

**Alcona Citizens for Health, Inc. (AHC)**  
**Janitorial Bid Specifications**  
**October 2021**

**All items must be completed daily unless noted otherwise. Only those contractors who are committed to fulfilling the bid specifications as stated need apply.**

**Waiting Rooms and Hallways**

- Vacuum, moving furniture to vacuum underneath and behind
- Dust all furniture including the legs of chairs and end tables, counters, baseboard, window ledges, blinds, door frames, picture frames, literature racks, chart holders.
- Wipe down chair seats and backs with disinfectant cleaner
- Wipe down all surfaces with disinfectant cleaner, including doorknobs/handles, light switches, and other frequently touched surfaces
- Remove all cobwebs from ceilings, corners, doors, walls, windows, vents, grates, and entries
- Wash all interior glass
- Wash exterior glass quarterly, and as needed
- Straighten magazines, toys, and books
- Wash and disinfect toys daily
- Empty trash cans, wash and disinfect daily
- Ensure lobby chairs remain 6 feet distance.
- Fill all hand sanitizer dispensers and wash & disinfect all dispensers

**Bathrooms**

- Sweep and wet mop and disinfect all floors,
- Unless No-wax, buff and wax all floors at least quarterly, strip & wax annually
- Clean and disinfect all fixtures including tissue holders, toilet, sink, etc., both inside and out
- Fill all towel, soap, toilet seat cover and tissue dispensers and wipe with disinfectant cleaner
- Remove and wash all soap dispensers cleaning behind and underneath them as needed, and wipe with disinfectant cleaner
- Wash mirrors
- Wash walls with a disinfectant cleaner at least weekly; more often if needed
- Empty trash containers, wash and disinfect daily
- Wipe down all baseboards, doors, and frames with disinfectant cleaner
- Remove all cobwebs
- Ceramic tiled floors are to be scrubbed monthly with a scrub brush
- All surfaces including doorknobs/handles and light switches, are to be wiped down with disinfectant cleaner

**Exam Rooms**

- Sweep and wet mop floors with disinfectant cleaner
- Clean and disinfect all sinks, counters, soap dispensers, mirrors, towel holders, chair/bench, and hand sanitizer dispensers
- Fill all towel, hand sanitizer, and soap dispensers, wipe with disinfectant cleaner
- Dust shelves, base, and steps of exam tables & dental chairs
- Scrub step on exam tables with disinfectant
- Wash and disinfect all exam tables & the seats of the dental chairs
- Dust, using a feather duster type product, all wall & computer equipment
- Disinfect floor lamps
- Empty all trash containers **EXCEPT THOSE WITH A BIOHAZARD STICKER**
- Wash trash cans daily, **EXCEPT THOSE WITH A BIOHAZARD STICKER**, with disinfectant cleaner
- Wash walls as needed
- Wipe down all baseboards, window blinds and ledges, door frames, doors, and cabinets with disinfectant cleaner

- Remove all cobwebs
- Wipe down all chairs and bases with disinfectant cleaner
- Wipe down phones, doorknobs/handles, light switches, with disinfectant cleaner

### **Labs, Sterilization Rooms & Podiums**

- Arrange with AHC staff to move refrigerator monthly to clean and mop beneath
- Dust, using a feather duster type product, all computer equipment
- Sweep and wet mop floors with disinfectant cleaner
- Clean and disinfect all sinks, soap dispensers, towel holders, and hand sanitizer dispensers
- Fill all towel, and soap dispensers
- Empty all trash containers **EXCEPT THOSE WITH A BIOHAZARD STICKER**
- Wash trash containers, **EXCEPT THOSE WITH A BIOHAZARD STICKER**, daily with disinfectant cleaner
- Wash walls as needed
- Wipe down all baseboards, window blinds and ledges, door frames, doors, and cabinets with disinfectant cleaner
- Remove all cobwebs
- Wipe down all chairs and bases with disinfectant cleaner
- Wipe down phones, doorknobs, light switches, with disinfectant cleaner

**Note:** All counter tops and equipment, except as mentioned above, will be cleaned by medical personnel. Under **No** circumstances, are janitorial personnel to clean, empty or move **anything** that is marked with a red biohazard sticker.

