

PLEASE NOTE CHANGES ON PAGES 2, 3, AND 9 MADE ON 10/10/23

**COMMODORE PERRY SCHOOL DISTRICT REQUEST FOR
PROPOSAL
FOR CUSTODIAL SERVICES**

ATTN: MICHELLE GOEHRING, BUSINESS MANAGER

3002 PERRY HIGHWAY

HADLEY, PA 16130

PROPOSALS DUE

MONDAY, OCTOBER 23, 2023 12:00 P.M.

INVITATION TO SUBMIT PROPOSAL

The Commodore Perry School District is soliciting sealed bids for custodial services for the following period: Three (3) years, not inclusive of any pro-rated partial year of service.

All proposals must be received by **October 23, 2023 at 12:00 p.m.** and will be opened at that time in the Office of the Business Manager in the District Administration Office. All envelopes must be sealed and clearly indicate "**BID FOR CUSTODIAL SERVICES** " on the outside of the envelope. Faxed or emailed proposals will not be accepted. Please submit sealed proposals to:

**Commodore Perry School District
3002 Perry Highway
Hadley, PA 16130
Attn: Michelle Goehring, Business Manager**

Tentative plans are for the Commodore Perry School Board of Directors to review the proposals and take action to award a contract at a special meeting on October 24, 2023 at 6:00 PM. The Commodore Perry School District Board of Education reserves the right to accept or reject any and/or all bids and to waive any and all irregularities that serve the interests of the school district, or to accept the bid that it finds, in its sole discretion, to be in the best interest of the school district.

Commodore Perry School District has one building encompassing K-12 located at 3002 Perry Highway, Hadley, PA 16130

A mandatory pre-bid meeting and facilities tour will be held at the District Administration Office on October 11, 2023 at 9:00 AM. Appointments for additional site tours may be arranged at the discretion of the district by contacting Jarrod Breese at (724)253-3255 extension 1222.

Any bid award is contingent upon the successful bidder entering into a contract as drafted and approved by the district solicitor.

All Bids must be on a lump sum basis; segregated bids will not be accepted.

~~Bids must be accompanied by a Bid Security in the amount of ten percent (10%) of the Base Bid in the form of a surety bond or a certified check drawn in favor of the Commodore Perry School District. No bid may be withdrawn for sixty (60) days from the bid receipt date.~~

Instructions to Bidders:

- This solicitation is for the purpose of entering into a contract to provide custodial service for the Commodore Perry School District facilities located at 3002 Perry Highway, Hadley, PA 16130.
- This will be a fixed price, lump sum contract. Segregated bids will not be accepted.
- All bids must be submitted on the form provided.
- All bids must be sealed in an envelope clearly marked "BID FOR CUSTODIAL SERVICE."
- All bids are to be submitted to Mrs. Michelle Goehring, Business Manager, Commodore Perry School District, 3002 Perry Highway, Hadley, PA 16130 no later than 12 pm on October 23, 2023 and will be opened and read publicly at that time.
- ~~Bids must be accompanied by a Bid Security in the amount of ten (10%) percent of the Base Bid in the form of a surety bond or a certified check drawn in favor of Commodore Perry School District.~~
- No bid may be withdrawn for sixty (60) days from the bid receipt date.
- The Commodore Perry School District Board of Education reserves the right to accept or reject any and/or all bids and to waive any and all irregularities that serve the interests of the school district, or to accept the bid that it finds, in its sole discretion, to be in the best interest of the school district.
- The submission of a bid shall serve as conclusive evidence that the bidder is satisfied with all requirements outlined in the Instructions to Bidders and to all conditions serving to control the execution of any contract which may ensue. The bidder shall not at any time after the submission of bid, set up any claim whatsoever based upon insufficient data or incorrectly assumed conditions.
- Award shall be made to the qualified and responsible bidder whose financial, technical and other resources indicate an ability to satisfactorily perform the services required by this solicitation. Qualifications and experience will be factors considered in awarding the bid.
- Each bidder shall present evidence of experience, qualifications and financial ability to carry out the work in accordance with this contract.
- Any bid award is contingent upon the successful bidder entering into a contract as drafted and approved by the district solicitor.
- The Commodore Perry School District is not liable for any cost incurred by the bidder prior to the final approval of the contract by all parties.
- The initial contract for CUSTODIAL SERVICES shall be for a period of three years beginning on January 1, 2024 and ending December 31, 2026, plus any period agreed to during 2023 (pro-rated) with the School District having the option to annually extend the Contract term for an additional twelve months (January 1 through December 31) for up to four additional years.
- The successful bidder shall procure and maintain at his/her own expense, insurance for liability for damages imposed by law, of the kinds and in the amounts hereinafter provided, in insurance companies authorized to do such business in the state of Pennsylvania covering all operations under the contract.
- Each insurance policy shall have limits of not less than one million dollars coverage for bodily injury liability and property damage liability.
- The successful bidder shall procure Workers' Compensation insurance in the amount of \$100,000/\$100,000/\$500,000 dollars and provide the Commodore Perry School District with a Certificate of Insurance form indicating such coverage.

