

Bid instructions for interior cleaning of Transit Buses and Support Fleet.

These will be the requirements for general monthly cleaning;

- 1) Sweep behind the drivers seat. Remove any debris and clean under seat.
- 2) Sweep the rest of the bus or van thoroughly, making sure to remove all debris under and between the seats. Ensure that the rear wheel wells are completely clean on each side, sweeping out any debris. Use a small broom under the seats and a large broom down the main walkway.
- 3) Wipe the dash, drivers gauges and drivers sun visor (if equipped). No dust is to be
- 4) Mop the bus floor thoroughly and scrub out any stains. Clean the steel runners on both sides of the floor. Mop thoroughly behind each wheel well and along the surface of the lower panel just below the seats in the very back of the bus.
- 5) Mop the entire bus and also include the driver area floor.
- 6) Remove and graffiti and gum.
- 7) Clean and mop the flooring ledge at the rear of the entrance step well.
- 8) After 5-6 buses have been cleaned mop water is to be changed.
- 9) All debris and trash is to be kept in a trash can and disposed of in the trash dumpster, recyclable materials should be sorted and placed in the appropriate container(s).
- 10) All cleaning material and mops and equipment are to be provided by the bidder.
- 11) Clean window frames and panels between and above each window.
- 12) Clean each interior mirror used by the driver, remember there is one above or at each exit door.
- 13) Clean all hand rails, equipment boxes and the fare box with a damp or dry cloth as to not water soak the equipment.
- 14) Clean the entrance and exit door including grab rails and step well lights and modesty panels.
- 15) Clean all interior windows, clean speaker panels, A/C return air grill and ceiling panels, roof hatches and rear wall including the area below the rear seats.
- 16) Clean Melamine panels from above the windows and to the bottom of the seat edge.

This will be the requirements for detail cleaning; this is in addition to the requirements listed in the general cleaning instructions and to be done on a bi monthly basis as scheduled;

- 1) On vehicles equipped with upholstery the upholstery will be shampooed. Vendor must use an approved cleaner that is non allergenic. Upholstery is to not be wet soaked and should be dry within 6 hours of shampooing.
- 2) All vehicles will have the floor mopped clean and an approved floor wax will be lightly applied to the floor surface.
- 3) Clean all interior light lenses.
- 4) Remove all interior advertising signage and clean behind advertisement, replace advertisement when finished.
- 5) Clean speaker panels, A/C return air grill and ceiling panels, roof hatches and rear wall including the area below the rear seats.
- 6) Clean Melamine panels from above the windows and to the bottom of the seat edge.
- 7) Removal of ALL built up dirt residue in corners.

For all interior cleaning that is done a required check list is to be filled out for each vehicle that has had an interior cleaning completed. Interior Cleaning is to be done on weekends only. Bidders are required to check in with the CHT dispatcher before commencing operation for the day. CHT provides service for UNC athletic events as well as other Town of Chapel Hill functions and buses may not be available for cleaning every weekend. A minimum of 99 and a maximum of 132 vehicles are to be cleaned each month. Pricing for buses and support vehicles are to be listed separately. Vehicles are to be detailed bi monthly and will be scheduled by the Maintenance Superintendent. Follow up post cleaning inspections will be performed by CHT personnel to ensure cleaning is adequate and thorough.

**Proposal Sheet
For
Interior Cleaning Services for Buses & Support Fleet**

<u>Specifications</u>	Transit bus	Support Vehicle
1. Basic Service, Per Month	\$ _____	\$ _____
2. Quarterly Detail	\$ _____	\$ _____