### **Staff Room, Kitchen Areas, Meeting Rooms & Boardroom**

- Vacuum daily
- Sweep & wet mop hard floors daily with disinfectant cleaner
- Clean coffee pots and brew baskets
- Clean and disinfect sink and microwave, inside and out
- Wipe down all counters, cupboard doors, and tables with disinfectant cleaner
- Vacuum chair seats and wipe down wood/chrome with disinfectant cleaner
- Wipe down outside of refrigerator and move quarterly to clean underneath
- Clean inside of refrigerators quarterly
- Dust all blinds, window ledges, furniture, baseboards, doors and frames, picture frames, other misc. equipment and wall hangings with disinfectant cleaner
- Dust all computer equipment with a feather duster type product
- Remove all cobwebs
- Wipe down the water coolers and wash the drip trays using disinfectant cleaner
- Wipe down phones, doorknobs/handles, light switches with a disinfectant cleaner

### **Business Office**

- Vacuum daily
- Empty all trash containers, wash, and disinfect daily
- Dust top of overhead cabinets
- Wipe down sides of all file cabinets
- Wash all glass & Plexiglas partitions daily
- Vacuum chairs and wipe down bases
- Wipe down all phones with disinfectant cleaner
- Wipe down all baseboard, doors and frames, doorknobs/handles, and light switches with disinfectant cleaner
- Remove all cobwebs
- Dust all blinds, and window ledges with disinfectant cleaner

**Employees are responsible for cleaning their workstations. Janitorial staff are not to move items on employee workstations.**

### **All Other Offices**

- Vacuum daily
- Monthly, move furniture that is easily moved, i.e., mobile file cabinets, and vacuum and clean underneath.
- Empty all trash containers, wash with disinfectant daily
- Wipe down baseboard, window ledges, blinds, doors and frames, file cabinets
- Vacuum and wipe down chairs and bases
- Remove all cobwebs
- Wipe down all phones, doorknobs/handles, and light switches with disinfectant cleaner
- Wash walls as needed

**Employees are responsible for cleaning their workstations. Janitorial staff are not to move items on employee workstations.**

**Patch Bay Rooms:** Sweep & wet mop floors monthly. Arrange cleaning with Site Manager as it must be supervised. Unless no wax, buff and wax floors at least twice per year. Arrange schedule with Chief Information Officer.

### **Storage and Work Rooms/Areas:**

- Sweep & Mop floor daily, unless floors are No-wax, buff and wax quarterly, strip & wax annually, vacuum daily if carpeted
- Wipe with disinfectant cleaner, all tables, baseboards, file cabinets, copiers, printers, mail machines, doors and frames, doorknobs/handles, light switches
- Vacuum and wipe down chairs and bases
- Remove all cobwebs
- Clean floor under those items that are easily moved; i.e., copier & printer stand
- Empty trash containers, wash with disinfectant daily
- Wipe down phone with disinfectant cleaner

### **Foyers/Entries**

- Sweep & Mop tile floors daily, unless No-wax, buff and wax quarterly; more often if necessary
- Clean all glass daily
- Wipe down baseboards, window ledges, doors and frames
- Vacuum mats
- Wipe down furniture with disinfectant cleaner
- Clean all doorknobs/handles, and light switches daily with disinfectant cleaner

### **Medicine Rooms**

-Unless no wax, buff, and wax floors quarterly. Arrange with Site Manager as this must be supervised

### **Janitors' Closets**

- These are to be kept clean, orderly, and well maintained
- Floors should be swept & wet mopped at least weekly
- Unless no wax or sealed concrete, the floors should be stripped & waxed annually
- Sinks should be cleaned daily
- All frequently touched surfaces, i.e., doorknobs & light switches, are to be cleaned daily with disinfectant cleaner

### **General**

- Wash all exterior windows quarterly
- Spot clean carpets as needed
- Wipe down all water coolers and wash drip trays
- Stairwells are to be cleaned monthly. Arrange these cleanings with the Site Managers
- Clean all vents and grates at least monthly; more often if needed
- All floors, and other hard surfaces, are to be monitored for cleanliness. It is occasionally necessary to use a scrub brush on these surfaces rather than a mop or rag.**

-Unless they are 'no wax', all vinyl floors are to be cleaned, buffed, and waxed quarterly. They are to be stripped and waxed annually.

## **Mid-day Cleaning – a mid-day cleaning is required for Petoskey Child Health Associates and Harbor Springs.**

### **Bathrooms**

- Sweep and wet mop and disinfect all floors,
- Clean and disinfect all fixtures including toilet, sink, etc., both inside and out
- Wipe with disinfectant cleaner all towel, soap, toilet seat cover and tissue dispensers
- Wipe all soap and hand sanitizer dispensers with disinfectant cleaner
- Wash mirrors
- All surfaces including doorknobs/handles and light switches, are to be wiped down with disinfectant cleaner

### **Waiting Rooms and Hallways**

- Wipe down chair seats and backs with disinfectant cleaner
- Wipe down all surfaces with disinfectant cleaner, including doorknobs/handles, light switches, and other frequently touched surfaces
- Ensure lobby chairs remain 6 feet distance.
- Fill all hand sanitizer dispensers and wash & disinfect all dispensers

### **Staff Room, Kitchen Areas & Meeting Rooms**

- Wipe down all counters, cupboard doors, and tables with disinfectant cleaner
- Wipe down wood/chrome chairs with disinfectant cleaner
- Wipe down the water coolers and wash the drip trays using disinfectant cleaner
- Wipe down phones, doorknobs/handles, light switches with a disinfectant cleaner

### **Foyers/Entries**

- Clean all glass
- Vacuum mats
- Wipe down furniture with disinfectant cleaner
- Clean all doorknobs/handles, and light switches daily with disinfectant cleaner

## **Supplies & Equipment**

Contractor will be responsible for providing all cleaning supplies & equipment. When purchasing supplies, Contractor will adhere to anti-bacterial, anti-viral, and disinfectant standards for medical facilities. Contractor will maintain the inventory of paper products, trash bags, and liquid hand soap. Contractor shall order these supplies from the vendor at which AHC maintains an account.

## **Contract Period**

This contract will be for a period of two (2) years. Pricing must be guaranteed throughout the life of the contract. Any increases over the two year period must be included in the bid. Fee is payable monthly on a date to be agreed upon by contractor and Alcona Citizens for Health, Inc.

## **Additional Cleanings**

Any additional cleaning, i.e., after bed bug or other insect exposure, above and beyond that listed above will be done at an hourly rate to be negotiated between Alcona Citizens for Health, Inc., and contractor. All additional services will be performed at the written request of the Alcona Citizens for Health, Inc.'s Facilities Manager, Maintenance Supervisor or Site manager, and not at the request of any other employee of Alcona Citizens for Health, Inc.

Knowledge of bed bug or other insect exposure preferred.

**Contractor will provide personnel sufficient to provide the required services and appropriate supervision to ensure cleaning is carried out in accordance with the specifications**

**Keys**

Keys to each building will be issued to and signed for by the contractor. The keys are to be used for janitorial related purposes only. Any unauthorized use of building keys will void this contract and all keys will be returned to the Site Manager. Should any key be lost or misplaced, the Facilities Manager, and/or Chief Information Officer must be notified immediately. Should the building(s) need to be re-keyed due to lost janitorial keys, Alcona Citizens for Health, Inc. reserves the right to recoup costs from the contractor.

**Damage to Buildings, Grounds and/or Contents**

Repair of damages, other than normal wear, made to buildings, grounds, and/or contents by janitorial personnel will be the responsibility of contractor.

**Smoke, Drug, Alcohol & Weapon Free**

All Alcona Citizens for Health, Inc. sites and grounds are smoke, drug, alcohol, and weapon free zones. Janitorial staff are prohibited from smoking, drinking, using drugs, and carrying weapons on Alcona Citizens for Health, Inc. property.

**Confidentiality**

Anything learned/observed within the walls of Alcona Citizens for Health, Inc. properties, **stays** within its walls. Contractor and his/her employees will be required to sign a confidentiality statement. Janitorial personnel are prohibited from reading anything that even remotely concerns patients. Contractor agrees that breach of confidentiality will result in immediate dismissal of the employee involved and may result in voiding of the contract and possible legal action.

**OSHA**

Contractor will meet all legal and regulatory standards, including OSHA, that pertain to the janitorial services business. Contractor will ensure that janitorial personnel are provided with the required & appropriate safety equipment. Contractor will also ensure that all janitorial personnel are up-to-date on all immunizations including Hepatitis B, and have a TB test prior to their initial day working at AHC sites.

No children are to accompany janitorial personnel to work site.

**COVID-19 State of Emergency – Until all Emergency Temporary Standards (ETS), relating to the pandemic are lifted, ALL janitorial staff will be required to be masked any time they are working in an AHC site.**

**Inclement Weather**

It is up to the contractor to determine whether or not the weather poses a threat to the safety of his/her employees. Should the contractor decide not to send his/her employees during bad weather, contractor is to notify the affected site's Site Manager. Should any or all of the Alcona Citizens for Health, Inc. sites be closed due to inclement weather, notice will be made through the AHC website, Facebook page, and local TV and radio media. Alcona Citizen for Health Inc.'s Site Managers will notify contractor of any other unusual closings.

## **Remuneration & Insurance**

Contractor must provide copies of up-to-date General Liability and Workers' Compensation certificates as they become due. Worker's Comp certificates are not required if the Contractor is a Sole Proprietor. Contractor is responsible for all wages, attendant taxes, and insurance for its employees.

## **Termination**

Unless for cause, thirty (30) days' notice will be given by either party for termination of contract. Final payment will be made upon receipt of all keys and any other AHC property issued to contractor.

## **Contract Period**

December 1, 2021 – November 30, 2023

Alcona Citizens for Health, Inc. is an EEOC company.