

Lakeview School District

Request for Proposal for Custodial Services

Issued on: May 9, 2024

Basic Information – Lakeview School District is located in Stoneboro, Pennsylvania. It lies in the northeastern quarter of Mercer County. The school district consists of two (2) schools on one (1) campus. Lakeview High School-Middle School and Oakview Elementary School sit approximately .3 miles apart on campus.

Purpose – Lakeview School District is soliciting proposals from interested and qualified proposers to provide custodial services for the district.

Schedule:

RFP Release.....	May 9, 2024
Mandatory pre-bid meeting and walk through.....	1:00 p.m. May 21, 2024
Deadline for Receipt of Sealed Bids.....	12:00 p.m., June 10, 2024
Closed Bid Opening.....	12:30 p.m., June 10, 2024
Interview top three candidates (if needed).....	June 12, 2024
Board approval.....	June 27, 2024
Start Date.....	July 1, 2024

Proposer Requirements - Should the Lakeview Board of Education (LBOE) elect to proceed with this project, the successful Proposer will be required to enter into an agreement with the school district for implementation and operation of the Proposed System offered in the successful Proposer’s submittal in response to this request for proposal (RFP).

Terms of Agreement - The contract shall begin on July 1, 2024 and end on June 30, 2027. Furthermore, the contract may provide for automatic renewal at the end of the three-year term unless positive action is taken by the school system to terminate such contract. The contract shall state the total obligation of the school system for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term if renewed.

Accordingly, proposals should be for the periods July 1, 2024-June 30, 2025, July 1, 2025-June 30, 2026, and July 1, 2026-June 30, 2027. During this multi-year agreement, the Board may, in its sole discretion upon belief the custodial services are not satisfactory, notify the vendor in writing of its intent to terminate the contract at the end of any school year by April 30 of the same year.

During the contract period, the Board or the successful bidder may terminate the agreement if a breach occurs which is not resolved within thirty days after written notice.

Option to Reject All Bids – The superintendent may at his/her discretion, reject any or all bids. The LBOE shall not be liable for any costs incurred concerning the preparation and submittal of any bid.

Contract Sum – A responding party must submit a specific bid for each school based upon the costs of providing the required services as noted in this request for proposal (RFP).

Payment – Payment to the contractor will be made on a monthly basis. Invoice for payment of services must be submitted to the Business Manager with all supporting documentation including labor charges and expenditure documents.

Insurance Requirement – Proposer shall provide the insurance coverage with limits not less than those set forth below. Contractor shall deliver, to the Business Manager certificates of insurance prior to execution of Agreement:

Comprehensive Liability

1. Bodily injury for which contractor is responsible: \$1,000,000 per Person \$1,000,000 per occurrence.
2. Property damage for which the contractor is responsible - \$1,000,000 per occurrence \$2,000,000 per aggregate.
3. Worker’s Compensation Coverage is \$1,000,000 or as required.
4. Sexual Misconduct and Molestation Insurance with minimum coverage of \$1,000,000. No such required policy shall contain a policy provision or an endorsement that excludes from coverage claims, injuries and/or damages arising out of, or in any way related to:
 1. Sexual assault or molestation; or
 2. Any other form of sexual abuse whether alleged to be actual, threatened or intended.
5. Commercial automobile coverage for which contractor is responsible: \$1,000,000 combined single limit – when a company vehicle is provided to employees for use. A Certificate of Insurance from the contractor showing the School District listed as ‘Additional Insured’ must also be provided.

Responsiveness – A proposal must be submitted correctly to be responsive. Examples of this would be as follows:

1. If a proposal contains errors so extensive that a clearly intended offer is not obvious, proposal is not responsive.
2. If a proposer makes substitutions, the proposal is not responsive.
3. If a proposer submits a proposal for anything less than the designated site in its entirety, the proposal is not responsive.

Building Information:

Lakeview High School-Middle School

- 2482 Mercer Street, Stoneboro, PA
- 192,998 square feet
- Coverage all day from 6:00 am – 11:00 pm, with at least one custodian on duty to cover lunch
- Include full loaded cost of employees, including wages, insurances, Medicare, and any other fringe benefits given to employees.
- Summer Cleaning – provide custodial staff to perform tasks described later in this RFP. A summer plan must be provided to the District.

Oakview Elementary School

- 1387 School Road, Stoneboro, PA
- 74,000 square feet
- Coverage all day from 7:00 am – 11:00 pm, with at least one custodian on duty to cover lunch
- Include full loaded cost of employees, including wages, insurances, Medicare, and any other fringe benefits given to employees.
- Summer Cleaning – provide custodial staff to perform tasks described later in this RFP. A summer plan must be provided to the District.

Description of Needs of Service - To provide custodial services, supplies and supervision to the following locations:

Lakeview High School-Middle School
Oakview Elementary School
Administration Area (located below HS/MS)
Weight Room (located in HS-MS)
Press Box at Stadium

Additionally, qualified proposer will provide the following:

- All cleaning equipment, supplies, and labor. It will be the responsibility of the contractor to dispense supplied consumables. Lakeview will supply toilet paper for dispensers, paper towels for dispensers, garbage bags, facial tissue, waxed disposal bags, hand soap, hand sanitizer, dust mops, wet mops, and floor stripper/sealers.
- Floor maintenance equipment will be furnished by the contractor – i.e. floor scrubbers.
- Provide a Director of Custodial Services to manage the employees assigned to our facilities.
- Provide vehicle (when needed) to move equipment and supplies from location to location.
- Preferred rates for special conditions and events.
- Photo ID badges for all janitorial personnel.
- The successful bidder must comply with all statutes of the Equal Opportunity Employer Act.
- Criminal background checks on all employees must be maintained on file by the successful bidder and made available to the District. Background checks are to be completed at the expense of the contractor.

Specifications for Custodial Services

Classroom Areas, Offices, Lounges and Conference Rooms

A. Floors:

a. Resilient Tile Floors:

- | | |
|--|------------------|
| i. Renovate: Strip, seal and finish with 3 coats | Annually(Summer) |
| ii. Scrub and recoat | Semi-Annually |
| iii. Dust mop; Wet mop | Daily |

b. Carpeted Areas:

- | | |
|--|---------------|
| i. Renovate: Shampoo and extract | Semi-Annually |
| ii. Damp buff, traffic areas, spot shampoo | Monthly |
| iii. Spot Removal and vacuum | Daily |

c. Furniture to be removed while floors are being cleaned.

B. Windows:

a. Doors, doorway glass and partitions	Daily
b. Inside windows	Semi-Annually
c. Outside windows	Semi-Annually
d. Remove/clean screens	Annually(Summer)
e. Sills dusted	Daily
C. Desks/Furniture:	
a. Complete cleaning	Annually(Summer)
b. Dust, disinfect wipe, remove graffiti, polish	Daily
D. Ledges, Shelves, Woodwork, Trim:	
a. Clean, polish	Monthly
b. Dust	Weekly
E. Light Fixtures	
a. Dust	Monthly
b. Complete cleaning	Annually(Summer)
F. Shades/Drapes – Clean	Annually(Summer)
G. Chalkboards/Whiteboards – Clean	Daily
H. Walls/Ceilings:	
a. Dust/general cleaning	Weekly
b. Spot cleaning	Daily
c. Complete wall washing	Annually(Summer)
I. Wall Lockers:	
a. Complete cleaning	Annually(Summer)
b. Remove graffiti	Daily
c. Dust	Weekly
J. Restrooms – clean, disinfect, stock – sinks, toilets, urinals, partitions, dispensers and remove any graffiti	Daily
K. Drinking Fountains – clean, disinfect and polish	Daily

Gymnasium and Stage:

