

QSP 2020-8050;
Carpet Cleaning for Campus
ATTACHMENT A: SCOPE OF WORK



The Cincinnati Metropolitan Housing Authority requires carpet cleaning services for four administrative buildings known as “Campus” at the following locations within the City of Cincinnati:

- 1088 West Liberty
- 1635 Western Avenue
- 1627 Western Avenue
- 1044 West Liberty

Services will be requested as needed.

CMHA reserves the right to award the contract to multiple contractors.

1.0 Office Locations

The “Campus” buildings and their offices are noted as follows:

- 1.1** 1088 West Liberty Street
 - Purchasing
 - Legal
 - Leasing
 - Asset Management

- 1.2** 1635 Western Avenue
 - Housing Choice Vouchers (HCV)
 - Finance
 - Information Technology
 - Training Center (CCLC)
 - CMHA Board Room
 - Cafeteria
 - Auditorium

- 1.3** 1627 Western Avenue
 - Executive Offices
 - Human Resources
 - Real Estate Construction and Development

- 1.4** 1044 West Liberty Street
 - Procurement
 - Lock Shop

See Attachment A.1 for floor plans of the buildings on the CMHA campus.

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2.0 Specific Requirements

The following services shall be provided:

- 2.1** Carpets shall be cleaned (steam cleaned or shampooed as requested) to present a uniformly clean appearance at all times free from spots, stains, chewing gum, tar, grease, litter, etc. Any tears, rips, burns, or indelible stains shall be reported to the Facilities Supervisor for repairs or replacement. Loose dirt or debris including in corners, expansion joints, and other places inaccessible to the vacuum should be cleaned. Special care shall be paid to lobbies, entrances, main corridors, conference rooms and public reception areas.
- 2.2** **Vacuuming** - Carpets shall be vacuumed before cleaning. Close attention shall be paid to corners, edges, and areas that are inaccessible to the machine. Appropriate hand tools shall be employed to assure that these areas are properly cleaned. Care shall be exercised to prevent hitting or otherwise damaging walls, baseboards, or furnishings with the vacuum or attachments.
- 2.3** **Spot Cleaning**- Carpets shall be spot cleaned as necessary to remove gum, tar, grease, spills, spots, stains, etc. A solvent cleaner may be used provided that it is safe and does not cause fading or discoloration. Aerosol chewing gum remover may be used with a putty knife, but careful attention shall be paid to avoid damaging carpet fibers.
- 2.4** Carpets shall be kept free from chewing gum, candy spills, spots, grease, food and beverage stains, water marks, etc. Indelible stains which cannot be removed by spotting and shampooing procedures shall be reported to the Facilities Supervisor.

3.0 General Requirements

- 3.1** Standard CMHA operating hours for all buildings are 8:00 AM – 4:40 PM.
- 3.2** If cleaning after standard operating hours, at closing in all areas unless specifically instructed not to by a CMHA contract administrator or building representative:
 - Turn off lights and equipment.
 - Close and lock windows and doors.
 - Activate the security alarm system.

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4.0 Performance Standards

- 4.1** For each time the Contractor violates any of the clauses in this QSP, the Contractor's fee may be reduced 10% for that service.

- 4.2** CMHA may waive the fee reductions at its discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service.