Evaluation Criteria:

Qualifications and experience will be factors considered in awarding the bid as stated in the Instructions to Bidders. In order for the Board to properly evaluate this, all bidders should attach statements regarding the following to their bid form.

- Method of Operation
- Educational Institution References
- Management and Supervision Personnel
- Training Programs
- Quality Control Program
- Evidence of Plan for Employee Retention

Custodial Services:

The contractor will furnish a list of employees who are assigned to work at district facilities. This list shall include the full name and complete home address of each employee. Contractor's employees who may come in contact with any student will require the approval of the Board of Directors of the Commodore Perry School District. Further, each employee must satisfy the requirements of all mandatory background checks and submit the results of these background checks to the Superintendent of the Commodore Perry School District prior to the employment of any worker. Background checks to be submitted are as follows: Act 34, Act 114, A151, Act 168, and Act 24. These background checks are to be completed at the expense of the contractor or employee.

The District reserves the right to terminate the Contract if it is unsatisfied with the quality of the work provide by the Contractor. In the event the district terminates the Contract, it will be required to provide the Contractor with thirty (30) days advance notice of the same.

In the event that the Contractor defaults in the performance of the Contract and the District incurs legal costs and fees to enforce its Contractual rights, the Contractor shall be liable to the School District for said costs and fees.

Scope: The contractor will furnish all labor, cleaning and disinfecting materials, service, articles, operation, floor scrubbing machine, cleaning equipment, mops, rags, dust mops and incidental's necessary for the completion of custodial services as outlined in the enclosed specifications. The only exception is that the district will supply the following supplies:

Toilet Paper

Paper Towels, to include folded and roll towels for hygiene purposes.

Garbage Bags

Personal hygiene products to include facial tissues, tampons, sanitary napkins, waxed disposal bags, hand soap, and hand sanitizer.

Attached Cleaning Specifications outline the work to be completed. In addition, the following is expected:

1. Saturday and/or Sunday coverage of two hours each day to assure clean-up of weekend activities or events as directed by the Supervisor of Building and Grounds.
2. Assist the Supervisor of Building and Grounds as needed and directed in sidewalk snow removal or other special projects that may arise as an urgent need.
3. Assist in the set up and break down of tables, chairs, and bleachers for special events and assemblies.
4. Provide (8) hours coverage per day Monday through Friday for the hours of 6:30 AM to 3:00 PM, one Custodial Technician. As well as one sanitizing technician who will work 11:00 AM to 3:00 PM.
5. Provide the number of hours coverage per day (specify number of hours _____), deemed necessary by the contractor to clean the building, (minimum) Monday through Friday for the hours of 3:00 PM to 11:30 PM; five Custodial Technicians (minimum) with a designated Supervisor of Crew present.
6. Have the ability to provide substitutes or additional staff should the need arise due to absences or vacations.

Commodore Perry School District Cleaning Specifications

1.1 Job Description – Day Shift Custodian

1. Unlock the building, turn on lights.
2. Police trash around entrances during fair weather.
3. Inspect building. Take care of any oversights from night shift.
4. Prepare cafeteria and Room 101 for breakfast.
5. Clean up cafeteria and Room 101 after breakfast.
6. Clean entrance glass in elementary and high school inside and outside.
7. Police lobbies in elementary and high school sides, damp mop, or floor scrub floors immediately after student arrival.
8. Check gymnasium and multi-purpose rooms, police and clean as needed.
9. Police and clean Wrestling Room and Wrestling Room stairwell.
10. Make self-available for teacher requests and clean ups.
11. Prepare cafeteria for lunch.
12. Oversee lunch and cleanup cafeteria afterwards.
13. Responsible for maintaining all exterior trash receptacles.
14. Scrub elementary gym/multipurpose room each morning before classes.
15. Scrub hallways and corridors during class periods.

1.2 Custodian Work Areas and Responsibilities – Second Shift Custodians

1. The custodial staff working the afternoon and/or night shift will be responsible for cleaning the building according to the schedule included. The Contractor will determine the procedure with the approval of the Supervisor of Building and Grounds.
2. Areas of work (routes) for each custodian will be determined in the same way.
3. Flexibility in the cleaning procedure will be allowed with cooperation between the Contractor and the Supervisor of Building and Grounds.
4. Locking all exterior and interior doors at the end of the shift.
5. Turning off all lighting at the end of the shift except for the night lighting.
6. **An onsite supervisor or group leader will be required during the afternoon shift.**

1.3 Description of Maintenance Type Duties

The following are duties the custodial personnel are required to do in assisting the maintenance personnel:

1. Unloading the freight/trucks (infrequent)
2. Moving classroom furniture (mainly Summer)
3. Lockdown and inside and/or outside door or entrance in assigned section. Properly secure any barrier gate being used for the control of traffic patterns in assigned section.
4. Responsible for reporting any maintenance and repair problems to the supervisor.
5. Perform any and all other duties normally associated with custodial positions assigned by the supervisor or the administration.

2.1 Building Care

Scope: The scope of this section shall consist of supplying all labor, equipment and supplies to accomplish the required custodial service necessary to keep the building in a clean, safe, sanitary, and attractive condition.

2.2 Performance and Standards

The contractor shall be expected to exercise the same care and upkeep of the buildings as a prudent building owner. The following frequencies shall constitute **the minimum level for satisfactory performance**. The District and or its designee will determine the standard of cleanliness. All contractors will be required to maintain cleanliness standards.

3.1 Classroom Areas (includes libraries and other ancillary areas)

A. Floors:

1. Resilient tile floors
 - a. renovate: strip, seal, and finish with 4 coats Annually (Summer)
 - b. scrub, recoat (minimum) Semi-Annually
 - c. dust mop, wet mop Daily

2. Carpeted Areas:
 - a. Renovate: shampoo, extract Semi-Annually
 - b. Damp buff, traffic areas, spot shampoo Monthly
 - c. Spot removal Daily
 - d. Vacuum Daily

B. Windows:

1. Doors, doorway glass, partitions Daily
2. Inside windows Semi-Annually
3. Outside windows Semi-Annually
4. Remove/clean screens Annually (Summer)

C. Desks/Furniture:

1. Complete cleaning Annually (Summer)
2. Dust, disinfect wipe, remove graffiti, polish Daily

D. Ledges, Shelves, Woodwork, Trim:

1. Clean, polish Monthly
2. Dust Weekly

E. Light Fixtures:

1. Dust Monthly
2. Complete cleaning Annually (Summer)

F. Shades/Drapes – clean

Annually (Summer)

G. Chalkboards/Whiteboards – clean

Daily

H. Walls/Ceilings:

1. Dust/general cleaning Weekly
2. Spot cleaning Daily
3. Complete wall washing Annually (Summer)
(Woodshop walls and ceilings included)

I. Wall Lockers:

- | | |
|----------------------------|-------------------|
| 1. Complete cleaning | Annually (Summer) |
| 2. Remove graffiti/writing | Daily |
| 3. Dust | Weekly |

J. Restrooms – clean/disinfect/stock, sinks, toilets, urinals,
Partitions, dispensers, remove graffiti

Daily

K. Drinking fountains – clean, disinfect, polish

Daily

3.2 Gymnasium and Stage

A. Floors

- | | |
|---|-------------------|
| 1. Wood floors: High School Gymnasium | |
| a. Renovate: remove finish, complete refinish | Annually (Summer) |
| b. Dust mop and scrub floor | Daily |
| 2. Synthetic floors: Elementary Gymnasium | |
| a. Dust mop and scrub floor | Daily |

B. Windows

- | | |
|-------------------------|---------------|
| 1. Doors, doorway glass | Daily |
| 2. Inside Windows | Semi-Annually |
| 3. Outside Windows | Semi-Annually |

C. Bleachers and Seating: Both Gymnasiums

- | | |
|----------------------------------|-----------------------|
| 1. Wash seats, floors and stairs | Weekly or after event |
| 2. Dust | Weekly or after event |
| 3. Pull out, sweep and mop | Weekly or after event |

D. Athletic Field Bleachers:

- | | |
|---|-----------------------|
| 1. Clean under bleachers and dispose of litter after each event | Weekly or after event |
|---|-----------------------|

E. Ledges, Woodwork, Trim:

- | | |
|---------------------|---------------|
| 1. Clean and polish | Semi-Annually |
| 2. Dust | Weekly |

F. Walls/ceilings:

- | | |
|------------------------------|-------------------|
| 1. Dust/general cleaning | Weekly |
| 2. Spot cleaning | Daily |
| 3. Complete wall pad washing | Annually (Summer) |

3.3 Corridors and Stairways

A. Floors:

1. Resilient tile and terrazzo floors:
 - a. Renovate: strip, seal and finish 4 coats
Annually (summer)
 - b. Scrub, recoat (minimum)
Semi-Annually
 - c. dust mop, floor scrub
Daily
 - d. spray buff or burnish
Monthly

2. Carpeted area (includes carpeted walk-off mats)
 - a. Renovate: shampoo, extract
Annually (Summer)
 - b. Damp buff, traffic areas, spot shampoo
Weekly
 - c. Spot removal
Daily
 - d. Vacuum
Daily

3. Ceramic, clay and quarry tile, as well as concrete floors:
 - a. Renovate: strip, seal, refinish
Annually (Summer)
 - b. Scrub, recoat
Semi-Annually
 - c. Dust mop, wet mop
Daily

4. Rubber floors and stair trends:
 - a. Complete renovation
Annually (Summer)
 - b. Scrub
Monthly
 - c. Dust mop, wet mop
Daily

B. Windows: (refer to section 3.1b)

C. Shades/Drapes - clean

Semi-Annually

D. Ledges, Shelves, Woodwork, Banisters, Trim, etc.

1. Clean and polish
Semi-Annually
2. Dust
Weekly

E. Light Fixtures

1. Dust
Monthly
2. Complete cleaning
Annually (Summer)

F. Walls/Ceilings (refer to section 3.1 1)

G. Exhibit/Trophy Case:

1. Clean outside glass
Weekly
2. Clean inside glass, shelves, lights, etc.
Quarterly

H. Wall Lockers:

1. Complete cleaning
Annually (Summer)
2. Remove graffiti/writing
Daily
3. Dust
Monthly

I. Drinking Fountains – clean, disinfect, polish

Daily

3.3 Corridors and Stairways (Continued)

J. Mirrors – clean and polish Daily

1. Wet mop tile Daily
2. Clean walls Weekly
3. Clean door tracks Daily

3.4 Miscellaneous (in all areas of the building)

A. Fire extinguishers:

1. Clean cabinet and extinguisher Monthly

B. Exit lights – check for burned out bulbs and report to maintenance Weekly

C. Metal Fixtures, doorknobs, kick plates, trim, stainless steel, etc.

1. Clean and disinfect Weekly

D. Trash Containers – Interior and Exterior

1. Remove and dispose of trash Daily
2. Clean trash containers (minimum) Semi-Annually
3. Clean trash container lids Weekly

