



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ www.ColumbiaHA.com

BID PACKET

SUBMIT ALL ENCLOSED INFORMATION
IN A SEALED ENVELOPE BY
12:00 pm, WEDNESDAY September 20th, 2023

Community Space Cleaning (Office Space & Community Space)

INVITATION TO BID

The Housing Authority of Columbia is currently accepting bids for custodial services. The work will consist of cleaning and basic floor care of several offices and centers. Although specific responsibilities are included in this solicitation, any interested party must visit the sites before submitting a bid.

Mandatory Pre-Bid Meeting @ 201 Switzler Street at 10:00 a.m. Friday, September 1st, 2023

Bids Opening @ 201 Switzler Street at 12:01 p.m., Wednesday, September 20th, 2023

Contract Date: Friday, December 1st, 2023 & Contract Start Date: Tuesday, January 2nd, 2024

Please contact Justin Anthony (below) with inquiries.

The Housing Authority of Columbia is an equal opportunity employer.

Justin Anthony, Director of Resident Services
janthony@columbiaha.com
Office: 573 4432556 EXT. 1230/ Fax 573-443-0051

COLUMBIA HOUSING AUTHORITY

of the City of Columbia, Missouri

WORK SPECIFICATIONS (COMMUNITY SPACE CLEANING SERVICES)

(1) Administration Building (201 Switzler St.) – 7,600 sq. ft.
Monday, Tuesday, Wednesday, Thursday (between 5 p.m. and 7 a.m.) &
Anytime between Friday 5 p.m. and Monday 7 a.m.

(2) Blind Boone Community Center (301 N. Providence Rd.) – 6,000 sq. ft.
Monday, Tuesday, Wednesday, Thursday, and Sunday (after 9 p.m.)

(3) Kinney Point Community Center (7 East Sexton) – 4400 sq. ft.
On call service as needed

Monday: (1) 5 pm to 7 am, (2) after 9 p.m., (4) 9pm to 9am
Tuesday: (1) 5 pm to 7 am (Note 3rd Tuesdays), (2) after 9 p.m., (4) 9pm to 9am
Wednesday: (1) 5 pm to 7 am, (2) after 9 p.m., (4) 9pm to 9am
Thursday: (1) 5 pm to 7 am, (2) after 9 p.m., (4) 9pm to 9am
Friday: (1) between 5 p.m. Friday and 7 a.m. Monday morning, (4) 9pm to 9am
Sunday: (2) after 9 p.m., (3) Anytime

On-Call = Every Time Requested
Daily = Every Scheduled Visit
Monthly = 12 Times per Year
Quarterly = 4 Times per Year

(1) Administration Building and (2) Blind Boone Community Center OFFICES

DAILY:

- a. Empty waste basket and replace liner, as needed.
- b. Throw away boxes and trash labeled "TRASH"
- c. Vacuum carpet thoroughly (under desks, tables, etc.).
- d. Wet mop vinyl tile office flooring (under desks, tables, etc.).
- e. Clean, disinfect doorknobs, light switches, etc.
- f. Dust/Damp wipe tables & counters.
- g. Sanitize all desks and tables

MONTHLY:

- a. Spray buff tile with high-speed buffer.
- b. Damp clean doors and clean glass (inside and out).
- c. Dust/Damp wipe window sills and horizontal ledges
- d. Clean interior windows (as needed)
- e. Shampoo carpeting. (as needed)

QUARTERLY:

- a. Clean exterior windows.

CONFERENCE/RECREATION ROOMS

DAILY:

- a. Empty waste basket and replace liner, as needed.
- b. Throw away boxes and trash labeled "TRASH".
- c. Vacuum carpet thoroughly (under tables, etc.).
- d. Wet mop vinyl tile flooring (under tables, etc.)
- e. Clean, disinfect doorknobs, light switches, etc.
- f. Dust/Damp wipe tables & counters.

MONTHLY:

- a. Spray buff tile areas with high-speed buffer.
- b. Damp wipe down doors and clean glass (inside and out).
- c. Clean interior windows (as needed)
- d. Dust/damp wipe all window sills and horizontal ledges.
- e. Shampoo carpeting. (as needed)
- f. Clean ceiling fans. (as needed)

QUARTERLY:

- a. Clean exterior windows.

LOBBIES/VESTIBULES/ENTRANCES/HALLWAYS

DAILY:

- a. Empty waste basket and replace liner. (as needed)
- b. Throw away boxes and trash labeled "TRASH"
- c. Clean all door glass. (inside and out)
- d. Spot clean all other glass, as necessary (inside and out).
- e. Vacuum all carpet and/or walk-in mats thoroughly.
- f. Sweep all tile and wet mop.
- g. Pick up trash and spot sweep outside entry areas.
- h. Clean all glass to door height and wipe door frames (as needed).
- i. Clean, disinfect doorknobs, light switches, etc.
- J. Dust/damp wipe all window sills, tables, desk chairs, counters and horizontal ledges.

MONTHLY:

- a. Spray buff all tile flooring with high-speed buffer.
- b. Damp wipe down doors and clean glass (inside and out).
- c. Clean all interior windows
- d. Clean and polish all door kick plates with stainless steel cleaner.

QUARTERLY:

- a. Clean exterior windows.

KITCHENS / BREAK ROOM AREAS

DAILY:

- a. Empty waste basket and replace liner, as needed.
- b. Throw away boxes and trash labeled "TRASH"
- c. Sanitize wipe table tops, coffeepot, counters, sinks etc.
- d. Sanitize wipe out microwave and exterior of refrigerator.
- e. Sweep all tile and wet mop.
- f. Replace chairs under the tables.
- g. Clean, disinfect doorknobs, light switches, etc.
- h. Clean waste baskets and covers. (as needed)

MONTHLY:

- a. Spray buff tile flooring with high-speed buffer.
- b. Damp clean doors (inside and out).
- c. Clean and polish all door kick plates with stainless steel cleaner.

RESTROOMS

DAILY:

- a. Restock all rest rooms with supplies - paper towels, toilet tissue and hand soap as needed.
- b. Wash and dry off all mirrors, dispensers, faucets, and bright work.
- c. Wash and sanitize all toilets, toilet seats, urinals, and sinks.
- d. Wipe all sinks and toilets dry with a towel.
- e. Empty all waste, sanitary napkin, and tampon receptacles and replace liners as needed.
- f. Clean, disinfect doorknobs, light switches, etc.
- g. Spot clean fingerprints, marks, and graffiti from ceramic tile walls and stall walls.
- h. Detail sweep and damp mop floor surfaces.
- i. Report all broken fixtures to the client.
- j. Treat for Urine smells as needed. (1-part vinegar and 1-part water in spray bottle) (Clorox urine spray)

MONTHLY:

- a. Clean, disinfect all ceramic tile walls and stall walls thoroughly.
- b. Damp wipe down doors (inside and out).
- c. Add water in floor drain traps to prevent sewer gases or smells from entering building.

JANITORIAL CLOSETS

DAILY:

- a. Clean out slop sinks/drains.
- b. Empty waste basket and replace liner, as needed.
- c. Throw away boxes and trash labeled "TRASH"
- d. Sweep all tile/concrete and wet mop.
- e. Return your cart and equipment (organize and clean these items DAILY!).
- f. Clean, disinfect doorknobs, light switches, etc.
- g. Dust/Damp clean all horizontal ledges.

MONTHLY:

- a. Damp wipe down doors (inside and out).
- b. Clean and polish all door kick plates with stainless steel cleaner.

WATER FOUNTAINS

DAILY:

- a. Clean, disinfect, and polish all drinking fountains with stainless steel cleaner.
- b. Clean the base of the water fountains.

Reports

Daily

- a. Complete cleaning check off list, date, sign and submit with monthly invoice.

(3) Kinney Point Community Center

On- Call:

- a. Empty waste basket and replace liner, as needed.
- b. Throw away boxes and trash labeled "TRASH"
- c. Vacuum carpet thoroughly (under desks, tables, etc.).
- d. Wet mop vinyl tile office flooring (under desks, tables, etc.).
- e. Clean, disinfect doorknobs, light switches, etc.
- f. Dust/Damp wipe tables & counters.
- g. Restock all rest rooms with supplies - paper towels, toilet tissue and hand soap as needed.
- h. Wash and dry off all mirrors, dispensers, faucets, and bright work.
- i. Wash and sanitize all toilets, toilet seats, urinals, and sinks.
- j. Wipe all sinks and toilets dry with a towel.
- k. Empty all waste, sanitary napkin, and tampon receptacles and replace liners as needed.
- l. Clean, disinfect doorknobs, light switches, etc.
- m. Spot clean fingerprints, marks, and graffiti from ceramic tile walls and stall walls.
- n. Detail sweep and damp mop floor surfaces.
- o. Report all broken fixtures to the client.
- p. Treat for Urine smells as needed. (1-part vinegar and 1-part water in spray bottle) (Clorox urine spray)

Reports

Daily

- a. Complete cleaning checks off list, date, sign and submit with monthly invoice.

Owner Supplied:

All dispenser replacements, paper towels, toilet paper and hand soap.
Storage for all contractors supplies and equipment that are used in this Contract.
Workspace sinks and utilities.

Contractor Supplied:

All cleaning chemicals & cleaning tools: trash can liners, cleaning rags or paper towels for cleaning, (Do Not Use Paper Towels Supplied by Owner for Cleaning) utility trash can on wheels, mop buckets, mop poles & heads, brooms, dust pans, floor scrapers, dust mop head and pole, dusters, window squeegees, etc.

All cleaning equipment: vacuum cleaners, floor scrubbers, high speed buffer, window cleaning tools, etc.

CONTRACTOR'S INSURANCE REQUIREMENTS

Columbia Housing Authority

201 Switzler Street / Columbia, MO 65203
(573) 443-2556 Fax: 443-0051

Before beginning work, the contractor and each subcontractor shall furnish the Columbia Housing Authority with certificates of insurance showing that the following insurance is in force and will insure all operations under the contract. All insurance shall be carried with companies that are financially responsible and authorized to do business in Missouri.

Workers' Compensation, in accordance with the State of Missouri's Workers' Compensation laws, for all employees engaged under contract with the Columbia Housing Authority.

Commercial and General Liability which is comprehensive general liability insurance with bodily injury and property damage. The minimum amount of required coverage is \$500,000 per occurrence. The policy shall cover all operations of the contractor in connection with the project, including use of all equipment, hoists, and vehicles on the project site.

Automobile Liability on owned, non-owned, and hired motor vehicles used on, or in connection with, the site(s) for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.

Employee Dishonesty Bond which protects the Owner against a fraudulent or dishonest act of the Principal or any Employee: An act of Theft, Larceny, or Fraud punishable as such under the criminal code in the jurisdiction within which act occurred - for which a conviction has been obtained. The minimum amount of required coverage is \$10,000 per occurrence.