

SCOPE OF PROPOSAL -

Fair Haven Community Health Clinic, Inc. (FHCHC), a Federally Qualified Health Center, which provides primary health care, as well as ambulatory dental and behavioral health services is seeking proposals from qualified vendors/firms to provide cleaning services to several clinical and administrative sites in New Haven, Branford and East Haven. The work includes performing cleaning of clinical and non-clinical areas after hours once daily operations of clinical and administrative sites have concluded. Cleaning services must abide by healthcare industry standards in regards to infection control, using the appropriate healthcare grade cleaning products and cleaning procedures. Selected vendor/firm will provide sufficient number of staff to meet the cleaning needs of the facility. The selected firm is expected to obtain and coordinate the work of all subcontractors needed to complete the project and provide proper equipment and pre-approved cleaning products to complete services. The successful vendor/firm will be expected to provide all services as described within this document through to project completion.

Bids from women and minority owned businesses are encouraged.

Timeline of the RFP:

Timeline	
12/3/2019	Release of RFP Documents
12/11/2019	A walkthrough will take place on 12/11/2019 at 9:00am starting at 374 Grand Avenue. For any questions, please contact Janine Davey (781) 760-6203 or j.davey@fhchc.org
12/20/2019	Proposals must be received by 1:00PM Eastern Time in the Administrative Offices of Fair Haven Community Health Clinic, Inc., 374 Grand Avenue, Fair Haven, CT 06513 Attention: <i>Janine Davey, Director of Facilities</i> or J.Davey@fhchc.org . Proposals may be either in hard copy or electronic.
12/27/2019	Award Contract
2/1/2020	Start of services

Scope of Services: The frequency and services provided will vary according to the needs at the specific locations.

Locations	Services per Week:
374 Grand Ave.	5 days/week
50 Grand Ave. Upper & Lower Levels	6 days/week
370 Hemingway East Haven	5 days/week
Bella Vista	3-4 days/week
350 Grand Ave.	5 days/week
85 Woolsey St.	3 days/week
221 W Main St, Branford	5 day/week

Cleaning services shall include, but are not be limited to:

Exam Rooms and Clinical Areas:

- Thoroughly scrub and disinfect all sinks and countertops
- Polish faucets
- Clean and disinfect doors, door knobs, cabinets and chairs
- Clean and/or dust exam tables computer mounts, chairs, stools and doors
- Clean and disinfect base of exam tables.
- Sweep/vacuum floors in preparation for nightly cleaning. Including around and behind exam tables and chairs.
- Clean and restock soap, sanitizers and multifold towels (provided by FHCHC) as needed.
- Spot clean walls, baseboards and trim as needed.

- Empty all waste receptacles (regular and recyclable), replace liner and take all trash to designated dumpsters.
- Empty biohazard bin, replace liner and take to designated area.

Entrances, Lobbies, Reception, Offices, Hallways, Stairwells and Conference Rooms:

- Clean entrance glass
- Dust/clean on all fixtures and office furniture including, file cabinets, desks, counter tops, and window sills. Spot clean doors, door frames, light switches, walls and reposition furniture after cleaning.
- Empty all waste receptacles, replace liner and take all trash to designated dumpsters.
- Wipe all internal glass of fingerprints and smudges.
- Clean and sanitize all drinking fountains and water coolers. Empty and clean catch basins of water drips. Remove smudges and fingerprints.
- Clean or dust office equipment and phones.
- Dust desks.
- Once per week: Clean and disinfect lobby, office and conference room chairs. Clean and polish metal or chrome areas of chairs.
- Sanitize all children's furniture and toys (chairs, bookcase, toys)
- Biweekly: Clean blinds, sills, door jams, light fixtures, baseboards, trim, railings, floor and ceiling vents.
- Clean and restock sanitizers, soaps, toilet paper and multifold towels (provided by FHCHC) as needed.

Kitchens, Lunch or Break Areas:

- Clean and disinfect all counters, tables, chairs, sinks, faucets with appropriate cleaner daily.
- Clean inside and outside of microwave daily.
- Reposition furniture as needed
- Remove all trash, replace liners and take to appropriate dumpsters.
- Remove recycling to appropriate dumpsters.
- Once/month: Clean refrigerators, snack machines and coffee machine of smudges and fingerprints.
- Clean and restock soaps, sanitizers and multifold towels (provided by FHCHC) as needed.
- Clean inside refrigerator quarterly

Bathrooms:

- Clean and disinfect sinks, all fixtures, counters, cabinets and basins.
- Wipe and clean walls, doors, doorknobs, waste receptacle and changing tables.
- Sweep or vacuum floor in preparation for nightly cleaning.
- Empty waste receptacle, replace liner and take to designated dumpsters.
- Polish all chrome, metals or mirrors.
- Clean and restock soaps, sanitizers, toilet paper and multifold towels (provided by FHCHC) as needed.

Floors (Carpet, VCT, Tile and Hardwood Flooring) •

Vacuum and spot clean carpet areas.

- Clean/disinfect all hard surface floors using pre-approved neutral floor cleaner.
- Quarterly hot water extract/disinfect all carpet areas upon request
- Once/month: Deep cleaning of all hard floors to ensure proper disinfecting of tile/grout or grooves.
- Routine floor maintenance, including periodically stripping, buffing, burnishing and properly sealing floors with pre-approved products.

Other Services:

- Wash accessible windows (inside and outside) once a week
- Transfer all recyclable materials (boxes, shred bags etc...) to appropriate dumpsters.

Nightly Closing:

- Clean staging area and stock areas provided at each site.
- Inventory supplies needed for next scheduled cleaning.
- Turn off all designated lights as instructed
- Secure all windows and doors.
- Arm building alarm, if applicable for location.

Selected firm/vendor is expected to follow all OSHA safety requirements

1. Selected firm/vendor is to ensure that staff on site has met satisfactory background checks and is familiar with healthcare settings.
2. Vendors may add an additional section entitled, “**Additional Scope**” under the scope of services if they expect to provide equipment and/or services not listed above.

Alternative Service:

- Porter service five (5) days/week to include mid-afternoon bathroom cleaning at all sites and as needed janitorial duties. Porter should also prepare and organize supplies for nightly cleanings.

The selected vendor/firm must be responsible for meeting OSHA, The Joint Commission (TJC) and CT Department of Health standards. This may be accomplished by oversight of FHCHC staff who would be tasked with completing required activities.

The selected vendor needs to provide a minimum of three (3) professional references. Experience with Federally Qualified Health Centers is desired.

The selected vendor/firm will be required to enter into a contract with FHCHC. Additional contract conditions may be required, depending upon the nature and extent of the services to be provided. FHCHC reserves the right to negotiate a change or modification to any of the proposed contractual conditions.

A Request for Qualifications must be included in the RFP. Bidders’ qualifications are evaluated and the most qualified bidder will be selected, subject to negotiation and reasonable compensation.