3.5 Restrooms/Locker Rooms>Showers/Coaches Offices/Weight Room/Wrestling Room

A. Floors:

1. Resilient tile and terrazzo floors:

- a. Renovate: strip, seal and finish 4 coats Annually (Summer)
- b. Scrub, recoat (minimum) Semi-Annually
- c. Dust mop, wet mop/disinfect Daily

2. Ceramic tile floors:

- a. Renovate: strip, seal, refinish Annually (Summer)
- b. Scrub, recoat (minimum) Quarterly
- c. Dust mop, wet mop/disinfect Daily

3.5 Restrooms.....(Continued)

3. Weight room/wrestling room:	
a. Empty trash	Daily
b. Clean (vacuum or wet mop)	Weekly
c. Clean stairs	Daily
B. Windows:	
1. Inside	Weekly
2. Outside	Weekly
C. Mirrors:	
1. Clean and polish	Weekly
D. Shower Stalls and Fixtures:	
1. Clean and disinfect	Daily
2. Complete cleaning	Monthly
E. Sinks, Toilets, Urinals, Partitions:	
1. Clean and disinfect	Daily
F. Trash:	
1. Empty trash containers and dispose of trash	Daily
2. Clean trash containers	Monthly
G. Dispensers (includes sanitary napkin dispensers and disposal boxes)	
1. Fill dispensers	Daily
2. Empty disposal boxes	Daily
3. Clean/disinfect	Daily
H. Light Fixtures	
1. Dust	Monthly
2. Complete cleaning	Annually (Summer)
I. Walls/Ceilings	
1. Dust/general cleaning	Weekly
2. Spot cleaning/remove graffiti	Daily
3. Complete wall washing	Annually (Summer)
J. Lockers	
1. Remove graffiti, trash, etc.	Daily
2. Complete cleaning	Annually (Summer)
K. Drinking Fountains – clean, disinfect, and polish	Daily

3.6 Kitchen and Cafeteria

A. Cafeteria Floors:	
1. Resilient tile and terrazzo floors:	
a. Renovate: strip, seal, and finish 4 coats	Annually (Summer)
b. Scrub, recoat (minimum)	Semi-annually
c. Dust mop, floor scrub, disinfect	Daily
2. Ceramic, quarry, and clay tile floors:	
a. Renovate: strip, seal, and refinish	Annually (Summer)
b. Scrub, recoat (minimum)	Semi-annually
c. Dust mop, wet mop/disinfect	Daily
3. Synthetic floors (refer to section 3.2 A.2)	
B. Windows:	
1. Doors, doorway glass, partitions	Daily
2. Inside windows	Monthly
3. Outside windows	Semi-Annually
4. Remove/clean screens	Quarterly
C. Ledges, Shelves, Woodwork, Trim, etc.	
1. Clean and polish	Monthly
2. Dust	Weekly
D. Cafeteria Tables	
1. Clean and disinfect	Daily

3.8 Offices, Lounges, Conference Rooms

A. Floors (refer to section 3.1A)	
B. Windows (refer to section 3.1B)	
C. Restrooms/Shower Facilities	
1. Clean/disinfect sinks, toilets, urinals, partitions, shower stalls	Daily
D. Desks, Chairs, Tables, and other Furniture:	
1. Dust, damp wipe, clean graffiti	Daily
2. Vacuum upholstery	Weekly
3. Clean upholstery	Annually (Summer)
4. Spot clean upholstery	Daily
E. Ledges, Shelves, Woodwork, Trim, Trophy Cases, File Cabinets	
1. Clean and polish	Weekly
F. Light Fixtures:	
1. Dust	Monthly
2. Complete cleaning	Annually (Summer)

PROPOSAL BIDFORM

COMPANY: _____

PROJECT: Custodial Services

PROPOSED TO: Commodore Perry School District

DESCRIPTION	TOTAL BID AMOUNT
CUSTODIAL SERVICES AS SPECIFIED IN THE REQUEST FOR PROPOSAL	

By: _____
(Company Name)

(Address)

Contact Person: _____

Phone Number: _____

Fax Number: _____

Date: _____

E-mail: _____