

Elizabethtown Area School District

Request for Proposal

Janitorial Services

Sealed proposals must be received by: Friday, April 4, 2025, at 11:00 a.m., prevailing time

Proposals must be delivered to:

Elizabethtown Area School District
ATTN: Tom Strickler
600 East High Street
Elizabethtown, PA 17022
Telephone: 717-367-1521

Outside Envelope Must Indicate:

Your Company Name
Proposal for Janitorial Services

Return all documents with the proposal.

Name of bidder: _____

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Instructions to Bidders

1. A **mandatory** walkthrough of the facilities will be held on **Thursday March 20, 2025 at 9:00 a.m.** We will start the facility walkthrough at the Elizabethtown Area High School/Middle School Complex located at 600 East High Street, Elizabethtown, PA 17022.
2. Proposals must be presented in a sealed envelope addressed as follows:
Elizabethtown Area School District
Attention: Tom Strickler
600 East High Street
Elizabethtown, PA 17022
Proposal for Janitorial Services
3. Proposals must include original copy. All pages of the RFP packet must be returned. Proposals will not be considered unless submitted on the attached forms supplied to you. Faxed proposals will not be accepted. Proposals altered in any way will not be accepted.
4. The proposal shall include the legal name of the contractor and a statement whether the contractor is a sole proprietor, a partnership, a corporation or other legal entity, and shall be signed by the person or persons legally authorized to bind the contractor to a contract. All required signatures shall be handwritten in ink with the full name of the person executing same. Initials, stamps, photocopies or other copies, or company names may not be used in lieu of any required signature. A proposal by a corporation shall also give the State of Incorporation and have the corporate seal affixed on the signature pages of each Form of Proposal. A proposal submitted by an agent shall have a current Power of Attorney attached certifying the agent's authority to bind the contractor.
5. Proposals will provide, along with the completed proposal package, evidence demonstrating an ability to provide the requested services, including, a list of at least three school districts which substantiate the contractor's capacity and qualifications.
6. All information received in response to this RFP shall become the property of the District. The District will treat such information in a confidential manner to the extent permitted by Law. Proposers understand that, under Pennsylvania's Right to Know Law, some or all of the proposals will be subject to release once a contract between the District and the successful bidder has been approved.
7. All proposals received after the time stated will not be considered. The contractor assumes the risk of any delay in the mail or by means of personal delivery, and the contractor assumes responsibility for having his/her proposal deposited on time at the place specified.
8. The State of Pennsylvania requires, effective January 1, 1986, that all vendors and/or contractors who come in direct contact with our students comply with Act 34. Act 34, Section 111, of the Public School Code requires vendors and contractors and their employees to obtain criminal history record information for each employee who will have direct contact with our children, showing that such employees have not been convicted of certain crimes.
9. The successful bidder shall be required to complete the appropriate form(s) so the District can have a record for your company on file. Failure to comply will result in loss of the contract. The District will follow the established law and no exceptions will be made. The proposed contract will commence on **July 1, 2025 for the 2025-2026** school year and continue thru the **2027 – 2028** school year. This

contract may be renewed for two (2) additional years. Should the renewal option be exercised, the District shall negotiate any contract cost changes with the contractor; however, any cost changes shall not exceed three percent (3%) per year.

10. The contractor shall provide OSHA and general custodial training to the appropriate janitorial staff.
11. The contractor agrees that if the award is made to it, the contractor will provide a full-time supervisor to manage employees, fill absences when required, recruit and hire, and track working hours of staff provided.
12. It is understood and agreed that the contractor, if selected, is engaged to perform services as an independent contractor. The contractor agrees that neither party has any relationship with or contractual liability to the other with respect to the subject matter of this RFP other than as set forth herein and/or any final negotiated contract.
13. Contractor shall hire, supervise, and assign its employees to carry out the duties the contractor is contracted to perform on behalf of the District under the terms and conditions of the Agreement. This responsibility shall include ensuring that employees have all requisite qualifications including, as applicable 1) clearance under Act 24, Act 34, Act 114 and Act 151; 2) providing Act 126 mandated training; 3) compliance with PA Act 168; and 4) maintaining all associated records.
14. Contractor agrees that it shall comply with the Patient Protection and Affordable Care Act (the "ACA" or "Act"), as amended from time to time, and the Regulations promulgated thereunder. If applicable, compliance may require contractor to offer "minimum essential coverage" which is "affordable" and of "minimum value" to all of its "full-time" employees (and their dependents) supplied to District under this. Contractor shall be solely responsible for any penalties, fees, fines, taxes and other monetary or non-monetary liabilities associated with the application of ACA to employment of the employees supplied under this Agreement, including but not limited to any shared responsibility penalty, PCORI fee and Transitional Reinsurance fee. Contractor shall indemnify, defend and hold District harmless for any penalties, fees, fines, taxes and other monetary or non-monetary liabilities associated with the application of the Act to the employment of contractor's employees supplied under this Agreement.
15. The contractor acknowledges and agrees that it is an independent contractor and, as an independent contractor, it is not covered by workers' compensation or unemployment compensation insurance provided by the District to its employees. The contractor agrees that it will provide workers' and unemployment compensation coverage to its employees and subcontractors as may be required by law and hereunder, including the payment of premiums with respect to such coverage. The contract acknowledges that it is solely responsible for the payment of wages to its employees, as well as for the withholding of any federal, state or local taxes, Social Security or other taxes whatsoever for the contractor, its employees, and for subcontractors and their employees.
16. Any contract agreed to under this Request for Proposal is subject to termination by either party with forty-five (45) days' written notice. In the event of termination of the contract, it is the District's responsibility to pay for unpaid services performed and authorized costs incurred by the Contractor up to the effective date of termination.

17. Payments for all goods and services will be made in accordance with the District payment schedule and/or current Pennsylvania law. In instances where payment schedules and/or practices differ from Pennsylvania law, the District payment schedule and/or practice will prevail.
18. The Board shall award the contract to the responsible contractor whose proposal is most advantageous to the program, with price and other factors considered. The Board reserves the right to select a single bidder to perform all services sought under this RFP, or to select multiple bidders to perform defined functions herein, as may be in the best interests of the District in the sole discretion of the Board. Further, the Board reserves the right to reject any or all proposals, in whole or in part, and to waive informalities permitted by law.
19. The contractor agrees that if an award is made to it, the contractor will not assign or transfer the award, unless specific permission to do so is granted in writing by the Board.
20. The contractor agrees that if an award is made to it, the contractor will not assign in whole or part any rights or privileges, which may accrue to it under the terms of the contract, or any money, which may become due to it there under, without the express written consent of the Board.
21. The contractor executive(s) agree to meet with District administrative staff on a periodic basis to address any contractual or operating issues or concerns. The contractor executive(s) will also be available to attend school district Board of Directors meetings to either report on the status of the contractor and/or answer questions about the contract or operation.
22. District is exempt from Federal Excise and Pennsylvania Sales Taxes and will issue an exemption certificate.
23. The contractor agrees to hold the Board of Directors, officers, members and employees of the District harmless, and to indemnify them from and against all liability, claims, loss, demands, damages or injury, and all costs and expenses (including attorneys' fees, interest and costs of any suit related thereto), suffered or incurred by the District arising from or related to the successful bidder's negligent performance of the services provided for herein.
24. In the event that the successful contractor shall neglect or refuse to furnish and deliver said services, or any part thereof, as provided in these specifications, the Board is authorized and empowered to purchase services in conformity with this contract from such party or parties as it shall select at the expense of the successful contractor, or to cancel this contract reserving to itself, nevertheless, all rights for damages which may be incurred by the Board.
25. The contractor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (Act), 40 U.S.C. §3141 et seq., as supplemented by the Department of Labor regulations, 29 CFR Part 5. Under the Act, the contractor shall be required to compute the wages of every laborer on the basis of a standard workday of eight hours and a standard workweek of 40 hours. Work in excess of the standard workday or standard workweek is permissible, provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of forty hours in any work week.
26. The contractor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations, 41 CFR Part 60.

27. The contractor shall comply with the following civil rights laws, as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a and 15b; the Americans with Disabilities Act; the FNS Instruction 113-6, Civil Rights Compliance and Enforcement in School Nutrition Programs.
28. The contractor shall sign (in blue ink) the Certification Regarding Debarment and Suspension, page 14, which is attached to the RFP and made part of the proposal packet. (Reference 7 CFR 3017) This certification assures the District that the contractor has not been debarred from entering into contracts with the Federal Government or any other entity receiving Federal Funds, or suspended from entering into contracts during a time when the vendor is being investigated for a legal action which is being taken to debar the vendor from contracting activities.
29. The contractor shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Air Act (33 U.S.C 1368), and shall sign (in blue Ink) the Clean Air and Water Certificate, page 15 of the RFP, which is made a part of this proposal.
30. The contractor shall sign (in blue ink) the Lobbying Certification, page 16, which is attached to this RFP and a part of this proposal. If applicable, the contractor must also complete and submit Standard form – LLL, Disclosure of Lobbying Activities, Pages 16 & 17 of this RFP. If no lobbying activity occurred, the contractor is still required to sign (in blue ink) the Disclosure of Lobbying Activities as found on page 16 of this RFP and made a part of this proposal.
31. Questions concerning specifications for this proposal are to be referred to:
Elizabethtown Area School District
Attention: Tom Strickler
600 East High Street
Elizabethtown, PA 17022
Telephone: 717-367-1521 x10009
tom_strickler@etownschools.org

ANTI-DISCRIMINATION CLAUSE
(Section 755, Pennsylvania Public School Code)

1. In accordance with the provisions of the Pennsylvania Public School Code, the Contractor agrees:
 - a. That in the hiring of employees for the performance of work under this contract, or any subcontractor hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, or any other protected classification, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform work to which the employment relates;
 - b. That no Contractor, subcontractor, or any person acting on behalf of such contractor or subcontractor, shall in any manner discriminate against or intimidate any employee hired for performance of work under this contract on account of race, creed, color, or any other protected classification;
 - c. That there may be a penalty per person, per calendar day, for was all such discrimination or intimidation in violation of the provisions of the contract; and,
 - d. That this contract may be canceled or terminated by the school district, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.

NON-COLLUSIVE PROPOSAL CERTIFICATION
THIS FORM MUST BE SIGNED AND NOTARIZED

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this proposal. According to the Pennsylvania Antiproposal-Rigging Act, 62 PA C.S.A. §4501, et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with proposals.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the contractor who makes the final decision on prices and the amount quoted in the proposal.
3. Proposal rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of proposals 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 necessary, of all other persons employed by or associated with the contractor with responsibilities for the preparation, approval or submission of the proposal.
4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an affidavit must be submitted separately on behalf of each party.
5. The term “complementary proposal” as used in the Affidavit has the meaning commonly associated with that term in the proposal process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.

NON-COLLUSION AFFIDAVIT

State of _____ Contract/Proposal No _____
: s.s.
County of _____ :

I state that I am _____ of _____
(Title) (Name of my 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 proposal.

I state that:

(1) The price(s) and amount of this proposal 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 proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the proposal 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 proposal higher than this proposal, or to submit an intentionally high or noncompetitive proposal or other form of complementary proposal.

(4) The proposal by 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 proposal.

(5) _____, its affiliates, subsidiaries, officers, directors and employees are
(Name of my firm)

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: _____ (Indicate "none" if applicable.)

I state that _____ understands and
(Name of my firm)

acknowledges that the above representations are material and important, and will be relied on by the _____ (School District) Board of Directors when awarding the items for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the _____ (School District) Board of Directors, of the true facts relating to the submission of proposals for this contract.

(Print Name of Authorized Person and Company Position)

Signature of Authorized Person

Sworn to and subscribed before
me this _____ day of _____, 20_____

Notary Public My commission Expires _____

SECTION 111 PUBLIC SCHOOL CODE AGREEMENT

1. This agreement is part of the agreement between the undersigned business person or entity and the District, for the sale of goods or the provision of services as an independent vendor or contractor.
2. The undersigned understands that vendors and independent contractors and their employees and their subcontractors' employees hired shall comply with Section 111 of the Public School Code, Act 34, Act 114, Act 151 or similar legislation in the future, which provides, among other things, that a RESPONSE FOR CRIMINAL HISTORY RECORD CHECK, PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE and FBI FINGERPRINTING REPORT must be obtained for each employee who could come into contact with school children, showing that such employees have not been convicted of certain crimes. A copy of the law is available upon request.
3. The undersigned agrees to submit a copy for the Local Education Agency's (LEAs) records of the Response for Criminal History Record Check, Pennsylvania Child Abuse History Clearance and FBI Fingerprint Report for all its employees and its subcontractors' employees, if any, who will have direct contact with children, and further agrees to produce the originals of each of the above for the LEA's review prior to employment of any such individual.
4. It is agreed that the District has no right of direct control over the hiring, retention, screening or assignment of awarded contractor employees, agents or officers of the undersigned, and further that the undersigned is responsible for compliance with this law. In addition, should any official or employee of the school be subject to any claim, proceedings, lawsuit, fine, civil penalty or other legal involvement arising from the neglect or failure of the undersigned, or its officers, agents or employees, to comply with said law, then the undersigned, as part of the consideration of doing business the District, hereby agrees to indemnify and hold harmless all such persons for all losses, including costs of counsel and all expenses incident thereto.
5. It is agreed that the foregoing obligation applies to employees and subcontractors of the undersigned who are assigned to this project at its beginning and to employees and subcontractors who are added at a later date, as well as any other person that the undersigned shall cause to perform any work or provide any service as part of the contract referred to above.

Dated: _____ 20 _____

By: _____ (Seal)
(Proprietor, Authorized Officer or Partner)

(Corporate Seal,
If applicable)

Witness or Attest:

Business Name and Address of
Vendor/Independent Contractor

HOLD HARMLESS AGREEMENT AND EVIDENCE OF INSURANCE

1. The vendor(s) receiving the award agree(s) to hold harmless and indemnify the Board of Directors, officers, members and employees of the District, from and against all liability, claims, loss, demands, damages or injury, and all costs and expenses (including attorneys’ fees, interest and costs related thereto), suffered or incurred by the District arising from or related to the vendor’s negligence.

2. The vendor(s) receiving the award agree(s) to submit, within five (5) days after award and before work begins, a certificate of insurance evidencing workers’ compensation, commercial general liability, automobile liability, excess liability and pollution liability insurance (with minimum limits outlined below) to Elizabethtown Area School District, ATTN: Tom Strickler, 600 East High Street, Elizabethtown, PA 17022.
 - a. The certificate of insurance must indicate that the District will be added as an additional insured on the commercial general liability and automobile liability insurance policies and pollution liability.
 - b. The insurance carriers must have a minimum Best’s rating of A- or higher, and be licensed to conduct business in the Commonwealth of Pennsylvania.
 - c. The following coverages and minimum limits of insurance shall be maintained:
 1. Workers Compensation – Statutory limits as required by the Commonwealth of Pennsylvania.
 2. Commercial General Liability – including products/completed operations and contractual liability for the services and products provided. The limit of liability is to be not less than \$1,000,000 per occurrence for bodily injury (including personal injury) and for property damage, and not less than \$2,000,000 in the aggregate.
 3. Excess Liability – limit of liability to be not less than \$1,000,000 per accident.
 - d. The certificate of insurance must provide that the policies shown on the certificate cannot be cancelled until after thirty (30) days’ notice to the Certificate Holder, and if the expiration date of the policies occurs during the term of the awarded contract, a renewal certificate of insurance (with policy numbers) will be provided to the District: Elizabethtown Area School District, ATTN: Tom Strickler, 600 East High Street, Elizabethtown, PA 17022.

The vendor hereby agrees to the above terms and conditions dated this _____ day of _____, 20____.

Company Name: _____

Print Name and Title of Authorized Person: _____

Authorized Signature: _____

Building Information and current staffing

Elizabethtown Campus (High School, Middle School, Fieldhouse and District Office):

600 East High Street
Elizabethtown, PA 17022

Square Footage – 398,754 HS/MS/DO
17,587 Fieldhouse

Currently, there are twelve full-time contracted custodians. One Contracted Supervisor

East High Elementary School:

800 East High Street
East High Street, Elizabethtown, PA 17022

Square Footage – 72,600

Currently, there is one full-time contracted second-shift custodian.

Bear Creek Elementary School

1459 Shaeffer Road
Elizabethtown, PA 17022

Square Footage – 156,560

Currently, there are three full-time contracted second-shift custodians.

Bainbridge Elementary School

416 N 2nd Street
Bainbridge, PA 17502

Square Footage – 47,155

Currently, there is one full-time second shift, and one part-time contracted custodian(25 hrs).

Scope of Work

The District is requesting proposals for contractor to provide janitorial services in the District between July 1 and June 30.

The contractor is responsible for providing all training and labor.

In addition, it will be the responsibility of the contractor to dispense the District supplied consumables, such as, toilet paper for dispensers, paper towels for dispensers, trash bags, floor cleaners, sealers and other cleaning solutions. Floor maintenance equipment purchased by the District will remain District property.

CONTRACT CLEANING AND FREQUENCY SPECIFICATIONS FOR ALL BUILDINGS

A. Office(s), Library, Audio Visual, Waiting Rooms, and Nurses Suite	
1. Waste Containers: Empty, wipe clean and replace liners	Daily
2. Glass, interior side of doors and partitions: Dust, spot clean	Daily
3. Paneled walls, bookshelves: Dust (remove gum)	Daily
4. Floors (tile): Dust mop, damp mop (remove gum)	Daily
5. Floors (carpet): Vacuum, spot clean (remove gum)	Daily
6. Furniture, sills and ledges: Dust and spot clean	Daily
7. Doors, door frames, light switches: Dust and spot clean	Daily
8. Refill all paper and soaps	Daily
9. Ceilings and Lights: Remove cobwebs	Weekly
10. Telephones: Clean/sanitize	Weekly
11. Floors (tile): recondition (summer clean)	Yearly
12. Change ceiling tiles (8ft ladder max)	As Needed
13. Change light bulbs (8ft ladder max)	As Needed

B. Restrooms, Shower Rooms and Locker Rooms

- | | |
|----------------------------------------------------------|-----------|
| 1. Bowls and Urinals: Clean and sanitize | Daily |
| 2. Sinks: Clean and sanitize, polish fixtures | Daily |
| 3. Mirrors: Clean | Daily |
| 4. Hand soap, Towels, Tissue Containers: Refill | Daily |
| 5. Waste Containers: Empty and wipe | Daily |
| 6. Doors, Lockers, Partition, Walls: dust and spot clean | Daily |
| 7. Floors: Sweep/damp mop with germicidal detergent | Daily |
| 8. Change ceiling tiles (8 ft. ladder max) | As Needed |
| 9. Change light bulbs (8 ft. ladder max) | As Needed |

CONTRACT CLEANING AND FREQUENCY SPECIFICATIONS (continued)

B. Restrooms, Shower Rooms and Locker Rooms (continued)

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|------------------------------------------------------------------|-----------|
| 10. Walls: Spot clean and remove graffiti | Daily |
| 11. Toilets: Check daily for clogs and plunge when necessary | Daily |
| 12. Showers, Walls, Floor: Remove scum, germicidal agent applied | Weekly |
| 13. Floors: Scrub with germicidal agent | Quarterly |

C. Corridors, Lobbies, Vestibules and Stairways

- | | |
|--------------------------------------------------------------------------|-----------|
| 1. Drinking Fountains: Clean/sanitize | Daily |
| 2. Waste Containers: Empty/wipe, replace liner | Daily |
| 3. Sills and Ledges: Dust | Daily |
| 4. Floors (Tile): Dust mop/spot mop (remove gum) | Daily |
| 5. Floors (Tile): Mop/auto scrub | Daily |
| 6. Stairs: dust mop/spot mop (remove gum) | Daily |
| 7. Floors (Carpeted, including mats): Vacuum and spot clean (remove gum) | Daily |
| 8. Glass Doors and Side Lights: Clean | Daily |
| 9. Venetian Blinds: Dust | Quarterly |
| 10. Stairways, Railings and Balustrades: Dust | Weekly |
| 11. Floors: High speed burnish | Weekly |
| 12. Entry Mats: Remove and clean underneath | Weekly |
| 13. Doors, Door Frames, Light Switches: Clean | Weekly |

- | | |
|-------------------------------------------|--------------|
| 14. Stairways: Complete wet mop | Weekly |
| 15. Floor (Tile): Recondition | 1 x Per Year |
| 16. Venetian Blinds: Wet wipe | 2 x Per Year |
| 17. Outside Entrances: Clean, sweep | As Needed |
| 18. Change light bulbs (8ft ladder max) | As Needed |
| 19. Change ceiling tiles (8ft ladder max) | As Needed |

D. Classrooms, Science Rooms and Art Rooms

- | | |
|-------------------------------------------------------------|-------|
| 1. Venetian Blinds: Dust | Daily |
| 2. Sills and Ledges: Dust | Daily |
| 3. Floors (Tile): Dust mop/spot mop (remove gum) | Daily |
| 4. Floors (Carpeted, including mats): Vacuum and spot clean | Daily |
| 5. Ceilings and Lights: Remove cobwebs | Daily |
| 6. Waste Containers: Empty/wipe, replace liner | Daily |

CONTRACT CLEANING AND FREQUENCY SPECIFICATIONS (continued)

D. Classrooms, Science Rooms and Art Rooms (continued)

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|--------------------------------------------------------------------|-----------|
| 7. Chalk/White Boards: Erase and dust (unless marked SAVE) | Daily |
| 8. Chalk Trays: Dust | Daily |
| 9. Chairs, Desks, Shelves and Blinds: Align | Daily. |
| 10. Pencil Sharpeners: Empty | Daily |
| 11. Sinks, Countertops, Desktops: Clean | Daily |
| 12. All soaps, Towels, Tissue Containers: Refill | Daily |
| 13. Chalk/White Boards , Trays: Damp wipe | Weekly |
| 14. Doors, Door Frames, Light Switches: Clean | Weekly |
| 15. Floor (Tile): Recondition (Summer Recess) | 1 x Year |
| 16. Venetian Blinds: Wet wipe (Summer Recess) | 1 x Year |
| 17. Change ceiling tiles (8ft ladder max) | As Needed |
| 18. Change light bulbs (8 ft ladder max) | As Needed |

E Gymnasium

- | | |
|-----------------------------------------------------------------------|-------|
| 1. Wood Floor: Dust with treated mop, damp mop as needed (remove gum) | Daily |
| 2. Synthetic Floor: Dust mop, spot mop (remove gum) | Daily |
| 3. Indoor Track: Sweep | Daily |

- | | |
|------------------------------------------------------------|--------------|
| 4. All soaps, Towels, Tissue Containers: Refill | Daily |
| 5. Synthetic Floor: Remove marks, auto scrub | 2 x Per Week |
| 6. Sills, Ledges: Dust | Weekly |
| 7. Walls, Mats: Wipe down | Quarterly |
| 8. Bleachers: dust mop, spot mop, spot clean, (remove gum) | As Needed |

F. Auditorium

- | | |
|---------------------------------------------------------|-------|
| 1. Glass Doors: Dust, spot clean | Daily |
| 2. Sills, Ledges: Dust | Daily |
| 3. Doors, Door Frames, Light Switches: Dust, spot clean | Daily |
| 4. Floors (Concrete): Dust, mop, spot mop, (remove gum) | Daily |
| 5. Floors (Carpet): Vacuum and spot clean (remove gum) | Daily |
| 6. Floors (Wood): Dust mop, spot clean | Daily |
| 7. Waste Containers: Empty/wipe, replace liner | Daily |
| 8. All soaps, Towels, Tissue Containers: Refill | Daily |

CONTRACT CLEANING AND FREQUENCY SPECIFICATIONS (continued)

F. Auditorium (continued)

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|----------------------------------------------------|--------|
| 9. Props, Furniture, etc: Dust | Weekly |
| 10. Floors (Wood): Damp mop | Weekly |
| 11. Floors (Concrete): Recondition (Summer Recess) | Yearly |

G. Cafeteria (Multi-Purpose) and Facility Dining Room

- | | |
|-------------------------------------------------------|-----------|
| 1. Floors (terrazzo) Auto scrub | Daily |
| 2. Floors (resilient tile): Damp mop (remove gum) | Daily |
| 3. Tables, Chairs: Wipe table and chairs | Daily |
| 4. Walls, Sills, Windows, Doors, Light Switches: Dust | Daily |
| 5. Waste Containers: Empty/wipe, replace liner | Daily |
| 6. Cafeteria Floor: Wet mop | Daily |
| 7. Floors (resilient tile): High speed polish | Weekly |
| 8. Change ceiling tiles (8ft ladder max) | As Needed |

9. Change light bulbs (8ft ladder max) As Needed

H. Trash Disposal, Carpet, Supplies, Window Cleaning

- 1. Interior Glass: Spot Clean, dust Daily
- 2. Entrance Doors: Clean Daily
- 3. Carpet, Mats: Vacuum Daily
- 4. Trash: Collected from entire building and taken to central disposal area Daily

I. Winter, Spring Break Priority Areas

Projected work to include but not limited to:

- 1. Library books, shelves: Dust
 - 2. Furniture: Wash and polish
 - 3. Lockers: Wash
 - 4. Walls: Wash
 - 5. Waste Containers: Wash
 - 6. Snow removal: Assist with entrances
- * Special assignments per district request. (Additional cost)

CONTRACT CLEANING AND FREQUENCY SPECIFICATIONS (continued)

J. Summer Cleaning

- 1. Floors: Refinish all (Except wood gym floors) 2 coats classroom, 4 coats hallway and cafeteria.
- 2. Walls: Wash all
- 3. Ceilings: Dust all
- 4. Light Fixtures, Air Vents and Bookshelves: Dust all
- 5. Carpet and Draperies: Vacuum all
- 6. Countertops, Kick Plates, Door Hardware and Furniture: Polish all
- 7. Synthetic Gym Floors: Refinish
- 8. Stairways: Refinish
- 9. Furniture: Move to access floor cleaning as needed

K. Excluded Work

1. Work outside of building, except immediate entry ways
2. Maintenance/Repairs (other than changing light bulbs/ceiling tiles)
3. Grass mowing and grounds care

* All areas must be cleaned after the last occupied use of the day. School activities will not be scheduled around a cleaning schedule. The cleaning crews will be flexible to accommodate the events held in the building.

Qualification of Proposals

The District will evaluate the responses based upon the information supplied by the contractor. Criteria for evaluations will include:

	Category	Weight
1	Cost	35
2	Experience	30
3	Qualifications	25
4	References	10

**Request for Proposal
Janitorial Services**

PROPOSAL SUBMISSION FORM

Company Name: _____

Address: _____

Authorized Name and Title: _____

Authorized Signature: _____

Contact Person: _____

Date: _____

Phone Number: _____ Fax Number: _____

Email Contact Information: _____

FIRST, that we have carefully examined the Administrative and Contractual Information, Notice to Bidders, General Conditions and Specifications, and in accordance with same, submit this bid and agree to furnish and perform the specified work for the Elizabethtown Area School District for the sum indicated below.

SECOND, that this bid is subject to all the terms of these specifications and we hereby agree to enter into a written contract to furnish such materials and labor as required in these specifications.

THIRD that the prices quoted herein are exclusive of Federal Excise and Pennsylvania State Sales Tax.

FOURTH, as based upon the preceding specifications, the following bid prices are listed as firm for a period of sixty (60) days after the date established for receiving bids.

FIFTH that the prices quoted for base bids are as follows:

BASE BID PRICES

Building: **High School/Middle School Complex**

The undersigned agrees to deliver said services according to the specification at the price listed below

HOURS NEEDED TO COMPLETE TASK: _____

NUMBER OF EMPLOYEES TO COMPLETE TASK: _____

MONTHLY SERVICE FEE (YEAR 1) _____

MONTHLY SERVICE FEE (YEAR 2) _____

MONTHLY SERVICE FEE (YEAR 3) _____

BASE BID PRICES

Building: **East High Elementary**

The undersigned agrees to deliver said services according to the specification at the price listed below

HOURS NEEDED TO COMPLETE TASK: _____

NUMBER OF EMPLOYEES TO COMPLETE TASK: _____

MONTHLY SERVICE FEE (YEAR 1) _____

MONTHLY SERVICE FEE (YEAR 2) _____

MONTHLY SERVICE FEE (YEAR 3) _____

BASE BID PRICES

Building: **Bear Creek Elementary School**

The undersigned agrees to deliver said services according to the specification at the price listed below

HOURS NEEDED TO COMPLETE TASK: _____

NUMBER OF EMPLOYEES TO COMPLETE TASK: _____

MONTHLY SERVICE FEE (YEAR 1) _____

MONTHLY SERVICE FEE (YEAR 2) _____

MONTHLY SERVICE FEE (YEAR 3) _____

BASE BID PRICES

Building: **Bainbridge Elementary School**

The undersigned agrees to deliver said services according to the specification at the price listed below

HOURS NEEDED TO COMPLETE TASK: _____

NUMBER OF EMPLOYEES TO COMPLETE TASK: _____

MONTHLY SERVICE FEE (YEAR 1) _____

MONTHLY SERVICE FEE (YEAR 2) _____

MONTHLY SERVICE FEE (YEAR 3) _____

References

Contractor: _____

EXPERIENCE

School District/Private School	Contact Name	Telephone	Dates of Service
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature

Date

** Use additional pages if necessary

Certification Regarding Debarment and Suspension

This certification is required by the regulations implementing Executive Order 12549 and 12689, “Debarment and Suspension” (2 CFR 180).

1. The prospective participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Contractor Name:

Name(s) and Title(s) of Authorized Representative(s) of the Contractor

Signature(s) (in blue ink only)

Date

Clean Air and Water Certificate

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(d)) and is listed by the Environmental Protection Agency (EPA) or the contract is not otherwise exempt. Both the School Food Authority (SFA) and Contractor (offeror) shall execute this Certificate.

Contractor Name:

SFA: Elizabethtown Area School District

THE CONTRACTOR AGREES AS FOLLOWS:

1. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.
2. That no portion of the work required by this prime contract will be performed in a facility listed on the EPA List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
3. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
4. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

1. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).
2. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
3. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).
4. The term "Clean Water Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).
5. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.
6. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the Contractor's Company.

Signature(s) (in blue ink only) of Contractor's Authorize Representative

Title

Date

CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name/Address of Contractor

Name/Title of Submitting Official

Signature(s) (in blue ink only)

Date

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: _____
 a. contract
 b. grant
 c. cooperative agreement
 d. loan
 e. loan guarantee
 f. loan insurance

2. Status of Federal Action: _____
 a. bid/offer/
 application
 b. initial award
 c. post-award

3. Report Type: _____
 a. initial filing
 b. material change
 For Material Change Only: Year _____
 Quarter _____
 Date of Last Report _____

4. Name and Address of Reporting Entity:
 Prime

Subawardee

Tier, if known:

Congressional District, if known:

6. Federal Department/Agency:

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

Congressional District, if known:

7. Federal Program Name/Description:

8. Federal Action Number, if known:

CFDA Number, if applicable: _____

9. Award Amount, if known:
 \$ _____

10. a. Name and Address of Lobbying Entity:
 (last name, first name, MI)

10. b. Individuals Performing Services (including address if different from No. 10,a.)

(Attach Continuation Sheet(s) SF-LLL-A If Necessary) (if individual, last name, first name, middle)

11. Amount of Payment (check all that apply):

\$ _____ Actual \$ _____ Planned

13. Type of payment (check all that apply):

- ___ a. retainer
 ___ b. one-time fee
 ___ c. commission
 ___ d. contingent fee
 ___ e. deferred
 ___ f. other; specify:

12. Form of Payment (check all that apply):

- ___ a. cash
 ___ b. in-kind; specify:

Nature _____

Actual _____

14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11:

(Attach Continuation Sheet(s) SF-LLL-A, if necessary)

15. Are Continuation Sheet(s) SF-LLL-A Attached: Yes _____ (Number _____) No _____

16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: (in blue ink only)

Print Name: _____

Title: _____

Telephone: _____

Date: _____

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET SF-LLL-A**

Reporting Entity: _____ Page
_____ of _____

Reporting of Lobbying Activities – page 4

INSTRUCTIONS FOR COMPLETION OF SF-LLL,

DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use of SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee; e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) Number, Invitation for Bid (IFB) Number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check all that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check all that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached. List number of sheets if yes.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.