must be maintained in full force and effect throughout the term of the contract. If insurance must be renewed during the term of the contract, the new certificate of insurance must be forwarded to:

- Office of Management & Budget, Procurement
  
  Room 502, City-County Building
  
  414 Grant Street
  
  Pittsburgh, PA 15219

Failure to provide and renew such insurance as required shall be deemed a material breach of contract and shall be a basis for immediate termination of this Contract and any related agreement. The insurance requirements of this provision shall be in addition to any other insurance requirements of this Contract.

5. TAX STATUS OF CITY

The City of Pittsburgh is exempt from Federal excise taxes, transportation taxes and state sales taxes. Therefore, bidder should not include any such taxes in its calculations or in the prices bid. Any sales tax invoiced to the City shall not be paid.

6. PAYMENT OF TAXES AND SET-OFF

Contractor warrants that any and all taxes or municipal claims that may be payable to the City of Pittsburgh by Contractor are current and not delinquent. If the City determined that there is an outstanding delinquency, that delinquency must be satisfied before a contract will be awarded to the delinquent Contractor. If any taxes or municipal claims become delinquent or owing during the term of this agreement or prior to final payment by City, Contractor hereby grants City the right to set-off that indebtedness against any amounts owing to contractor under the terms of this Contract and/or any associated agreement. If, at any time, the Contractor fails (or has failed) to enter into any contract awarded by the City, the City expressly reserves the right to recoup any and all costs associated with rebidding or re-awarding of any contract awarded to this Contractor to another Contractor. City reserves the right to apply set-off payments in whatever manner it deems appropriate.

7. FIRM PRICE BIDS

The City cannot allow escalation of prices during the contract term. All contracts are for fixed prices. Such statements as "interest charges applied on accounts 30 days or older" or "prices subject to revision" are considered escalation clauses. Any reference in documents submitted with a bid indicating that the prices are not firm may be cause for rejection of the bid.

8. ANTI-DISCRIMINATION

Contractor shall not discriminate in its employment on the basis of race, color, religion, ancestry, national origin, place of birth, sex, age, disability, non-job related handicap, or sexual orientation. Contractor shall comply with the applicable provisions of the Pittsburgh Code of Ordinances, Title Six - Conduct Article V Discrimination, and any amendments thereto. Contractor also shall comply with the applicable provisions of the Americans with Disabilities Act, any amendments thereto, and any regulations issued thereunder. Contractor shall incorporate in any subcontracts which may be permitted under the terms of the contract, a requirement that said subcontractors also comply with the provisions of this section.

9. CONTRACTOR TO BE QUALIFIED AND RESPONSIBLE

Before any agreement is awarded subsequent to the execution of this Contract, prospective Contractors must satisfy the City that they have the requisite organization, capital, plant, ability and experience to satisfactorily perform the work under this Contract in accordance with the terms and conditions herein and in conformity with the best modern practices and industry standards. Award shall be made to the lowest responsible bidder on an item by item or low total basis as the City determines is in its best interests. Bidders should be mindful that the lowest-priced bidder may not be the lowest responsible bidder. “Lowest responsible bidder” is defined in Pittsburgh’s City Code and established case law.
10. PAYMENT UNDER AGREEMENT

It is the intent of the City to pay all invoices resulting from work performed under an agreement within forty-five (45) calendar days from invoicing. The City CANNOT pay any INTEREST CHARGES or LATE PAYMENT CHARGES. Any inclusion of such charges may disqualify the proposal from award consideration and/or will be disregarded by the City.

Invoices for payment must be received within thirty (30) calendar days of the completion of work or delivery. City reserves the right to reject, not pay, or reduce total compensation for all invoices that are submitted more than 30 days after delivery of goods or completion of services.

11. NOTICE OF AWARD

Regardless of any notification of award to any prospective Contractor, all bids remain open and acceptable by the City for ninety (90) days from the bid opening date. Nothing in this paragraph is to be considered a waiver of the City's rights against a prospective Contractor who fails to execute a contract once it is awarded.

12. COMPLIANCE WITH PENNSYLVANIA “RIGHT TO KNOW” LAW; SUPERFUND

The City of Pittsburgh is obligated to comply with the Pennsylvania Worker and Community Right to Know and Superfund Amendments and Reauthorization Act (“SARA”) Title III laws. Successful Contractors, where applicable, must submit a Material Safety Data Sheet (“MSDS”) for hazardous chemicals.

Submit all Material Safety Data Sheets to:

- Office of Management & Budget, Procurement
  Room 502, City-County Building
  414 Grant Street
  Pittsburgh, PA 15219

13. PRICE LISTS AND CATALOGUES

When price lists are required for a proposal, they are submitted with the bid for the sole purpose of providing an audit reference for the various items on the price list and the manufacturer's price for each item. Price list pricing, as the price list and pricing is stated in the contract, will remain firm for the duration of the contract regardless of manufacturers' price list changes that may occur during the term of the contract, unless otherwise agreed in the contract. Any reference, which may appear on any price list, to any terms and conditions, such as F.O.B. shipping point or prices subject to change, will not be part of any contract with successful bidders and will be disregarded by the City. Any attempts to enforce such terms and conditions will be considered a material breach of the contract and may result in termination of the contract. Contractors agree to supply the using departments of the City with copies of additional catalogues and price lists as requested.

14. USE OF TRADE NAMES

Bidder agrees and warrants that whenever the bidder, in its Bid, describes goods by trade name, catalog number, or "as per sample", the goods so described conform to the specifications. The unauthorized use of any patented articles is done entirely at the risk of the successful bidder.

15. INDEMNIFICATION

Contractor hereby agrees to indemnify, save and hold harmless, and defend City, its officers, agents and employees from and against all liens, charges, claims, demands, losses costs, judgments liabilities, and damages of every kind and nature whatsoever, including court costs and attorney’s fees arising by reason of: the performance by Contractor of any services under this Contract; any act, error or omission of Contractor or of an agent, employee or licensee of Contractor or subcontractor of Contractor; and any breach by Contractor of any of the terms conditions or provisions of this Agreement.
16. CONTRACTOR THOROUGHLY INFORMED AS TO WORK

Contractor hereby affirms that s/he has read each and every clause in the advertisement, specifications and agreements relating to this work, and fully understands the meaning of each, and hereby agrees that s/he will comply with all the terms, covenants and agreements herein set forth; and that s/he fully understands the character of the work to be performed under this contract.

17. SETTLEMENT OF DISPUTES

It is expressly covenanted and agreed that in the event of a disagreement or controversy arising between the Contractor and the City as to the interpretation, specifications, or proper execution of this contract, or as to settlement thereunder, or in the event any disagreement, as to any dispute under this contract or the work involved, such dispute shall be brought immediately to the City’s attention in writing. The City shall decide upon the dispute and such decision shall be final and conclusive, as to all matters in controversy, without exception or appeal, and all right(s) of action at law, in equity or otherwise, under and by virtue of this contract are hereby expressly waived.

18. ASSIGNMENT; SUBCONTRACTING

Contractor shall not assign this contract or any right to monies to be paid hereunder without the written consent of City. None of the services covered by this contract shall be subcontracted without the prior written approval of City. It is further agreed that no subcontract, if consented to, shall under any circumstances relieve the Contractor of any liabilities and obligations under this Contract, and should any subcontractor fail to perform the work undertaken in a satisfactory manner, such subcontract must be terminated immediately and ended by the Contractor upon notice of the Director so to do. The successful bidder shall be responsible to require his sub-contractors to comply with all of the insurance requirements of this agreement.

19. HOME RULE CHARTER: LIABILITY OF CITY

This contract is subject to the provisions of the Pittsburgh Home Rule Charter; and the liability of City thereunder is limited to amounts authorized by Resolutions of Pittsburgh City Council.

20. PREVAILING WAGE ORDINANCE

The Contractor agrees that section 161.16(e) of the Pittsburgh Code of Ordinances, stating that the Contractor shall pay at least the applicable prevailing wages as shall have been determined by the City Controller pursuant to the City of Pittsburgh Service Worker Prevailing Wage Ordinance, Title I, Article VII, Section 161.38(I)(B), and as shall have been determined by the Secretary of Labor and Industry to the workers employed in the performance of any contract for public work subject to the Pennsylvania Prevailing Wage Act approved August 15, 1961 (Act No. 442), as amended August 9, 1963 (Act No. 342), and the regulations issued pursuant thereto, and all supplements and amendments thereto, shall be made a part of this agreement as fully as if attached hereto, and that s/he will comply in all respects with the provisions thereof, insofar as the same affects this contract.

21. ANTI-SWEATSHOP PROVISIONS

The Contractor certifies that none of their goods or products were made under sweatshop conditions as defined in § 161.02(e) of the City Code. If the City is presented with information that would lead the City to reasonably believe that the Contractor or its suppliers may be obtaining goods or products for sale, re-sale, lease or rental to the City that where made under sweatshop condition, upon request of the City, Contractor shall disclose information, data and materials reflecting Contractor’s practices as they pertain to the procurement and manufacturing of goods/products in compliance with the Anti-sweatshop provisions of Pittsburgh Code Section 160.02.

22. WORKERS COMPENSATION

Contractor hereby agrees to perform the work described in this Contract in accordance with the terms herein and further certifies that it has accepted the provisions of the Worker's Compensation and Occupational Disease Acts, as amended and supplemented, insofar as the work covered by this contract is concerned, and that it has insured its
liability thereunder in accordance with the terms of the said Acts, as evidenced by the certificate of insurance it has caused to be attached hereto, or will file with the Director of the Office of Management and Budget before the execution of this Contract, a certificate of exemption form for insurance from the Bureau of Workmen’s Compensation of the Department of Labor and Industry.

23. COMPLIANCE WITH LAWS
Contractor shall fully obey and comply with all Federal, State and Local laws, statutes, ordinances, resolutions, and administrative regulations, which are or should be applicable to any work performed under this Contract. Contractor agrees to maintain throughout duration of the contract, all necessary city, county and state licenses and approvals as applicable (including required professional licenses and exams), and to immediately notify the City of Pittsburgh, Office of Management & Budget of any loss or changes of licenses and approvals.

24. GOVERNING LAW
The contract that is formed subject to these articles of Agreement will be construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania.

25. DEBARMENT
Contractor warrants that it is not prohibited from entering into this Contract with the City by reason of disqualification under subsection (b) of Section 161.22 of the Pittsburgh Code. A document certifying compliance with this Section is attached hereto as an Exhibit and incorporated into and made a part of this Contract.

26. STATEMENT OF AFFILIATIONS
Contractor hereby files a Statement of Affiliations with the City, attached hereto as an Exhibit, in compliance with Section 197.08(c) of the Pittsburgh Code.

27. TERMINATION
In addition to any rights of termination set forth elsewhere in this Contract or any related agreement, the City may terminate this Contract at any time, without cause or liability, by giving Contractor thirty (30) days advance written notice of its intention to terminate.

28. OPTION TO EXTEND
The City, reserves the right to extend this Contract for up to ninety (90) days after the indicated expiration date. This mechanism would be used in the event that a lapse in the current Contract occurs before a new contract can be established for the services required by the City. When applicable, an extension notice will be issued defining the exact extension of this Contract; all other terms and conditions of the current contract will remain in full force and effect.

29. NEW MATERIAL
Unless otherwise provided in the specifications, all goods to be supplied to the City shall be from new, unused, current stock.

30. ESTIMATED QUANTITIES
Unless otherwise provided in the specifications, any references in the specifications to quantities of goods or frequency of services to be provided to the City are estimates, and the City reserves the right to require the successful bidder to provide more or less than the estimated quantity or frequency, or to purchase none at all.

31. DELIVERY POINT AND TIME
Unless otherwise provided in the specifications, the goods and services to be delivered or provided shall be delivered to or provided at any place or places within Pittsburgh, Pennsylvania, which the City may designate. All deliveries are to be F.O.B. point of delivery. Unless otherwise provided in the specifications, the successful bidder shall provide all goods and services within thirty (30) days from the date of the City’s request therefore.
32. FORCE MAJEURE

Neither Contractor nor the City shall be held responsible for losses resulting if the fulfillment of any terms or provisions of an award resulting from this Contract is delayed or prevented by unforeseeable causes including but not restricted to Acts of God, restraint of Government, or for any other causes which are unavoidable through the exercise of due care and beyond the control of the party who is to perform.

33. PIGGYBACKING

It is understood that the goods and services described in the specifications may be purchased by the City and any other municipal bodies as set forth in the specifications and bidder agrees to supply the goods and services to the municipal bodies on the same terms and conditions as if they were to be supplied to the City. To the extent that the municipal bodies purchase goods or services, then the municipal bodies, and not the City, shall be liable to the bidder.

34. NON-EXCLUSIVITY

The City reserves the right at its sole discretion to utilize other contracts (such as Commonwealth of Pennsylvania or County of Allegheny contracts) for the goods or services described herein. The City also reserves, at its sole discretion, the right to solicit separately any services that may be included in this agreement.

35. SAMPLES

A. By submitting a bid, the bidder agrees to deliver to the City, at the City’s request and at no cost to the City, samples of any or all items upon which the bidder bid. Said samples shall not be returned to the bidder. Inspection or testing by the City does not constitute a waiver of any claims or rights which the City otherwise would have with respect to the quality of goods or workmanship. City shall specify the quantity of samples. If bidder inadvertently provides an incorrect sample or otherwise wishes to exchange the submitted sample with a correct sample, the bidder shall provide a detailed written explanation to the City and have a legitimate reason for the exchange. The bidder shall have only one opportunity to perform such an exchange.

B. City, at its sole discretion, shall have the right to arrange for testing of samples to determine whether they are within bid specification. City shall indicate to bidder that it desires testing and advise which samples are to be tested and for what purpose. The following additional guidelines shall be followed:

- Laboratory/testing facility used shall be pre-approved by City;
- Suppliers shall be solely and fully responsible for the expenses of testing regardless of whether or not the tested sample(s) meets specification;
- City and bidder shall immediately communicate upon City’s request for testing to determine which laboratory/testing facility shall be used, as well as the time frame in which tests are to be conducted and reported to City;
- The laboratory which tests the samples shall report its results directly to both City and bidder.

36. PRE-PRINTED TERMS AND CONDITIONS

Bidder’s pre-printed Terms and Conditions or restrictions commonly appearing on the reverse side of letters submitted with the bid and/or bidder’s specifications material and contract documents shall be disregarded and have no effect.

37. STEEL PRODUCTS

In accordance with Act 3 of the 1978 General Assembly of the Commonwealth of Pennsylvania, approved March 3, 1978, if any steel products are to be used or supplied in the performance of the contract, only steel products produced in the United States of America, as defined therein, shall be used or supplied in the performance of the contract.

38. EXAMINATION OF FINANCIAL RECORDS

Contractor shall maintain books, program and financial records, documents and other evidence pertaining to costs and expenses related to this Agreement in such detail as will properly reflect all costs of labor, materials, equipment, supplies, services and other costs and expenses of whatever nature for which City funding has been provided under the
provisions of this Agreement. The Contractor shall maintain such books, records, documents and other materials in accordance with Generally Accepted Accounting Principles, where applicable. The Contractor shall provide access, during normal business hours, to such books, program and financial records, documents and other evidence upon request of the Mayor, the City Controller, or their designees upon receipt of reasonable advance notice, either oral or written. Contractor’s books, records, program and financial records, documents and other evidence pertaining to services provided under this Agreement shall be preserved and made available for a period of three (3) years following the termination of this Agreement. The Mayor, the City Controller, or their designees may audit, examine, review, photocopy, and/or make excerpts or transcripts of any of Contractor’s books, records, program and financial records, documents and other evidence. Any deficiencies noted in any audit reports or otherwise must be fully resolved by the Contractor, to the City’s sole satisfaction, within thirty (30) days after the Contractor’s receipt of written notice of such deficiencies. Failure of the Contractor to comply with the provisions set forth in this paragraph may constitute a violation of this Agreement and, at the City’s sole discretion, may result in the City withholding future payments.

39. AUTHORIZATION

This Agreement is entered into by the City of Pittsburgh pursuant to City Code § 161.01A and subsequent authorizing resolution.

Bidding Terms and Conditions

1. BID SUBMISSIONS

All bids must be submitted electronically. No bids shall be accepted in person, by U.S. Mail, by private courier service, via oral or email communication, telephone or fax transmission.

2. BID ERRORS

If a Bidder submits a bid with a price that is patently incorrect, such that a “reasonable person” would recognize the error, the Bidder shall be given the opportunity to withdraw the entire bid or only the incorrect line item in a bid. If the Bidder wishes to withdraw the entire bid or only a line item, the Bidder shall, within five working days of bid opening, state in a letter to the City the reason for the mistake and request that the City not consider the bid or line item for award.

3. SPECIFICATION ERRORS AND BULLETINS (AMENDMENTS)

If any alleged errors are noted in the bid specifications, bidder should immediately notify the City and, if confirmed, a bulletin shall be sent to all bidders. A copy of all bulletins issued shall be submitted electronically with the suppliers bid.

4. CLARIFICATION

The City reserves the right to request clarification of any bid before bid award.

5. QUALIFIED BIDDERS

All bidders must be merchants dealing in the goods and services on which they bid, and must be qualified to advise as to their application and use. Bidders warrant, and must be able, upon request, to demonstrate, that they possess the knowledge, experience, skill, capital, stock, charters, licenses, permits, patents and personnel necessary to satisfactorily perform the contract for which they submit bids.

6. PRE-PRINTED TERMS AND CONDITIONS

Bidder’s pre-printed Terms and Conditions or restrictions commonly appearing on the reverse side of letters submitted with the bid and/or bidder’s specifications material and contract documents shall be disregarded and have no effect.

7. SOLICITATION ONLY

This Invitation for Bid is a solicitation only and is not intended to be nor should it be construed to be an offer to enter into any contract or other agreement.
8. FATAL BID ERRORS
The following errors shall be deemed fatal and render the bid void: Failure to sign the bid, or bond or both, if the signatures are those of unauthorized persons, or if there is no stated pricing. All other errors are waivable at the sole discretion of the City if such errors would not invalidate a fair and just competitive bidding procedure free of favoritism and fraud and a common standard for all bidders.

9. CONTRACT
By submitting a bid, the bidder warrants that if the City makes an award to the bidder, bidder shall, at the option of the City, enter into a written contract with the City. This contract shall consist of the terms and conditions set forth in the solicitation, specifications, and these General Conditions and Instructions to Bidders. If no bid bond or substitute is required and bidder fails or refuses to execute the required documents within thirty (30) days after award by City, bidder shall pay to the City the difference in the amount specified in bidder's bid and the amount City shall pay to fulfill the specifications.

10. ALTERATIONS/CORRECTIONS
Any alteration, erasure, addition to or omission of required information, change of the specifications or bidding schedule, is made at the risk of the prospective contractor and may result in the rejection of the bid, unless such changes are authorized by the specifications.

11. COLLUSION BETWEEN BIDDERS
If the City develops reason to believe that a single prospective Contractor is involved in the submission of more than one proposal for the same project, which is sufficient cause for rejection of all proposals in which collusion between bidders is suspected.

12. REJECTION OF BIDS
The City reserves the right to reject, for any reason, any or all bids if it is in the best interest(s) of the City to do so.

13. UNIQUE BIDS
Each bidder may only submit one (1) bid on behalf of the organization and all subsidiaries.
## Item Specifications

### 1. Cleaning of City-County Building

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Contract#</th>
<th>Quantity</th>
<th>Unit Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>1*</td>
<td>City-County Building</td>
<td></td>
<td>12,000</td>
<td>month</td>
</tr>
</tbody>
</table>

*Item Specification for City-County Building*

Description: All City occupied areas, 4th Ave sidewalk elevator, Grant Street stairwells, and elevators 1 – 6; lump sum

Allow Vendor to Enter Negative Value: No
Exclude Line Item from Bid Total: No

| 2*  | Snow Removal                  |           | 1,000    | hour      |

*Item Specification for Snow Removal*

Description: As needed

Allow Vendor to Enter Negative Value: No
Exclude Line Item from Bid Total: No

| 3*  | Additional Cleaning           |           | 1,000    | hour      |

*Item Specification for Additional Cleaning*

Description: As needed

Allow Vendor to Enter Negative Value: No
Exclude Line Item from Bid Total: No
## 2. Cleaning of Police Facilities

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
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<td>Item Specification for Zone Six &amp; Special Deployment Division</td>
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<tr>
<td>12*</td>
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<td>13*</td>
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## 3. Cleaning of Other City Facilities

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<th>No.</th>
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<td>51 29 ½ Street</td>
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<td>12.000</td>
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<td>Item Specification for 51 29 ½ Street</td>
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<td></td>
<td>Description: Police Fleet Operations &amp; Animal Control</td>
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<td>2945 Railroad Avenue</td>
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<td>Item Specification for Bureau of Environmental Services</td>
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<td>18*</td>
<td>Public Safety Training Academy</td>
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<td>20*</td>
<td>Municipal Courts</td>
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<td>Item Specification for Municipal Courts</td>
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<tr>
<td>22*</td>
<td>Additional Cleaning</td>
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Item Specification for Additional Cleaning
Description: As needed
Allow Vendor to Enter Negative Value: No
Exclude Line Item from Bid Total: No
# Attachment A - Cleaning Locations

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>DESCRIPTION</th>
<th>CITY-OCCUPIED SQUARE FEET (APPROX.)</th>
<th>CITY-OCCUPIED SPACE (APPROX.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>City-County Building</strong>&lt;br&gt;414 Grant Street&lt;br&gt;Pittsburgh, PA 15219</td>
<td>Basement: Including bathrooms, all City-occupied areas, 4th Ave sidewalk elevator, Grant St stairwells, and elevators 1-6</td>
<td>26,775</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>1st Floor: Controller's Office and Controller's Office Mezzanine, including bathrooms, Grant St stairwells, &amp; elevators 1-6</td>
<td>6,384</td>
<td>28%</td>
</tr>
<tr>
<td></td>
<td>2nd Floor: All City-occupied areas</td>
<td>17,683</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>3rd Floor: All City-occupied areas</td>
<td>35,366</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>4th Floor: All City-occupied areas</td>
<td>35,400</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>5th Floor: All City-occupied areas, including City Council/Clerk Offices &amp; City Council Chambers</td>
<td>35,000</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>6th Floor: All City-occupied areas</td>
<td>28,122</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>9th Floor (Ross Street Side): All City-occupied areas and various Pension offices</td>
<td>16,166</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>228,396</td>
<td></td>
</tr>
<tr>
<td><strong>Municipal Courts</strong>&lt;br&gt;660 First Avenue&lt;br&gt;Pittsburgh, PA 15219</td>
<td>Traffic Court</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arraignment Court</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Warrant Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ID Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Night Court</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clerk of Courts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lobby, First Floor Hallways, Public Restrooms, &amp; Stairwells</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Holding Cells (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Day Care Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All Other Areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>40,000</td>
<td></td>
</tr>
<tr>
<td><strong>Department of Public Works Headquarters</strong>&lt;br&gt;611 Second Avenue&lt;br&gt;Pittsburgh, PA 15219</td>
<td>All areas excluding basement and storage areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>11,312</td>
<td></td>
</tr>
<tr>
<td><strong>Department of Public Works, Environmental Services</strong>&lt;br&gt;3001 Railroad Avenue,&lt;br&gt;Pittsburgh, PA 15201</td>
<td>All areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>8,750</td>
<td></td>
</tr>
<tr>
<td>LOCATION</td>
<td>DESCRIPTION</td>
<td>CITY-OCCUPIED SQUARE FEET (APPROX.)</td>
<td>CITY-OCCUPIED SPACE (APPROX.)</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------------------------------------</td>
<td>-------------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>51 29 ½ Street</td>
<td>Animal Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Police Fleet Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>6,287</td>
<td></td>
</tr>
<tr>
<td>2945 Railroad Avenue</td>
<td>911</td>
<td>6,280</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fire Supply</td>
<td>800</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>7,000</td>
<td></td>
</tr>
<tr>
<td>Public Safety Training Academy</td>
<td>Bureau of Police Areas</td>
<td>8,700</td>
<td></td>
</tr>
<tr>
<td>1395 Washington Blvd</td>
<td>Bureau of Fire Areas</td>
<td>11,000</td>
<td></td>
</tr>
<tr>
<td>Pittsburgh, PA 15206</td>
<td><strong>Total</strong></td>
<td>19,700</td>
<td></td>
</tr>
<tr>
<td>Police Training Academy (CCAC)</td>
<td>All areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>900 N. Lincoln Avenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pittsburgh, PA 15233</td>
<td><strong>Total</strong></td>
<td>27,500</td>
<td></td>
</tr>
<tr>
<td>Zone 1: 1501 Brighton Road, Pgh, PA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15212</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone 1 Substation: 441 Mt Pleasant Road, Pgh, PA 15214</td>
<td>22,900</td>
<td>3,500</td>
<td></td>
</tr>
<tr>
<td>Zone 2: 2000 Centre Avenue, Pgh, PA</td>
<td>5,413</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>15219</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone 2 Substation: 600 Liberty Avenue, Pgh, PA 15222</td>
<td>15,868</td>
<td>9,462</td>
<td></td>
</tr>
<tr>
<td>Zone 3: 830 East Warrington Avenue, Pgh, PA 15210</td>
<td>4,751</td>
<td>4,751</td>
<td></td>
</tr>
<tr>
<td>Zone 4: 5858 Northumberland Street, Pgh, PA 15217</td>
<td>10,209</td>
<td>10,209</td>
<td></td>
</tr>
<tr>
<td>Zone 5: 1401 Washington Blvd, Pgh, PA 15206</td>
<td>9,462</td>
<td>9,462</td>
<td></td>
</tr>
<tr>
<td>Zone 6 &amp; SDD: 312 S. Main Street, Pgh, PA 15220</td>
<td>4,751</td>
<td>4,751</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>70,209</td>
<td></td>
</tr>
</tbody>
</table>
## Attachment B - Cleaning Schedule

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>DESCRIPTION</th>
<th>DAYS CLEANING IS REQUIRED</th>
<th>CLEANING HOURS (to occur between hours listed below)</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>City-County Building</td>
<td>All City areas</td>
<td>Monday through Friday*</td>
<td>5:00 PM and 8:00 AM</td>
<td>Day Porter Services Required</td>
</tr>
<tr>
<td>Traffic Court</td>
<td>Monday through Friday*</td>
<td>4:30 PM &amp; 7:00 PM; 8:00 PM &amp; 8:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arraignment Court</td>
<td>Monday through Friday</td>
<td>4:30 PM &amp; 7:00 PM; 3:00 AM &amp; 8:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warrant Office</td>
<td>Monday through Friday</td>
<td>4:30 PM &amp; 12:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID Office</td>
<td>Monday through Friday</td>
<td>4:30 PM &amp; 12:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Night Court</td>
<td>Monday through Friday</td>
<td>4:30 PM &amp; 12:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerk of Courts</td>
<td>Monday through Friday</td>
<td>4:30 PM &amp; 12:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lobby, First Floor Hallways, Public Restrooms, &amp; Stairwells</td>
<td>Monday through Friday</td>
<td>4:30 PM &amp; 12:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holding Cells (2)</td>
<td>Monday through Friday</td>
<td>As directed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day Care Center</td>
<td>Monday through Friday</td>
<td>4:30 PM &amp; 8:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Other Areas</td>
<td>Monday through Friday</td>
<td>4:30 PM &amp; 8:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department of Public Works Headquarters</td>
<td>All areas excluding basement and storage areas</td>
<td>Monday through Friday*</td>
<td>5:00 PM &amp; 12:00 AM</td>
<td></td>
</tr>
<tr>
<td>Department of Public Works, Environmental Services</td>
<td>All areas</td>
<td>Monday through Friday</td>
<td>5:00 PM &amp; 8:00 AM</td>
<td></td>
</tr>
<tr>
<td>51 29 ½ Street</td>
<td>Animal Control</td>
<td>Monday through Friday*</td>
<td>5:00 PM &amp; 8:00 AM</td>
<td></td>
</tr>
<tr>
<td>Police Fleet Operations</td>
<td>Monday through Friday*</td>
<td>5:00 PM &amp; 8:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2945 Railroad Avenue</td>
<td>911</td>
<td>Monday through Friday*</td>
<td>5:00 PM &amp; 8:00 AM</td>
<td></td>
</tr>
<tr>
<td>Fire Supply</td>
<td>Monday through Friday*</td>
<td>3:00 PM &amp; 10:00 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Safety Training Academy</td>
<td>Bureau of Police Areas</td>
<td>TBD Days &amp; Times</td>
<td>TBD Days &amp; Times</td>
<td></td>
</tr>
<tr>
<td>Police Training Academy (CCAC)</td>
<td>Bureau of Fire Areas</td>
<td>As Needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone 1</td>
<td>All seven days</td>
<td>8:30 AM &amp; 1:30 PM AND 8:30 PM &amp; 4:00 AM</td>
<td>Twice daily cleaning</td>
<td></td>
</tr>
<tr>
<td>Zone 1 Substation</td>
<td>As Needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zone 2</td>
<td>Monday through Friday</td>
<td>8:30 AM &amp; 1:30 PM</td>
<td>Two hours only each day</td>
<td></td>
</tr>
<tr>
<td>Zone 2 Substation</td>
<td>Monday through Friday</td>
<td>8:30 AM &amp; 1:30 PM</td>
<td>Two hours only each day</td>
<td></td>
</tr>
<tr>
<td>Zone 3</td>
<td>Monday through Friday</td>
<td>8:30 AM &amp; 1:30 PM</td>
<td>Two hours only each day</td>
<td></td>
</tr>
<tr>
<td>Zone 4</td>
<td>Monday through Friday</td>
<td>8:30 AM &amp; 1:30 PM</td>
<td>Two hours only each day</td>
<td></td>
</tr>
<tr>
<td>Zone 5</td>
<td>Monday through Friday</td>
<td>8:30 AM &amp; 1:30 PM</td>
<td>Two hours only each day</td>
<td></td>
</tr>
<tr>
<td>Zone 6 &amp; SDD</td>
<td>Monday through Friday</td>
<td>5:00 PM &amp; 12:00 AM</td>
<td>Two hours only each day</td>
<td></td>
</tr>
</tbody>
</table>

*Denotes cleaning is excluded for these locations on holidays (see Detailed Scope for designated holidays)
Attachment C - Specifications for Supplies

All supplies must be of type and quality specified by the City. The City reserves the right to modify specifications at the sole discretion of the Director of Department of Public Works, or his/her designee, upon written notification of the vendor. Additionally, the City is currently in the process of updating fixtures and dispenser to be touchless. Currently, very few fixtures are touchless. The Vendor(s) will be responsible for replacing the battery in all touchless fixtures and dispensers where applicable.

<table>
<thead>
<tr>
<th>SUPPLY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper towels</td>
<td>All paper towels must be bleached and contain a minimum 40% post-consumer</td>
</tr>
<tr>
<td></td>
<td>recovered materials. Size must be compatible with existing dispenser. Shall</td>
</tr>
<tr>
<td></td>
<td>meet or exceed GreenSeal (GS-9) or EcoLogo (CCD-86) and/or CFPA Certified.</td>
</tr>
<tr>
<td>Toilet Paper</td>
<td>All toilet paper rolls must contain a minimum 20% post-consumer recovered</td>
</tr>
<tr>
<td></td>
<td>materials. Size must be compatible with existing dispenser. Only 2-Ply</td>
</tr>
<tr>
<td></td>
<td>products are acceptable. Toilet paper shall meet or exceed GreenSeal (GS-1)</td>
</tr>
<tr>
<td></td>
<td>or EcoLogo (CCD-82 or 82) and/or CFPA Certified. Note: Junior Jumbo Rolls</td>
</tr>
<tr>
<td></td>
<td>are utilized in most Public Restrooms.</td>
</tr>
<tr>
<td>Plastic Bags</td>
<td>Variety of sizes to fit existing containers. Millage is to be sufficient to</td>
</tr>
<tr>
<td></td>
<td>handle weight of waste expected per container. Minimum two additional bags</td>
</tr>
<tr>
<td></td>
<td>to be in bottom of each waste container at all times. Shall contain a</td>
</tr>
<tr>
<td></td>
<td>minimum of 10% post-consumer recycled content.</td>
</tr>
<tr>
<td>Hand Soap</td>
<td>Liquid, antibacterial, size to fit be compatible with existing dispenser.</td>
</tr>
<tr>
<td></td>
<td>Shall meet or exceed GreenSeal (GS-41) or EcoLogo (CCD-104).</td>
</tr>
<tr>
<td>Toilet Seat Covers</td>
<td>Shall meet or exceed GreenSeal (GS-1) or EcoLogo (CCD-82 or 82) and/or</td>
</tr>
<tr>
<td>(Wax Liners)</td>
<td>CFPA Certified.</td>
</tr>
<tr>
<td>Feminine Hygiene Products</td>
<td>Variety of sizes to fit existing dispensers where applicable.</td>
</tr>
<tr>
<td>Degreasers</td>
<td>Shall meet or exceed GreenSeal (GS-39) or EcoLogo (CCD-110).</td>
</tr>
<tr>
<td>Hard Surface Cleaners</td>
<td>Shall meet or exceed GreenSeal (GS-37) or EcoLogo (CCD-146).</td>
</tr>
<tr>
<td>(such as glass and general</td>
<td></td>
</tr>
<tr>
<td>purpose cleaners)</td>
<td></td>
</tr>
<tr>
<td>Floor Care Products</td>
<td>Shall meet or exceed GreenSeal (GS-40) or EcoLogo (CCD-147).</td>
</tr>
<tr>
<td>Carpet Care Products</td>
<td>Shall meet or exceed GreenSeal (GS-37) or EcoLogo (CCD-148).</td>
</tr>
<tr>
<td>Disinfectants</td>
<td>Shall meet or exceed GreenSeal (GS-52) or EcoLogo (CCD-166), or be EPA-</td>
</tr>
<tr>
<td></td>
<td>registered disinfectants. Disinfectants should only be used when necessary</td>
</tr>
<tr>
<td></td>
<td>and required.</td>
</tr>
<tr>
<td>Odor Control</td>
<td>Shall meet or exceed EcoLogo (CCD-112, CCD-113, CCD-115)</td>
</tr>
</tbody>
</table>

GreenSeal standards may be found at: www.GreenSeal.org
EcoLogo standards may be found at: https://www.ul.com/resources/ecologo-certification-program and https://spot.ul.com/main-app/products/catalog/?keywords=

Estimated Quantities per Month
Quantities should be estimated using the facility specifications in conjunction with the respective facilities floorplans. The City does not guarantee a minimum or maximum usage for any supply. City reserves the right to increase or decrease quantities used, as determined by actual usage, at no additional cost to the City. Please be advised that traditionally, Police Zones will use slightly more supplies per month, due to those facilities being operational 24 hours a day, 7 days a week.
**Attachment D - Facilities Specifications**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Restrooms*</th>
<th>Locker Rooms*</th>
<th>Toilets*</th>
<th>Urinals*</th>
<th>Sinks*</th>
<th>Showers*</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>City-County Building</td>
<td>38</td>
<td>0</td>
<td>97 +/-</td>
<td>4+</td>
<td>99+/-</td>
<td>0</td>
<td>City-ONLY restrooms; County ones <strong>NOT</strong> included</td>
</tr>
<tr>
<td>Zone One</td>
<td>3</td>
<td>2</td>
<td>9</td>
<td>1</td>
<td>8</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Zone One Substation</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Zone Two</td>
<td>4</td>
<td>2</td>
<td>8</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Zone Two Substation</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Zone Three</td>
<td>7</td>
<td>2</td>
<td>9</td>
<td>2</td>
<td>14</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Zone Four</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>5</td>
<td>2</td>
<td>Shared with Fire Station; <strong>#s are only for Police side</strong></td>
</tr>
<tr>
<td>Zone Five</td>
<td>7</td>
<td>2</td>
<td>9</td>
<td>3</td>
<td>13</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Zone Six &amp; Special Deployment Division</td>
<td>4</td>
<td>2</td>
<td>6</td>
<td>3</td>
<td>6</td>
<td>4</td>
<td>Shared with Medic Station; <strong>#s only for Police side</strong></td>
</tr>
<tr>
<td>51 29 1/2 Street</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2945 Railroad Avenue</td>
<td>5</td>
<td>0</td>
<td>9</td>
<td>2</td>
<td>10</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Public Works HQ</td>
<td>6</td>
<td>0</td>
<td>8</td>
<td>2</td>
<td>10</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Bureau of Environmental Services</td>
<td>4</td>
<td>2</td>
<td>8</td>
<td>9</td>
<td>8</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Public Safety Training Academy</td>
<td>7</td>
<td>2</td>
<td>15</td>
<td>7</td>
<td>14</td>
<td>3</td>
<td>Counts are estimate</td>
</tr>
<tr>
<td>Police Training Academy</td>
<td>4</td>
<td>2</td>
<td>14</td>
<td>4 +/-</td>
<td>9 +/-</td>
<td>0</td>
<td>All restrooms are multi-stall</td>
</tr>
<tr>
<td>Municipal Courts</td>
<td>16</td>
<td>1</td>
<td>28</td>
<td>4</td>
<td>33</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

* Counts for all buildings above are based off of available drawings; #s not guaranteed to be 100% accurate
Pit Equipment

Do not enter the pit without the power switched off or the pit stop switch activated.

1. Check free movement of the governor tension device, and check the switch.
2. Check security of the buffer.
3. Check correct hang of the compensating chains or free rope compensation.
4. Empty trip trays and ensure all equipment is clean.

Cleaning

For safety reasons, the lift must be immobilized for cleaning operations. Do not operate any electrical appliance inside the lift car using a trailing lead to an external power source, unless automatic lift operation has been overridden and the car is safely parked with doors open. The car is a confined space. Do not use cleaning agents that need good ventilation.

1. The car top must be kept clean of oil, lint and rubbish to minimize the risk of fire.
2. The pit floor and its equipment must be kept clean, dry and free of rubbish to minimize the risk of fire.
3. The machine room, machine, control cabinet and other equipment must be free of lint, dust and oil.

Car Interior Surfaces

The interior of your lift car, including the doors and architraves, are designed to retain their finish and to last for many years. To ensure that they do, follow these instructions:

1. Clean the surfaces regularly in accordance with the advice below.
2. Protect all vulnerable surfaces from damage, especially when a lift is used for moving furniture or equipment or similar non-passenger activities.
3. Protective drapes may be obtained from Otis to protect your lift.

Your installer recommends the following cleaning techniques:

1. Glass: Clean with a proprietary non-abrasive glass cleaner, utilizing a soft lint free cloth.
2. Stainless steel: Use a soft lint-free cloth with a reputable, proprietary stainless steel agent. Follow the grain of the brushed stainless steel. Do not use any other types of cleaning powders or creams or any grade of wire wool.

3. Brass surfaces: Use a soft lint-free cloth dampened with soap and water and finish with a soft dry cloth. Do not use any cleaning agents designed for unlaquered brass or abrasive materials.

4. Skinplate surfaces: Use a soft lint-free cloth damped with soap and water. Do not use any cleaning powders, creams or spray to clean the car operating buttons.

5. Painted surfaces: Use a soft lint-free cloth damped with soap and water. Do not use any cleaning powders or creams.

6. Silicone joints: Use a soft lint-free cloth damped with soap and water.

**Landing Doors and Architraves**

Landing doors and architraves should be cleaned in accordance with the above recommendations and protected against damage when necessary.

**Car and Landing Door Sills**

It is essential that all debris is regularly cleared from the car and landing door sill grooves. First immobilize the lift (see note below) with the doors open at a convenient landing.

Accumulated dirt should then be carefully brushed out and extracted with a vacuum cleaner.

---

*Your independent service key switch or other supervisory system control lock (i.e., recall to the lobby) should be used to immobilize the lift. If you are unsure about carrying out the task safely, please call Otis.*

---

**Inspection Requirements**

**Controllers**

*Fuses* - Check main line and operating circuit fuses to be sure they are of proper size. Check that clips are clean and tight.

*Wires* - Examine all wiring for breaks, loose lugs, or loose connections.

*Resistance Tubes* - Inspect for loose connections and check resistances. Examine tubes for breaks in the enamel. Replace broken resistance tubes with tubes of equal value.
RESILIENT MAINTENANCE CHECKLIST

Proper care of your resilient floor will help maintain the appearance and performance of your resilient floor by following recommended preventative, routine and wet cleaning guidelines.

Maintenance instructions for Shaw Hard Surface Resilient and US Floor Resilient

POST CONSTRUCTION CLEANING

- Dry mop floor using a micro fiber mop pad or appropriate floor vacuum to remove dust particulate from the floor.
- Spray neutral pH cleaner, such as Shaw Hard Surface Cleaner or Diversey Stride, onto the floor in manageable area (spray mist will dry quickly). Use a micro fiber wet mop pad to mop the floor with cleaner. If pad becomes dirty, be sure to replace the pad with a new micro fiber wet mop pad. Work floor in sections.
- Always rinse the floor with water only by mopping water to remove any remaining residue from the floor.

In the event where dry wall dust/construction dust is mopped with water only, a residue film will appear on the floor after drying. Use the process below to remove the film from the floor.

Process to remove construction residue or cloudy film from resilient flooring:

1. Dry mop floor to remove any construction dust or exterior soil tracked onto the flooring. Use micro fiber dry mop pad. If micro fiber dry mop pad gets dirty, replace pad with a clean pad.
2. Spray neutral pH cleaner, such as Shaw Hard Surface Cleaner or Diversey's Stride, onto the floor in manageable area (spray mist will dry quickly). Work floor in sections. For smooth surface, use a low rpm (175 rpm) buffer with a 3M red pad on flooring with neutral pH cleaner applied to the floor to remove the residue film. (Never Dry Buff). For embossed or textured flooring, use a cylindrical brush scrubber with red brushes and a neutral pH cleaner applied to the floor to remove the residue film.
3. Using a wet micro fiber mop pad, rinse with water only to remove any remaining residue from the flooring. When wet mop pad becomes dirty, be sure to replace the pad with a new micro fiber wet mop pad.
4. Repeat steps #2 and #3, if necessary.

When the resilient flooring is cleaned properly, the floor will have the same visual as right out of the box!

PREVENTATIVE MAINTENANCE

1. Care for newly installed floors.
   - Avoid heavy traffic for 24 hours.
   - Proper furniture protection is required to prevent scratching and scuffing of LVT flooring. It is recommended to use industrial strength felt protection. These can be purchased from the following websites: www.1877floorguy.com, www.expandedtechnologies.com, www.flexifelt.com.
   - Moving heavy objects requires protective barriers to distribute the weight such as plywood (¼” or thicker) or heavy cardboard to prevent damage to the wear layer.
   - Remove adhesive residue with a clean white cloth dampened with odorless mineral spirits or isopropyl alcohol.
   - Only low moisture or damp mopping is recommended initially, if needed.
   - Wait 4 days before normal wet cleaning and/or auto scrubbing the floor.
   - Avoid direct sunlight on LVT flooring as it can cause fading and expansion of vinyl planks. Use window protection.
   - Surface temperature should not reach 140 degrees from sunlight or bed bug treatment as it would cause expansion of vinyl planks.
2. Identify and address all sources of soiling.

- Maintain a clean exterior (parking lots and walkways) where dirt enters the building.
- Proper mats should have non-staining backing, use PVC backed matting. Use mats at entranceways, transition areas and special areas such as food service areas/restrooms to confine soil, oil, grease and high moisture areas.
- Entrance mats keep soil and moisture outside. Two matting categories are:
  - Soil Removal – used at exterior entrances to remove soil from shoes
  - Absorbent mats – used inside to minimize moisture
- Mats should cover at least 6 footsteps to capture soil transferring from shoes. Additional matting may be necessary during inclement weather. Include mats in the maintenance program and keep them clean.

ROUTINE MAINTENANCE

1. Remove dry soil.

- Sweep, vacuum or dust-mop frequently to remove soil particles that can abrade the wear layer.
- Dust mop treatments are not recommended since these products can transfer and attract soil.
- Do not use vacuums with rotating beater bars on hard surfaces.

2. Promptly address spots and spills.

- All spills should be addressed as quickly as possible to avoid staining and slip/fall hazards.
- Absorb wet spills and if necessary use a neutral pH vinyl cleaner* and rinse with water.
- Isopropyl alcohol or mineral spirits can be used for oil/grease (petroleum-based) and/or scuff marks.

3. Remove scuffs.

- Cleaning with an auto scrubber or spray buffing with a spray/buff solutions* using a low (175 rpm) machine and red pad will remove scuff marks. Agitation is the key to remove these marks.
- A tennis ball placed on the end of a stick, such as a broom handle, can be used as a tool to remove scuff marks. This allows you to remove scuffs from a standing position on smaller areas.

WET CLEANING

- Always pre-vacuum or dry dust mop before wet cleaning.
- Use neutral pH vinyl cleaner* and follow the manufacturer’s instructions for dilution and use.
- Common systems are: 1) Micro fiber wet mop or mop and two-bucket system, and 2) Automatic scrubbing with a red 3M pad/ equivalent brushes.
- Rinse the floor with clean water. Repeat the rinse process if necessary to remove all haze
- Do not use brown or black pads/brushes. These pads are too aggressive and can damage the floor.
- Products containing bleach and steam mops are not recommended.

The above guidelines are recommended to maintain LVT, LVP and sheet resilient products. Application of finish is optional in certain applications. Always follow the finish manufacturer’s instructions for mixing and method of application. It is also recommended that if finish is applied, additional cleaning products be from the same manufacturer due to compatibility issues. Specialty floors such as sports floors with cushion back, ESD/static-control and floating floors will have exceptions to the maintenance guidelines. Contact the Information Center or Technical Support at 877.502.7429.

*There are many available cleaning and maintenance products for hard surfaces, especially resilient floors. These products should be evaluated since each location can have different requirements due to the type of soil, performance expectations and available maintenance equipment. Applying finishes will change the original product and the finish becomes the wear layer. The following are suggested products to assist the maintenance program:

- Neutral Cleaners: Diversey STRIDE® or PROMINENCE®, Shaw Hard Surface Cleaner, Hilway Direct Neutral Cleaner
- Spray and Buff: Diversey SNAPBACK®
- Matte Finish: Diversey Carefree Matte® Hilway Direct Plus Matte
**Maintenance Guidelines**

- Gloss Finish: Diversey Carefree® Hilway Direct Plus Gloss
- Technical phone numbers:
  - Diversey: 1.800.558.2332
  - Shield Industries for Shaw Cleaner: 1.877.209.7309
  - www.1877floorguy.com 1.877.356-6748

**SUGGESTED FREQUENCY CHART FOR RESILIENT FLOOR CARE**

<table>
<thead>
<tr>
<th>Traffic Level</th>
<th>Vacuum or Dust Mop</th>
<th>Spot Removal</th>
<th>Wet Mop or Auto-Scrub</th>
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<td>Light</td>
<td>2+ times per week</td>
<td>As needed</td>
<td>Wet Mop Weekly Scrub Quarterly</td>
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<tr>
<td></td>
<td>Cubicles</td>
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<tr>
<td>Moderate</td>
<td>1 time per day</td>
<td>As needed</td>
<td>Wet Mop Daily Scrub Monthly</td>
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<td></td>
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<td>Wet Mop Daily Scrub Weekly</td>
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<td>Waiting areas</td>
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This chart represents a general guideline; identify and schedule your facility for specific conditions and frequencies.

Revision: 8/2017
Attachment F - Daily Checklist

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<td>Initials</td>
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<td>Time In</td>
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<tr>
<td>Time Out</td>
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<td># Hours</td>
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<td>Initials</td>
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Certification of employee hours and compliance with Daily Requirements and Periodic Requirements of contract. (Supervisor signature required)

**DAILY REQUIREMENTS:** (brief outline only; see complete specifications)

- All horizontal surfaces are free of dust and removable stains.
- All floors are free of dust, dirt, stains, scuff marks, and wax build-up.
- All vertical surfaces are free of dust, finger marks, spots and stains.
- All dispensers (hand soap, bathroom tissue, paper towels, and paper cups) are re-stocked.
- Waste can liners are replaced.

**PERIODIC REQUIREMENTS:** (list completed items; see detailed specifications)

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### Awarded Items

#### 1. Cleaning of City-County Building

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<th>Total Qty</th>
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<th>Item Total</th>
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### 3. Cleaning of Other City Facilities

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CERTIFICATION OF DEBARMENT

I, _______________________, the undersigned and duly authorized representative, hereby certify that to the best of my actual knowledge, information or belief, neither _______________________________________ nor any affiliated individual is prohibited from entering a bid or participating in a City of Pittsburgh contract by reason of disqualification as set forth in Pittsburgh Code §161.22(b).

__________________________
Signature

__________________________
Title

__________________________
Date
EXHIBIT C

Statement of Affiliations

1. Name of Contractor: Quality Services Incorporated

Office Address and Phone Number:

559 Rodi Road
Pittsburgh PA  15235

412-371-9110

2. List your qualifications and experience for performance of the contract.

For 44 years, Quality Services Incorporated has provided complete and professional janitorial services for government, industry, business, and not-for-profit organization in western Pennsylvania. Some of our services include janitorial services, carpet cleaning, floor maintenance, window cleaning, building maintenance, building repairs, snow removal, and post construction clean up.

We provide the highest level of service at the lowest possible cost to the contracting agency. Our intense Quality Control Program guarantees that the cleaning needs of your facility will be met with complete customer satisfaction.

3. Have you had any contractual or business relationships with the CITY within the past three years?

Yes

If yes please give a brief description. Please include the dollar value of the contract or business relationship.

Cleaning of the Police Headquarters; 1203 Western Ave, Pittsburgh PA.
Specification No. 7759
Contract:  $229,820.16

4. Please identify by name and address the contractor's principals including all owners, partners, or shareholders and officers. If the contractor is a public corporation identify by name and address the officers, members of the board of directors, and shareholders holding more than three (3) percent of the corporate stock.

Charles R. Cole - President
Scott R. Cole - Vice President
559 Rodi Road
Pittsburgh PA  15235

**Additional pages may be attached to complete the information herein requested.**
Please provide the following information for the primary point of contact for this solicitation.

Company Name: __________________________________________________________

Contact Name: __________________________________________________________

Contact Address: _______________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Contact Email Address: _________________________________________________

Contact Phone Number: _________________________________________________

**If at any time during the duration of the contract, any of the information above changes, it is the vendor’s responsibility to let the City of Pittsburgh know within 10 business days. Updated information should be emailed to procurement@pittsburghpa.gov along with the solicitation number.
EXHIBIT E
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Rupp & Fiore Insurance Management, Inc.

INSURED
QUALITY SERVICES, INC.
559 Rodi Road
Pittsburgh, PA 15235-4523

CONTACT
NAME:
PHONE (AI, No Ext): (724) 382-3243
FAX (AI, No Ext): (724) 625-4680
E-MAIL: info@ruppfior.com

INSURER(A) AFFORDING COVERAGE NAIC #
Grange Insurance 11982

INSURER(B) Eastern Alliance 10724

INSURER(C)
INSURER(D)
INSURER(E)
INSURER(F)

COVERAGE(S) NUMBER:

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

| INSURER | TYPE OF INSURANCE | ADD'L SUB.
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<tr>
<td>A</td>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>CLAIMS-MADE</td>
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<td>X</td>
<td>AUTOMOBILE LIABILITY</td>
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<td>SCHEDULED AUTO</td>
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<tr>
<td>A</td>
<td>UMBRELLA LIABILITY</td>
<td>OCCUR</td>
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<tr>
<td>X</td>
<td>3rd party Crime</td>
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<tr>
<th>TYPE</th>
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<td>5/1/2021</td>
<td>EACH OCCURRENCE $1,000,000</td>
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<td>5/1/2021</td>
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<td>E.L. EACH ACCIDENT $500,000</td>
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<td>CPP2808209</td>
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<td>5/1/2021</td>
<td>E.L. DISEASE - EA EMPLOYEE $500,000</td>
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<td>E.L. DISEASE - POLICY LIMIT $100,000</td>
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Pittsburgh is additionally insured with regards to general liability and auto liability.

CERTIFICATE HOLDER
City of Pittsburgh Office of Management and Budget
ROOM 502 CITY-COUNTY BUILDING
PITTSBURGH, PA 15219

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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