



Request for Proposal (RFP):  
Custodial Services

Issue Date: 2/10/2026

RFP# CSV\_0226

Proposals Due: 3/17/2026 at 3p.m. EST

SUBMIT PROPOSALS TO:

*Jana Arentsen*

*Procurement Coordinator*

*200 South Providence Road*

*Wallingford, PA 19086*

*Phone: 610-892-3470 x1303*

*Email: [procurement@wssd.org](mailto:procurement@wssd.org)*

# REQUEST FOR PROPOSAL: CUSTODIAL SERVICES

## PART 1: GENERAL INFORMATION

The Wallingford-Swarthmore School District (“School District”) is a public school district located in Delaware County, Pennsylvania, serving approximately 3,700 students across three (3) elementary schools, one (1) middle school, and one (1) high school.

### **A. PURPOSE OF REQUEST FOR PROPOSAL**

The School District is soliciting responses to this Request for Proposal (“RFP”) from experienced and capable organizations wishing to provide Custodial Services. The goal of district leadership is to partner with a professional organization with a proven track record of supporting the implementation and delivery of these services (the “Vendor”).

The RFP is designed to provide interested parties with sufficient basic information to submit proposals (“Proposals”) meeting minimum requirements but is not intended to limit a Proposal’s content or exclude any relevant or essential information. Respondents are at liberty and are encouraged to expand upon the specifications to provide further evidence of service capability under any proposed agreement. The School District intends to select an entity that demonstrates the highest level of knowledge, competency, qualification and experience with custodial services.

The School District will evaluate timely submitted Proposals and, if it determines that it is in the School District’s best interest, award a contract to the Proposer whose Proposal is most advantageous to the School District, in the School District’s sole discretion. The School District reserves the right, in its sole discretion, to select or negotiate terms with one or more responding firms, to reject any and all Proposals, to amend this RFP, and/or to waive any non-material variations or irregularities with the stated RFP conditions found in the Proposals.

### **B. SITE VISIT AND MANDATORY PRE-PROPOSAL MEETING**

All Proposers shall attend a mandatory pre-proposal meeting scheduled on Wednesday, March 4<sup>th</sup> at 9a.m. at Spencer House located at 200 S. Providence Rd. Wallingford PA 19086 to make certain that the specifications are clearly understood. Proposers shall email [procurement@wssd.org](mailto:procurement@wssd.org) with any questions regarding the meeting or meeting location- subject line “QUESTION: CUSTODIAL SERVICES MEETING.”

### **C. TIMELINE AND SELECTION**

All times noted in the RFP are local times of the School District.

**RFP Due Date:** March 17, 2026 at 3p.m. local time.

**Anticipated School District Selection:** April 28, 2026

**Review of Proposal:** The School District, at its sole discretion, may request a meeting and/or presentation to discuss a Proposal. The meeting may be held in person or remotely during the week of March 23, 2026.

### **D. RFP QUESTIONS**

Any questions regarding the RFP shall be submitted by email to Robert Maloney, Director of Buildings & Grounds, and Jana Arentsen, Procurement Coordinator, at [procurement@wssd.org](mailto:procurement@wssd.org). The email subject line should read, “QUESTION: CUSTODIAL SERVICES” and must identify the person’s name, contact information and entity within the first line of the email. All questions must be submitted to the School District no later than March 13, 2026, by 12 P.M. local time.

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Proposers may not rely on oral responses to inquiries and shall only rely on written responses issued in writing by Mr. Maloney and/or Mrs. Arentsen. Responses to questions and any addenda to the RFP will be posted on the School District's website, <https://www.wssd.org/procurement>. It is each Proposer's responsibility to check the website periodically to obtain such responses and any amendments to the RFP.

### E. NO SCHOOL DISTRICT RESPONSIBILITY FOR COSTS OF RESPONSE

The School District expressly disclaims any responsibility to any party with regard to any costs incurred responding to this RFP or participating in the RFP process. If, for any reason whatsoever, the District rejects a Proposer's Proposal, the Proposer agrees that it will not seek to recover profits on services not performed, to recover the costs for preparing the Proposal, or assert a claim for unjust enrichment.

