

SPECIFICATION MANUAL

CLEANING

Property: Catoctin View Homes, LLC

Bid Deadline: November 8, 2024

Contract Term: January 1, 2025 – December 31, 2025

Address: 800 Motter Ave, Frederick, MD 21701

Property Description: 7-story apartment community with 76 senior residential units, management offices, and common spaces.

Bid Contact Name: Director of Physical Services, Steve Frizzell

Email: sfrizzell@hacfrederick.org and cc: sau@hacfrederick.org

Phone: (o) 301-662-8173 ext. 1121 or (m) 301-606-6942

1. NOTICE TO BIDDER

The Property is seeking proposals for the following:

1.1 Scope of Work

The Contractor shall provide all labor, materials, and equipment necessary to fulfill the contract, in accordance with the Technical Specifications.

1.2 Submission of Proposals

- Proposals must be completed using the Bid Form which must be filled out in its entirety and signed by an authorized representative of the bidding company.
- Proposals must be concise and accurate. No oral bids or modifications will be accepted.
- Proposals must be submitted via email to the Bid Contact no later than the bid deadline.
- Bidders are responsible for visiting the site to familiarize themselves with existing conditions before submitting a proposal.

1.3 Access to Site

Bidders may reach out to the Bid Contact to arrange site visits during regular business hours (Monday through Friday, 8:00 a.m. – 4:30 p.m.).

1.4 Site Map

Please see attached site map for defined service areas.

1.5 Evaluation Criteria and Award

The contract will be awarded based on the best overall value and adherence to the specifications outlined in this document. The Property reserves the right to accept or reject any or all bids.

2. GENERAL CONDITIONS

2.1 Contractor Qualifications

The Contractor must demonstrate the capability to fulfill the requirements of this contract. Evidence of competence and the ability to manage the necessary personnel and equipment must be provided. Contractor and subcontractors shall be licensed and/or certified in the State of Maryland in areas applicable to all required work within the contract. The Contractor must submit employee background information as required.

2.2 Indemnification

The Contractor shall indemnify and hold harmless the Property, its agents, and employees from any liability arising from injury, damage, or loss caused by the Contractor's actions.

2.3 Damages

The Contractor is responsible for repairing any damages to the Property caused by their personnel or equipment. The Property must be notified immediately of any damage, and all repairs must be carried out by licensed professionals.

2.4 Workmanship

All services provided must meet industry standards of quality and be performed in a workmanlike manner.

2.5 Contract Payments

Contractor must submit invoices of the work performed within 30 days of providing the service. Payments will be made within 30 days of receipt of acceptable invoices and associated documentation in accordance with the contract. Payment will be withheld until any performance issues are resolved.

2.6 Change Orders and Scope Modifications

Any modifications to the scope of work must be pre-approved in writing by the Bid Contact.

2.7 Insurance Requirements

- A.** Prior to commencing work, the Contractor and each subcontractor shall furnish Certificates of Insurance showing the following insurance is in force and will insure all operations under the Contract;
- 1) **Workers' Compensation and Employer's Liability.** Contractor is required to comply with applicable Federal and State workers' compensation and occupational disease statutes.
 - 2) **Commercial General Liability** with a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property or others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five (5) years following the completion date of the Contract.
 - 3) **Automobile Liability** on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.

B. All insurance shall be carried with companies which are financially responsible and admitted to do business in the State in which the project is located. If any such insurance is due to expire during the construction period, the Contractor (including subcontractors, as applicable) shall not permit the coverage to lapse and shall furnish evidence of coverage to the Property. All Certificates of Insurance,

as evidence of coverage, shall provide that no coverage may be canceled or non-renewed by the insurance company until at least thirty (30) days prior written notice has been given to the Property.

2.8 Force Majeure

Neither party shall be held liable for delays or failure to perform due to events beyond their control, including natural disasters, pandemics, or other unforeseen events. In such cases, notification must be made as soon as possible.

2.9 Termination for Cause or Convenience

The Property may terminate the contract for cause, including failure to meet service expectations, poor reviews, or safety violations. The Contractor will have 10 business days to rectify any issues. The Property also reserves the right to terminate the contract for convenience with written notice.

2.10 Dispute Resolution

Disputes shall first be attempted to be resolved through mediation. If mediation fails, binding arbitration will be conducted in Frederick County, Maryland.

2.11 Safety and Environmental Compliance

The Contractor must comply with all applicable safety and environmental regulations.

2.12 Liability for Subcontractors

Subcontractors must be pre-approved by the Property in writing and must maintain the same insurance and liability coverage as the primary Contractor.

3. TECHNICAL SPECIFICATIONS

3.1 Work Hours

- Contractor is permitted to work between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.
- Property Management offices will be cleaned according to the guidelines in Section 3.3 once a week on Wednesdays between 10:00am – 3:00pm.
- If a scheduled service day falls on a holiday, the service must be completed the day before or the day after the holiday.

3.2 Record-Keeping and Reporting

- Each day work is performed onsite, the Contractor shall complete a checklist (provided by the Property) indicating areas which were serviced. This checklist will be reviewed by the property management team for accuracy and thoroughness of work.

3.3 Common Spaces

- 3 x Week Tasks (Monday – Wednesday – Friday)
 - Remove trash/recycling (interior & exterior) – Replace liners with Property-supplied bags.
 - Clean & sanitize all surfaces (tables, chairs, counters, doorknobs, light switches, etc.).

- Clean both sides of glass doors (weather permitting for exterior).
- Clean & sanitize elevator walls, rails, buttons, and doors.
- Clean & sanitize handrails in stairways.
- Clean & sanitize drinking fountains.
- Vacuum/sweep & mop LVT and ceramic floors throughout the property (including elevators).
- Dust mop & wet mop stairway steps & landings.
- Clean & disinfect sinks, toilets, urinals, dispensers, surface areas, walls, and fixtures in restrooms.
- Clean mirrors in restrooms.
- Disinfect all kitchen surfaces (countertops, high-touch areas, and sinks).
- Wipe down appliances & coffee machine.
- Re-stock expendable products (paper towels, toilet tissue, hand soap, trash bags) throughout common areas as needed.
- Clean & sanitize exterior of vending machines (if applicable).
- 1 x Week Tasks (Wednesday)
 - Dust window blinds & ledges.
 - Clean cabinet exteriors, disinfect backsplash, wipe walls, and deep clean surfaces in the kitchen.
- 1 x Month Tasks (1st Wednesday of each month)
 - Vacuum behind laundry room equipment and clean walls/ductwork.
 - Deep clean refrigerator, oven, microwave, and cabinets.
 - Polish lobby furniture.
 - Vacuum & dust all artwork throughout the property.
- Quarterly Tasks (1st Wednesday of each month)
 - Machine scrub ceramic tile floors (January, April, July, October).

Please note:

***All expendable products (toilet tissue, paper towels, trash bags, soap, etc.) shall be purchased and supplied by Property.**

BID FORM CLEANING

Property: Catoctin View Homes, LLC

Bid Deadline: November 8, 2024

Contract Term: January 1, 2025 – December 31, 2025

Address: 800 Motter Ave, Frederick, MD 21701

Property Description: 7-story apartment community with 76 senior residential units, management offices, and common spaces.

Bid Contact Name: Director of Physical Services, Steve Frizzell

Email: sfrizzell@hacfrederick.org and cc: sau@hacfrederick.org

Phone: (o) 301-662-8173 ext. 1121 or (m) 301-606-6942

Bidder Information:

- **Company Name:** _____
- **Contact Person:** _____
- **Business Address:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Years in Business:** _____

The Bidder, having familiarized themselves with the local conditions affecting the cost of the work, and with the Specification Manual hereby proposes to furnish all labor, materials, equipment, and services as follows:

\$ _____ January

\$ _____ February

\$ _____ March

\$ _____ April

\$ _____ May

\$ _____ June

\$ _____ July

\$ _____ August

\$ _____ September

\$ _____ October

\$ _____ November

\$ _____ December

\$ _____ **Total Base Bid**

BIDDER QUALIFICATIONS

All bidders must provide evidence of their experience in handling similar contracts, including references for projects with a similar scope of work. The bidder must also demonstrate that they are licensed and capable of fulfilling the contract. Upon request, bidders must submit employee information for background checks.

1. **Years of experience in similar contracts:** _____

2. **References for projects with a similar scope of work (please provide at least three):**

○ **Reference 1:**

Name: _____

Phone Number: _____

Email Address: _____

○ **Reference 2:**

Name: _____

Phone Number: _____

Email Address: _____

○ **Reference 3:**

Name: _____

Phone Number: _____

Email Address: _____

3. **Licensure:**

○ License Number: _____

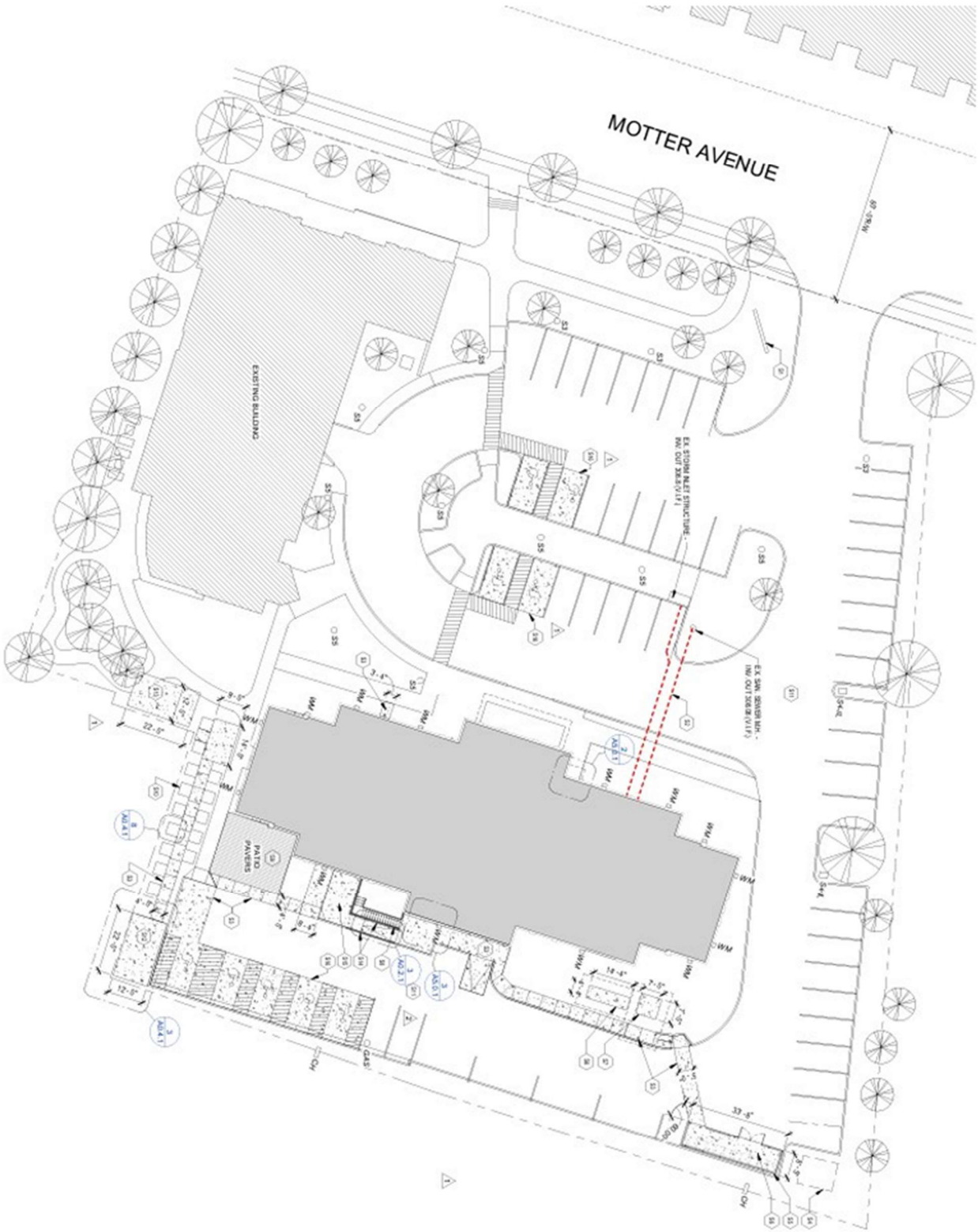
○ Issuing State: _____

Authorized Signature: _____

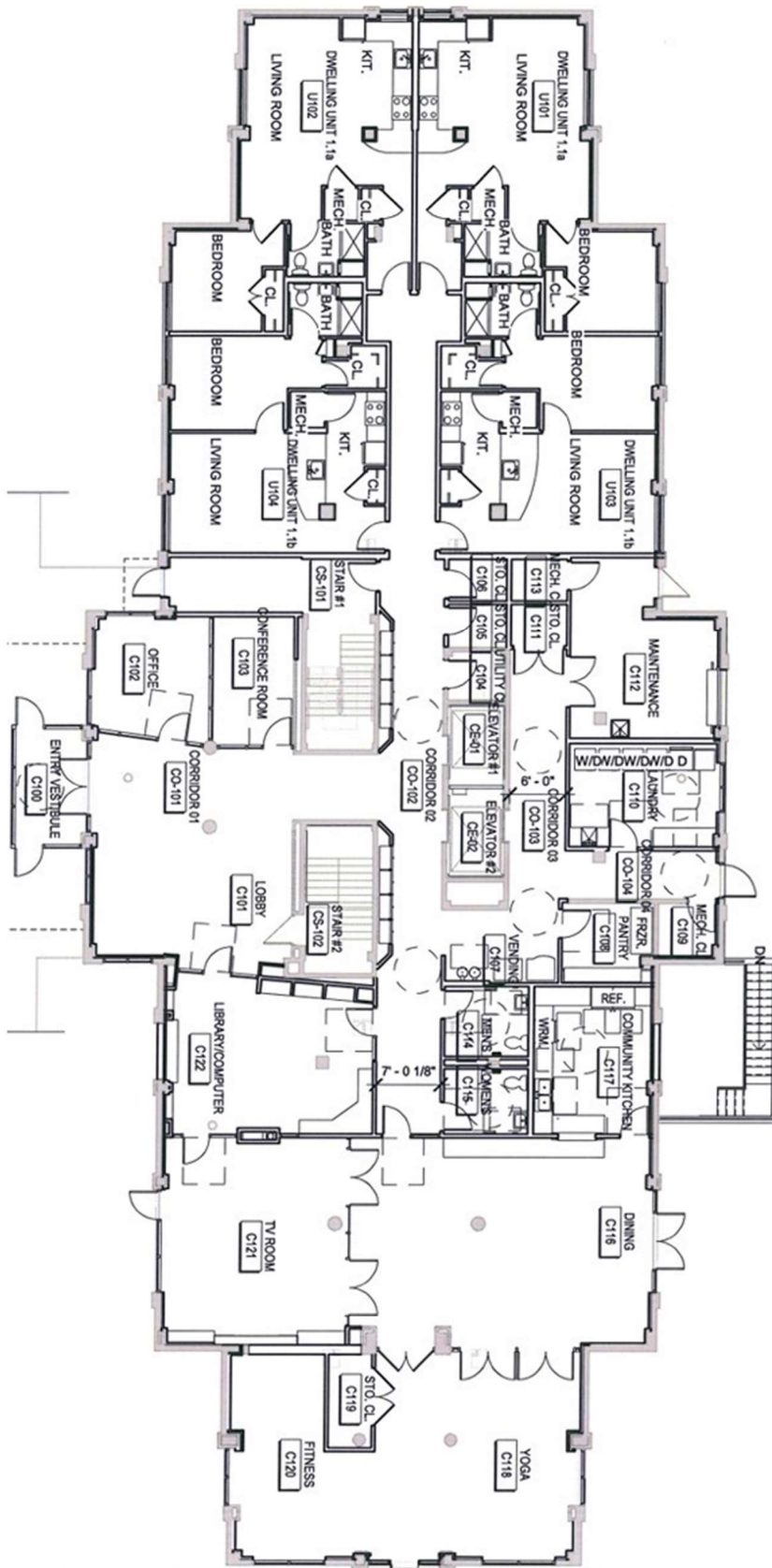
Printed Name: _____

Date: _____

Catoctin View—Site Plan



Catoctin View—Main Floor



Catoctin View—Floors 2-7