A. Floors	
a. Wood Floors	
i. Renovate: Complete refinish	Annually(Summer)
ii. Gym floor Scrubbing	2 to 3 times a week or as needed for athletic events
iii. Dust mop	Daily
B. Windows	
a. Doors, doorway glass and partitions	Daily
b. Inside windows	Semi-Annually
c. Outside windows	Semi-Annually
C. Bleachers and Seating	
a. Wash seats, floors and stairs	Weekly or after event
b. Dust	Weekly or after event
c. Pull out, sweep and mop	Weekly or after event
D. Athletic Field Bleachers	
a. Clean under bleachers and dispose of litter	Weekly or after event
b. Empty trash cans	Weekly or as needed
E. Ledges, Shelves, Woodwork, Trim:	
a. Clean, polish	Semi-Annually
b. Dust	Weekly
F. Walls/Ceilings:	
a. Dust/general cleaning	Weekly
b. Spot cleaning	Daily

- c. Complete wall washing Annually(Summer)

Corridors and Stairways:

- A. Floors
 - a. Resilient Tile Floors:
 - i. Renovate: Strip, seal and finish with 3 coats Annually(Summer)
 - ii. Scrub and recoat (minimum) Semi-Annually
 - iii. Dust mop; floor scrub Daily
 - iv. Spray buff or burnish Monthly
 - b. Carpeted Areas:
 - i. Renovate: Shampoo and extract Annually(Summer)
 - ii. Damp buff, traffic areas, spot shampoo Weekly
 - iii. Spot Removal and vacuum Daily
- B. Windows:
 - a. Doors, doorway glass and partitions Daily
 - b. Inside windows Semi-Annually
 - c. Outside windows Semi-Annually
 - d. Remove/clean screens Annually(Summer)
- C. Shades/Drapes – clean Semi-Annually
- D. Ledges, shelves, Woodwork, Banisters, Trim, etc.
 - a. Clean and polish Semi-Annually
 - b. Dust Weekly
- E. Light Fixtures
 - a. Dust Monthly
 - b. Complete cleaning Annually(Summer)
- F. Walls/Ceilings:
 - a. Dust/general cleaning Weekly
 - b. Spot cleaning Daily
 - c. Complete wall washing Annually(Summer)
- G. Wall Lockers:
 - a. Complete cleaning Annually(Summer)
 - b. Remove graffiti Daily
 - c. Dust Weekly
- H. Drinking Fountains – clean, disinfect and polish Daily
- I. Railings – clean and disinfect Daily

Miscellaneous Areas

- A. Fire extinguishers
 - a. Clean Cabinet and extinguisher Annually(Summer)
- B. Exit lights – check for burned out bulbs and report to Maintenance
- C. Metal Fixtures – kick plates, trim
 - a. Clean and disinfect Weekly
- D. Doorknobs
 - a. Clean and disinfect Daily
- E. Trash Containers – Interior and Exterior
 - a. Remove and dispose of trash Daily
 - b. Clean trash containers Semi-Annually
 - c. Clean trash container lids Weekly

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

- A. Floors
 - a. Resilient Tile Floors:

i. Renovate: Strip, seal and finish with 3 coats	Annually(Summer)
ii. Scrub and recoat (minimum)	Semi-Annually
iii. Dust mop; floor scrub	Daily
iv. Spray buff or burnish	Monthly
b. Carpeted Areas:	
i. Renovate: Shampoo and extract	Annually(Summer)
ii. Damp buff, traffic areas, spot shampoo	Weekly
iii. Spot Removal and vacuum	Daily
c. Ceramic Tile Floors:	
i. Renovate: Strip, seal and refinish	Annually(Summer)
ii. Scrub, recoat	Semi-Annually
iii. Dust mop, wet mop/disinfect	Daily
B. Windows	Semi-Annually
C. Mirrors – Clean and polish	Daily
D. Shower Stalls and Fixtures	
a. Clean and disinfect	Daily
b. Complete cleaning	Monthly
E. Restrooms – clean, disinfect, stock – sinks, toilets, urinals, partitions, dispensers and remove any graffiti	Daily
F. Trash	
a. Empty trash containers	Daily
b. Clean trash containers	Monthly
G. Dispensers	
a. Fill dispensers	Daily
b. Empty disposal boxes	Daily
c. Clean/disinfect	Daily
H. Light Fixtures	
a. Dust	Monthly
b. Complete cleaning	Annually(Summer)
I. Walls/Ceilings:	
a. Dust/general cleaning	Weekly
b. Spot cleaning	Daily
c. Complete wall washing	Annually(Summer)
J. Lockers:	
a. Complete cleaning	Annually(Summer)
b. Remove graffiti	Daily
c. Dust	Weekly
K. Drinking Fountains – clean, disinfect and polish	Daily

Kitchen, Cafeteria and Family Consumer Science Classroom

A. Floors:	
a. Resilient Tile Floors:	
i. Renovate: Strip, seal and finish with 3 coats	Annually(Summer)
ii. Scrub and recoat (minimum)	Semi-Annually
iii. Dust mop; floor scrub	Daily
iv. Spray buff or burnish	Monthly
b. Ceramic Tile Floors:	
i. Renovate: Strip, seal and refinish	Annually(Summer)
ii. Scrub, recoat	Semi-Annually
iii. Dust mop, wet mop/disinfect	Daily
B. Windows:	
a. Doors, doorway glass and partitions	Daily

- c. Inside windows Semi-Annually
- d. Outside windows Semi-Annually
- e. Remove/clean screens Annually(Summer)
- C. Ledges, shelves, Woodwork, Banisters, Trim, etc.
 - a. Clean and polish Semi-Annually
 - b. Dust Weekly
- D. Cafeteria Tables and Chairs
 - a. Clean and disinfect Daily

Auditorium

- A. Floors:
 - a. Concrete Floor
 - i. Renovate: Strip, seal and finish with 3 coats Annually(Summer)
 - ii. Scrub Semi-Annually
 - iii. Dust mop; floor scrub Weekly or after an event
 - b. Carpeted Areas:
 - i. Renovate: Shampoo and extract Annually(Summer)
 - ii. Damp buff, traffic areas, spot shampoo Semi-Annually
 - iii. Spot Removal and vacuum Weekly or after an event
 - c. Seating:
 - i. Clean and polish Annually(Summer)
 - ii. Dust Weekly or after an event
 - iii. Ceiling lights Annually(Summer)
 - iv. Perimeter Lights Monthly

II. Services to be Performed Outside Buildings

- I. Walkways, porches and sidewalks will be swept or blown daily and pressure washed annually.
- II. Litter (paper, cans, bottles, sticks, etc.) will be picked up from areas directly adjacent to the two main buildings daily.
- III. The football field press box will be cleaned at least one school day prior to AND after major events (i.e. football games, track meets).

III. Services – Professional

- I. Proposals must describe a plan for continuous supervision of custodial staff.
- II. Proposals must describe a plan for continuous training of custodial staff.
- III. Proposals must describe a plan for the support of cleaning products, equipment, and cleaning methods.
- IV. Proposals must describe company’s experience in institutional cleaning, particularly in school systems. References must be provided by proposers who are not currently under contract with Lakeview School District.
- V. Proposals must detail the minimum number of employees that will be provided at each facility during the school/work day and the minimum number of employees provided after the school/work day. Number of hours per employee should also be detailed.
- VI. Proposals must include a general description of how the company will cover for employees who are absent.
- VII. Proposals must include a provision for an administrator in the company to conduct a walkthrough of selected facilities at least once per calendar quarter.
- VIII. Proposals should include a plan for providing competitive bidding for all supplies.
- IX. Proposals should include a plan for providing background checks for all employees allowed on premises.

- X. Proposals must include a procedure for keys and access control for Lakeview facilities.
- XI. Proposals must include all insurance information requested in this RFP.
- XII. Provide cleaning plans for holidays and summer break.
- XIII. Proposal should address how your company will respond to occasional requests for setting up dining rooms, gymnasiums, etc. for special functions.
- XIV. Proposal must include plans for screening and refinishing two secondary wood gym floors in the elementary school and middle school buildings. This task needs to be completed by qualified/trained staff (subcontracting upon approval).
- XV. Proposals must describe any limits on cleaning walls, ceilings, and windows above 10 feet high.

Responsible Bidder

The Contract will be awarded to a Contractor who meets the following criteria of being a “Responsible Bidder”:

1. Minimum of five years of experience in the public school cleaning industry.
2. Existing employee base capable of providing the services proposed in the Contractor’s proposal.
3. At least three references from other school districts that the Contractor has serviced in the last three to four years. Please provide the name and contact information for each reference.
4. Answers to the two essay questions found on the quote form.

Instructions for Vendors

Interested vendors are asked to respond to the following items in the sequence presented:

1. Qualifications/Experience. Please list the qualifications and/or experience that you have in providing custodial services to School Districts.
2. Staff. Name the principal in the organization who will have direct and continued responsibility for the services provided to the School District.
3. References. Provide a list of at least three (3) entities, with location, point of contact and contact information, for whom you have performed a similar scope of work.
4. Cost. Provide pricing proposals for all services described **for a three-year contractual term beginning no later than July 1, 2024**. The proposal should clearly delineate all hourly rates or other pricing, as well as a description and delineation of any other expenses expected to be submitted to the School District, which are not part of the rate and/or other fees. If other rates or prices are proposed beyond hourly rates, those rates or prices should be clearly delineated in the proposal. Actual fees will be based on the final negotiated contract. Contractor must provide a three-year cost projection to the District, using generally accepted accounting principles.
5. Capabilities and Viability. Submit evidence of your financial and operational capabilities to meet the requirements and needs of the School District described herein and in the Agreement, including but not limited to, capability of hiring a sufficient number of qualified employees to accomplish the necessary job.
6. Compliance with Laws. Contractor must provide information concerning any violation of Federal or State law or regulation by the Contractor, composite information about the criminal and

disciplinary records of current employees of the Contractor who may perform the services and information concerning any traffic violation or chargeable accident that occurred during the course of employment by an individual employee of the Contractor.

7. Consideration of hiring former District Staff. For a school employee whose employment is terminated due this contract with the District and who seeks employment from the Contractor during the effective date of the contract, Contractor shall give consideration to the school employee, which shall include an interview, when hiring any new employee for the same or a substantially similar position which the employee held with the prior contractor.

Additional Terms and Conditions

1. Contractors must include three (2) copies of their responses to this Request for Proposal (“RFP”).
2. Contractors are responsible to become familiar with the Contract Documents (defined as this Request for Proposals and the attached contract form) and all requirements contained therein. By submitting a proposal, the contractor acknowledges and represents to the School District that: (a) information has been gathered regarding the Contract Documents, and (b) no promises, representations or inducements to the contractor have been made by the School District or anyone one acting for on behalf of the School District other than what is set forth in the Contract Documents.
3. Contractor’s employees performing services under the contract with the School District on School District premises will be required to provide the School District with the required FBI and Pennsylvania Criminal Background Check, as well as a Pennsylvania Child Abuse Background Check.
4. Interested contractors may propose additional services to the School District that are not mentioned in this RFP along with any associated costs for such services.
5. The School District reserves the right to reject any and all proposals, or any parts thereof or items therein, and to waive technicalities as it may be determined best to protect the interests of the School District. In addition to the other reasons herein set forth, the School District may reject a proposal for any legal reason, including but not limited to omissions, alterations of form, conditional or uninvited alternative proposals to the specifications set forth herein, or irregularities of any kind. The existence of this RFP shall not, in any way, obligate the School District to take any action regarding any response submitted.
6. The successful proposer shall not assign the contract or any rights under the contract to any person, firm or entity without the consent of the School District, which may be withheld by the School District for any reason in its sole and absolute discretion.
7. All costs incurred by proposers in preparing and providing responses to this RFP are solely the responsibility of the proposer. The School District is not, and shall not, be liable for any costs incurred by proposers.
8. Any personnel provided by the Contractor shall be considered to be personnel or agents of the Contractor. Under no circumstances will said personnel be considered to be agents or employees of the School District. The School District reserves the right to require the removal and replacement of any one or more individuals provided by the contractor to provide services to the School District.
9. If it becomes necessary to revise any part of this RFP, addenda will be provided to all prospective contractors who received the request for proposal. The contractor shall acknowledge receipt of all

addenda distributed. If the School District determines that a response to inquiries or addenda are required, the Proposal Due Date may be extended by the School District.

10. The proposal must meet each of the conditions and specifications set forth herein.

11. The contractor must disclose any prior or current business or personal relationships with any School District employee or member of the Board of School Directors of the School District. If there has been any prior relationship, or if there is a current relationship, the contractor shall briefly describe when the relationship occurred and briefly describe the nature of the relationship.

Submission of Proposals

The School District will receive sealed proposals **until 12:00 p.m. on June 10, 2024**, at the Administrative Offices of the School District located at 2482 Mercer Street, Stoneboro, PA 16153. Any proposal received after the time set forth herein will not be considered. The sealed proposals are to be submitted to:

Lakeview School District
Attention: Dr. Keith Wolfe
2482 Mercer Street
Stoneboro, PA 16153

Proposals must be submitted in a sealed envelope clearly marked as “**RFP FOR CUSTODIAL SERVICES.**” Faxes and emailed proposals will not be considered. Proposals must be signed by an employee or official authorized to bind the contractor to the provisions of this RFP.

The contract, if awarded, shall be awarded to the contractor whose proposal is in the best interests of the School District, as determined by the Board of School Directors, in its sole discretion. The determination of which proposal is in the best interests of the School District will take into consideration each contractor’s proposal, including but not limited to: price, service offerings, capability of providing services, experience and references. Further, the School District may elect, in its sole discretion, not to take any action on the proposals submitted if the Board of School Directors determines that to be in the best interests of the School District.

Proposals should clearly provide a description of contractor capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. All proposals become the property of the School District upon submission. However, there will be no disclosure of contents to competing firms, and all proposals will be kept confidential during the selection process, except as otherwise required by applicable law.

Please provide responses to the following questions. Responses should be attached separately to the submitted proposal.

Why should we select you as the District's Contractor? Why would you be the best choice for Lakeview School District?

What will you do to help the Lakeview School District find savings and control custodial costs?

Describe the background, experience, and capabilities of the employees and organization to provide the requested services

Proposal Sheet

Contract price for Custodial Services

Site	Contract Price Per Month	Contract Price Per Year 1
Lakeview MS/HS		
Oakview Elementary		
Total Contract Bid		

Site	Contract Price Per Month	Contract Price Per Year 2
Lakeview MS/HS		
Oakview Elementary		
Total Contract Bid		

Site	Contract Price Per Month	Contract Price Per Year 3
Lakeview MS/HS		
Oakview Elementary		
Total Contract Bid		

Please provide a **detailed breakdown** of the following costs:

Labor

All Labor Costs – by Position

Tax and Fringe Benefits

Total Payroll

Supplies and Equipment

Supplies to be billed to the School District

Equipment Charges to be billed to the School District

Management Expenses

Management Fees

Insurance

Background Checks

Printed name and title of Authorized Company Representative:

Name

Title

Signature of Authorized Company Representative:

Date: _____