## PART II: GUIDELINES FOR SUBMITTING A PROPOSAL

### F. REQUIRED INFORMATION

Responses shall include a qualifications Proposal as described below. The School District intends to review and evaluate the merits of the Proposal based on an evaluation criterion which will review experience and pricing metrics as determined by the School District.

**Proposal Submission:** Sealed Proposals must be submitted to Jana Arentsen at Wallingford-Swarthmore School District's Business Office located at 200 South Providence Road, Wallingford, PA 19086. Proposals may be hand-delivered, delivered by overnight courier (FedEx, UPS, etc.), or mailed through USPS. Proposers Proposals submitted after the RFP Due Date and Proposals not submitted to the correct person will be rejected and not considered.

Within one hour of the Proposal Submission deadline, Proposers shall email a copy or link to a searchable pdf of the Proposal that is identical to the hard copy delivered to [procurement@wssd.org](mailto:procurement@wssd.org) with the subject line "[NAME OF PROPOSER FIRM]: RESPONSE TO RFP FOR CUSTODIAL SERVICES."

Proposals must be received by March 17, 2026, at 3:00 P.M. local time.

*Faxed responses and late proposals will not be considered.*

### G. SCOPE OF SERVICES

The following list of requirements, while not exhaustive, is intended to provide interested parties with sufficient basic information to submit Proposals meeting minimum requirements but is not intended to limit a Proposal's content or exclude any relevant or essential information.

The successful Proposer shall have the ability to provide the following (see following page):

**REQUEST FOR PROPOSAL: CUSTODIAL SERVICES**

**Scope of Services**

<p><b>1. Purpose</b></p>	<p>Wallingford–Swarthmore School District (‘the District’) seeks a qualified custodial services provider with a proven track record of reliability, attention to detail, and demonstrated excellence in K–12 custodial operations. The Vendor shall provide all labor, supervision, management oversight, training, equipment, daily cleaning chemicals, and quality-control systems necessary to maintain clean, safe, orderly, and hygienic facilities across all District buildings.</p> <p>This Scope of Work defines service requirements, staffing expectations, performance standards, sustainability commitments, and coordination responsibilities, and must be performed in accordance with the full Specifications contained in Appendix A.</p>
<p><b>2. Facilities</b></p>	<ul style="list-style-type: none"> <li>● Strath Haven Middle School (Including Admin Wing) 200 South Providence Road, Wallingford, PA 19086</li> <li>● Spencer House / Operations 200 South Providence Road, Wallingford, PA 19086</li> <li>● Transportation Office 200 South Providence Road, Wallingford, PA 19086</li> <li>● Maintenance Shop 126 South Providence Road, Wallingford, PA 19086</li> <li>● Strath Haven High School (Including Modular Classrooms) 205 South Providence Road, Wallingford, PA 19086</li> <li>● Swarthmore Rutledge Elementary School (SRS) 100 College Avenue, Swarthmore, PA 19081</li> <li>● Nether Providence Elementary School (NPE) 410 Moore Road, Wallingford, PA 19086</li> <li>● Wallingford Elementary School (WES) 20 South Providence Road, Wallingford, PA 19086</li> </ul> <p>The District reserves the right to modify facility assignments, adjust staffing levels, alter shift times, and reallocate custodial hours across buildings as necessary. Summer cleaning schedules will vary based on extended school-year and program use.</p>
<p><b>3. Daily &amp; Seasonal Cleaning Expectations</b></p>	<ul style="list-style-type: none"> <li>• All buildings will be cleaned and sanitized.(Please see Appendices B - D)</li> <li>• Vendor will provide full summer cleaning, including deep cleaning, restorative floor care, and building readiness for staff and students</li> </ul>

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<p><b>4. Coordination Between Vendor and District</b></p>	<p><b>4.1 Communication and Operational Alignment</b></p> <ul style="list-style-type: none"><li>● A designated Custodial Manager responsible for District-wide custodial operations.</li><li>● Custodial Leads for each building (with SHMS Custodial Lead also overseeing the Transportation Building, Spencer House, and Maintenance Shop).</li><li>● Daily communication logs or check-ins via email, phone, text, or in-person reporting.</li><li>● Immediate escalation of urgent issues to the Director of Buildings &amp; Grounds prior to the end of the shift.</li></ul> <p><b>4.2 Coordination with Maintenance Services</b></p> <p>The Vendor serves as first-line observer for maintenance-related issues and must report facility damage, repair needs, safety hazards, vandalism, or suspicious activity. Written incident reports are required within 24 hours.</p>
<p><b>5. Required Vendor Expertise</b></p>	<ul style="list-style-type: none"><li>● Experience serving K–12 public schools or similar multi-building educational facilities in Pennsylvania.</li><li>● Knowledge of PA requirements (Act 34, Act 151, FBI fingerprinting/Act 114), OSHA, and Right-to-Know.</li><li>● Capability to deploy the District’s estimated initial daily staffing levels on Day 1 of the Contract.</li><li>● Adequate substitute employee pool for absentee coverage.</li><li>● Proficiency with commercial-grade equipment, modern floor-care programs, and inspection/reporting software.</li></ul>

<p><b>6. Accountability Structure for Custodial Personnel</b></p>	<p><b>6.1 Staffing Requirements</b></p> <ul style="list-style-type: none"> <li>● Provide and maintain the District’s estimated initial daily staffing level on the first day of the Contract.</li> <li>● Maintain consistent staffing and provide trained substitutes for absences.</li> <li>● Enforce uniform, ID badge, and conduct expectations as defined by District policy.</li> <li>● Comply with District’s right to revise staffing levels and work schedules at any time.</li> </ul> <p><b>6.2 Personnel Background Requirements</b></p> <ul style="list-style-type: none"> <li>● PA Criminal History Check (Act 34).</li> <li>● PA Child Abuse History Clearance (Act 151).</li> <li>● FBI Fingerprint Clearance (Act 114).</li> <li>● Compliance with Sections 1-111 and 1-111.1 of the PA Public School Code, including renewals and reporting obligations.</li> </ul> <p><b>6.3 Quality Assurance and Performance Monitoring</b></p> <ul style="list-style-type: none"> <li>● Bi-weekly inspections using commercial inspection software, covering at least 50% of cleanable spaces per cycle.</li> <li>● Compliant/non-compliant scoring and a minimum monthly performance score of 90%.</li> <li>● Monthly summary reports to the Director of Buildings &amp; Grounds and cooperation with District inspections.</li> <li>● Timely corrective actions and acceptance of invoice deductions where deficiencies persist.</li> </ul>
<p><b>7. Sustainability and Environmental Standards</b></p>	<ul style="list-style-type: none"> <li>● Use environmentally preferable products where available (e.g., EPA Safer Choice, Green Seal, low-VOC).</li> <li>● Use HEPA-filtered vacuums and equipment designed to reduce water and chemical use; maintain equipment in good order.</li> <li>● Support District recycling and waste-reduction practices and keep waste areas clean and odor-free.</li> <li>● Protect indoor air quality by minimizing fragrances and ensuring ventilation during chemical use; prevent mold/mildew through routine care.</li> </ul>
<p><b>8. Safety, Security, and Emergency Responsibilities</b></p>	<ul style="list-style-type: none"> <li>● Prevent unauthorized access or unattended open areas; enforce prohibited-behavior policies (e.g., no smoking/vaping on school grounds, no use of District equipment, no cell phone use during work hours).</li> <li>● Immediate reporting of suspected theft, illegal activity, vandalism, or security concerns.</li> <li>● Vendor is responsible for costs associated with security failures due to staff negligence (see Appendix A).</li> </ul>

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<p><b>9. Vendor Deliverables</b></p>	<ul style="list-style-type: none"> <li>Fully staffed custodial teams at all buildings, meeting Day-1 staffing levels.</li> <li>Building-specific Procedure Books (SDS, schedules, equipment lists, emergency procedures).</li> <li>Daily communication logs and updated staffing/clearance rosters.</li> <li>Bi-weekly inspection results and monthly performance summaries.</li> <li>Complete equipment and supply inventories; incident/damage reports within 24 hours.</li> </ul>
<p><b>10. Reference to Technical Specifications</b></p>	<ul style="list-style-type: none"> <li>All tasks, performance standards, training expectations, staffing rules, equipment standards, cleaning frequencies, security, safety, holidays, key control, inspection protocols, and corrective action procedures are defined in the Specifications Document (Appendix A), which forms an integral part of this Scope of Work.</li> </ul>
<p><b>Timeline</b></p>	<p>Start date: June 1<sup>st</sup>, 2026, with an award by the end of April to allow for startup and employee engagement.</p>

**H. SELECTION CRITERIA**

The School District intends to award a contract to the Proposer who offers the best value, in the School District’s sole discretion. The selection criteria considered by the School District shall include, but not be limited to:

Criterion	Definition / Evidence	Weight (%)
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1. Relevant Experience & Past Performance	K–12 PA experience; references; contract size/scope alignment.	20
2. Transition & Staffing Plan	Day-1 staffing readiness; substitute pool; supervision coverage; schedules.	20
3. Quality Assurance & Reporting	Inspection software; bi-weekly inspections; 90% threshold; corrective action.	15
4. Training, Safety & Compliance	OSHA/Right-to-Know; Act 34/151/114; substance abuse program; SOPs.	10
5. Sustainability & Equipment	Environmentally friendly products; HEPA; equipment maintenance; IAQ protections.	10
6. Price	Total evaluated price from Pricing worksheet; clarity of assumptions.	25
7. References / Value-Added	Client feedback; innovations; community fit.	5

**PART II: SUBMISSION OF PROPOSAL**

**Tab I: General Summary of Organization**

- Provide an Executive Summary with firm overview and understanding of WSSD need. Include contact information for the primary point of contact, company background, corporate structure, years in business (educational preferred) and any contracts expired/terminated in past 3 years and your most recent financial statements.
- Additionally, include three to four K–12 references (PA preferred) with name, contact, phone, location, facility type.

**Tab II: Work Plan Timeline & Methodology**

**A. Accountability Structure**

- Create a WSSD-specific org chart (Custodial Manager, Custodial Lead, crews), include formal programs (training, recruitment/retention, substitute pool), and quality control protocols; inspection software screenshots; corrective action timelines.

**B. Coordination Plan with District Maintenance**

- Design a strategy for coordinating with Director of Buildings & Grounds and recommend practices and procedures to promote interaction between District Maintenance personnel and Proposer’s personnel on a “team” or “win-win” or “partnering” basis. Give examples of successful maintenance coordination in other districts.

**C. Staffing Plan & Day-1 Readiness**

- Propose a staffing schedule and FTEs per building; align with Pricing Workbook and describe your plan to achieve full staffing by June 22, 2026 and maintain throughout contract. Please include a plan to reduce FTEs via high-tech equipment, self-cleaning machines, shift optimization
- What is your managerial plan, QC program, and expectation of work performance without overtime (>40 hrs/week)?

**D. Training, Safety & Compliance**

- Describe your plan for ensuring mandated child abuse reporting training, ensuring staff complies with industry standards, maintaining security and safety protocols, PA clearances(Act 34, Act 151, Act 114; Sections 1-111 & 1-111.1; OSHA/Right-to-Know), and SDS. Include your willingness to attend/ not attend WSSD site-specific training at vendor cost.
- Share your DEI/welcoming atmosphere measures?

**E. Sustainability & Environmental Practices**

- Provide a description of your approach to environmental sustainability, including integration of energy-efficient systems and materials.

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## F. Carpet & Hard Floor Cleaning Plan

- Create a detailed plan aligned to Appendix B (Periodic Cleaning): products, frequencies, equipment, staffing

## G. Equipment & Maintenance Program

- Design a comprehensive equipment list per building; PM schedules; ties to efficiency and FTE optimization.

## H. Quality Assurance & Reporting

- Describe your plans for weekly inspections covering  $\geq 50\%$  of spaces; monthly summary; and expectations for how to achieve a  $\geq 90\%$  score target.

## I. Transition Plan (30/60/90 Days)

- Propose onboarding milestones; communications; risk mitigation and how your plan for continuity.

### Tab III: Distinguishing Characteristics & Community Alignment

- Share all innovations/technologies and value-added services.
- Provide examples of community engagement and fit with WSSD culture.
- Describe how you have encouraged employee development and retention and lowered turnover practices.

### Tab IV: Additional Information & Relevant References

- Supporting manuals, logs, screenshots, and appendices
- Exceptions/Deviations to Scope or Specifications
- Required forms: non-collusion affidavit, insurance certificates

### TAB V: Pricing

The School District's fiscal year begins on July 1 of each year. Please provide an annual cost for Custodial Services. Proposals must be complete and include all costs and charges that the Proposer would charge for cleaning services, cleaning supplies, etc.

- Completed WSSD Pricing & Staffing Workbook (monthly school-year, summer, additional services, unit pricing)
- Assumptions and clarifications; alignment with staffing plan

**PART III: WRITTEN AGREEMENT**

**A. CONTRACT PERIOD**

The School District intends to award a contract to the successful Proposer (the “Vendor”) for an initial term of two (3) years. The proposal for each year should be submitted based on the scope of work proposed for each school year. The School District’s intent is for the initial term to begin on June 1, 2026, and expire on June 30, 2029 with a review and opportunity to renew annually moving forward for both 2029 -2030 school year and, after annual review, the 2030 -2031 school year.

**B. FORM OF AGREEMENT**

The form of written agreement the School District intends to enter with the Vendor will be an agreement which is subject to final solicitor review and approval. This RFP and the Vendor’s Proposal shall be incorporated by reference into the final written agreement, so each Proposer shall clearly indicate any RFP terms that it takes exception to in its Proposal. In addition to indicating in the Proposal any exceptions taken to the RFP terms, Proposers are encouraged, but not required, to provide a draft contract for review. A duly authorized officer or agent of the Proposer shall sign the Proposal.

**C. INSURANCE REQUIREMENTS AND LIMITS AND INDEMNIFICATION**

All insurance policies required hereunder shall be primary and non-contributory with regard to the School District's shall be maintained in full force and effect for the term of the agreement. Each policy shall contain the provision that the Vendor shall provide thirty (30) days prior written notice given to the School District in the event of cancellation, non-renewal, or material change to the insurance coverages. A certificate of insurance evidencing all insurance coverages as outlined below shall be provided to the School District for review upon request, and at least seven (7) working days prior to the execution of the agreement and at any time thereafter upon the School District's written request.

The insurance companies indicated as the carriers on the insurance certificates, shall be authorized to do business in the Commonwealth of Pennsylvania, shall have an AM Best rating no less than "A," and the carriers shall be acceptable to the School District. The Receiver, School District, School Board, Chief Recovery Officer, officers, employees, volunteers, and agents shall be named as additional insureds, ATIMA, with respect to all coverages, except Workers' Compensation and professional liability/malpractice insurance. The Vendor’s liability insurance coverage shall be endorsed to state that its coverage will be primary to any other coverage available to the School District, that no act or omission of the School District will invalidate the coverage, and that the insurance company waives subrogation against the School District, and any of the School District's officers, employees and agents.

The Vendor shall provide the School District with evidence of such coverages and endorsements on or prior to the commencement of this Agreement. The Vendor shall acquire and maintain throughout the term of the agreement the greater of (a) its current policies or (b) the following minimum levels of insurance:

General Liability:

Bodily Injury and Property Damage including Products and Completed Operations	
Each Occurrence	\$1,000,000
Personal and Advertising Injury – