

BUTLER COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL
210 Campus Lane
Butler, PA 16001

CUSTODIAL SERVICES BID SPECIFICATIONS

The Joint Operating Committee (hereinafter referred to as “JOC”), Butler County Area Vocational-Technical School (hereinafter referred to as “School”), Butler, Butler County, Commonwealth of Pennsylvania, is seeking proposals for custodial services subject to the following conditions:

INSTRUCTIONS TO BIDDERS

1. DATE DUE:

All Bids must be received by the Business Office/Bids at the Butler County Area Vocational-Technical School, 210 Campus Lane, Butler, PA 16001, on or before 1:00 p.m. prevailing time, Friday, March 7, 2025.

2. BID IDENTIFICATION:

All bids must be submitted in a sealed envelope marked, "BID FOR CUSTODIAL SERVICES."

3. BID EVALUATION:

The School will evaluate all bids based upon the criteria listed below:

- a. Cost;
- b. Conformity to Specifications;
- c. Ability to meet the needs of the School;
- d. Experience; and,
- e. References.

4. BID FORM:

All bids must be submitted on the forms provided with original signatures and seals.

5. SIGNATURE:

Each bid must be signed in ink by an authorized representative of the bidder.

6. TAX EXEMPTION:

No charge will be allowed for federal, state, or municipal sales and/or excise taxes from which the school is exempt. The price shall be set and shall not

include the amount of any such tax. Exemption certificate, if required, will be furnished on forms provided by the bidder.

7. BID DISCREPANCIES:

If a bidder finds discrepancies, inconsistencies or omissions in these bid specifications or, if a bidder has any doubts or questions regarding the meaning of any part of these bid specifications, the bidder shall submit a written request for clarification prior to submission of a bid. By submitting a bid, bidder acknowledges and affirms that bidder understands the scope of services, obligations and duties required by these bid specifications.

8. WITHDRAWAL OF BID:

Bids may not be withdrawn for a period of ninety (90) days from the date of the bid opening.

9. JOC RESERVATIONS:

The School reserves the right to purchase all or any part of the services identified in the bid documents. Furthermore, to the fullest extent permitted by law, the School reserves the right to reject any/or all bids and/or to waive any or all irregularities in the bids.

10. NON-COLLUSION AFFIDAVIT:

All bidders are required to submit the Non-Collusion Affidavit with their bid. The Non-Collusion Affidavit form is included below.

11. TERM OF CONTRACT:

The School is seeking bids to cover the 2025-2026 school year (July 1, 2025 through June 30, 2026); the 2026-2027 school year (July 1, 2026 through June 30, 2027); and, the 2027-2028 school year (July 1, 2027 through June 30, 2028). The School reserves the right to start the contracted custodial services on a date other than July 1st so that the initial year of service will be a partial school year. For example, the School may start the contracted custodial services on January 1st versus July 1st which would result in an initial partial year of service from January 1st through June 30th; and, then a full year of service from July 1st through June 30th.

The contract will be between the School and the bidder awarded the contract. The contract will be prepared by the School's Solicitor. Revisions to the contract are subject to the Solicitor's and the JOC's approval.

12. BID BOND:

A certified check, bank cashier's check or bid bond, in the amount equal to the lesser of ten percent (10%) of the total bid or Twenty-Five Hundred Dollars (\$2,500.00) made payable to the Butler County Area Vocational-Technical School shall accompany each bid.

13. CLEARANCES:

The successful bidder is required to provide all clearances as required by the Public-School Code, as amended, for every individual assigned to the School. These clearances include, but may not be limited to, the criminal history report from the Pennsylvania State Police, Pennsylvania State Child Abuse Report, and Federal Criminal History Report. The clearances must be dated within one (1) year of assignment at the School. These clearance requirements are the same clearance requirements for the School's employees. They are subject to change during the term of the contract.

14. REFERENCES AND EXPERIENCE:

Each bidder is required to provide the School a list of references (minimum of three). In addition, each bidder is required to provide the School with a list of relevant experience in providing custodial services to public and/or private entities.

15. TOURS:

Tours of the School are encouraged, but not required, prior to submission of a bid. Tours can be arranged by contacting Nick Colonello, Facility Supervisor, 724-282-0735 extension 209, or 724-321-3279, or email at colonellon@butlertec.us. Interested bidders should not attempt to tour the School without first contracting Mr. Colonello to arrange a mutually acceptable date and time.

16. QUESTIONS:

All questions should be directed to Nick Colonello, Facility Supervisor, via 724-282- 0735, extension 209, or 724-321-3279, or email at colonellon@butlertec.us -OR- Regina Green, Bookkeeper, via 724-282-0735, extension 243, or email at greenr@butlertec.us.

17. NONDISCRIMINATION:

The Butler County Area Vocational-Technical School is an equal opportunity educational institution and will not discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability in its activities or programs. Career and Technical Education program clusters include: Architecture & Construction, Arts, A/V Technology & Communications, Health Science, Hospitality & Tourism, Human Services, Information Technology, Law, Manufacturing, Public Safety & Security, Transportation, Distribution & Logistics. Admission to career and technical programs depends upon availability and class size and meeting established BCAVTS and district criteria. Inquiries may be directed to Mr. Jared Ryan, Principal/Assistant Director, Title IX Coordinator and Section 504 Coordinator at ryanj@butlertec.us, 210 Campus Lane, Butler, PA 16001, (724) 282-0735.

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SCOPE OF SERVICES

1. SCHOOL FACILITIES:

The successful bidder may be required to provide custodial services in all School Facilities including, but not limited to the areas listed below:

- a. Offices
- b. Career and Technical Education Programs
- c. Classrooms
- d. Hallways
- e. Restrooms

2. DAYS AND HOURS OF OPERATION:

The School is utilized five days per week. The normal school year for the students and teachers runs from approximately mid-August through mid-June; however, there are students, staff and visitors in the various School buildings throughout the school year (July 1 to June 30). In addition, various activities take place in the School facilities throughout the school year, including evening events. While school is in session, the students, staff and/or visitors arrive as early as 6:30 a.m. and may remain in the facilities as late as 11:00 p.m. The School is utilized on a very limited basis on Federal, State and Local holidays as identified in the school calendar.

3. LEVEL OF STAFFING:

During the 2025-2026 school year, the School is in need of approximately (three (3) full-time custodians, as defined in these specifications, for the daylight shift (generally 7:00 a.m. to 3:00 p.m.) from early-June through mid-August (when school is not in session). When school is in session, mid-August through early-June, an afternoon shift (generally 3:00 p.m. to 11:00 p.m.) is in place for such custodians. The School will work with the successful bidder to determine the most cost and operationally effective way to allocate the custodial staff to meet the needs of the School.

The successful bidder must guarantee that it can provide enough custodians to meet the operational needs of the School as outlined above. The successful bidder is responsible for

any overtime costs incurred to meet the operational needs of the School.

It is anticipated that the School will need approximately Six Thousand Two Hundred and Forty Thousand (6240) hours of custodial services for each school year during the Term of the Contract. These hours of custodial services are an estimated number of hours based upon the School's current staff, operational needs and financial limitations. The actual number of custodial service hours may vary depending upon several factors within the sole discretion of the School.

4. DUTIES:

The successful bidder will be required to meet the custodial services needs of the School, defined herein. The term "custodial services" is defined to include, but is not limited to the duties outlined in the Job Description listed below which are incorporated into these specifications:

- a. Custodian.

Copies of the above-referenced Job Descriptions are available upon request.

5. SUPERVISION:

The successful bidder will be required to provide quality assurance in the School during the above-mentioned shift. The quality assurance may be provided via communication between a "night manager" or a "crew chief" who is available for transition services and then will coordinate with BCAVTS facility supervisor upon completion of transition services. If a night manager or crew chief is used by the successful bidder, the School will not be billed for his/her time. All costs associated with the successful bidder's quality assurance obligations shall be included in the hourly rate bid.

6. ORIENTATION AND TRAINING:

The School's Facility Supervisor and/or Custodial Supervisor will provide the successful bidder and its staff with up to three (3) days of orientation and training sessions at no additional cost to the successful bidder.

7. SUPPLIES AND EQUIPMENT:

The School will provide all cleaning supplies, paper products, equipment and other items utilized by the custodians. The successful bidder will be liable for damage done to the School's equipment due to the negligent and/or willful misuse of the equipment. The items supplied will be consistent with the items provided by the School to its current custodial staff.

8. UNIFORMS:

The successful bidder will be required to provide its employees with a School approved uniform. All custodians will be required to wear their uniforms and a School provided name badge & fob while on School property.

9. INSURANCE:

The successful bidder is required to provide the School with written proof of unemployment compensation insurance and workers' compensation insurance on all employees providing services to the School. In addition, the successful bidder is required to provide the School with written proof of general liability insurance coverage at levels acceptable to the School with the School named as an additional insured.

10. EMPLOYMENT RELATED EXPENSES:

The successful bidder shall be responsible for all employment related expenses of its employees including, but not limited to, payroll taxes, workers' compensation, unemployment compensation; federal and state mandated leave time, and other employment related benefits.

11. SCHOOL POLICIES AND PROCEDURES:

The successful bidder and its employees are obligated to comply with School policies, procedures and rules while on School property including, but not limited to, the School's policies regarding suspected Child Abuse; Sexual Harassment; Discrimination; Tobacco Use of School Property; and, Weapons on School Property.

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INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this Request for Bids. Pursuant to Pennsylvania Antibid-Rigging Act, 73 P.S. SS 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer, or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements about the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

Contract/Bid. _____

State of _____

County of _____

I state that I am _____ of _____
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder.

(2) Neither the price(s) nor the amount of this bid, and neither the approximately price(s) nor approximately amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

(4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

(5) _____, its affiliates, subsidiaries,

(Name of my firm)

officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and

(Name of my firm)

acknowledges that the above representations are material and important, and will be relied on by Butler County AVTS in awarding this contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated

as fraudulent concealment from Butler County AVTS if the true facts relating to the submission of bids for this contract are thereafter determined to be different than those set forth herein.

(Name and Company Position)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____
DAY OF _____
20____.

Notary Public

My Commission Expires:

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CUSTODIAL SERVICES BID FORM

DUE: March 7, 2025 by 1:00 p.m.

The School is seeking an hourly rate based upon the level of custodial services identified in the School's bid specification. The hourly rate bid will be the hourly rate billed to the School for all custodial services provided to the School pursuant to the Contract. The total number of annual hours of custodial services is an estimated number of hours and the actual number of hours may vary depending upon the operational needs of the School.

Year 1: July 1, 2025, through June 30, 2026 Hourly Rate _____

Year 2: July 1, 2026, through June 30, 2027 Hourly Rate _____

Year 3: July 1, 2027, through June 30, 2028 Hourly Rate _____

Vendor: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

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CUSTODIAL SERVICES REFERENCE and EXPERIENCE FORM

DUE: March 7, 2025 by 1:00 p.m.

Reference Name/Title: _____

Organization Name: _____

Address: _____

Phone: _____

Email: _____

Reference Name/Title: _____

Organization Name: _____

Address: _____

Phone: _____

Email: _____

Reference Name/Title: _____

Organization Name: _____

Address: _____

Phone: _____

Email: _____

List of Relevant Experience: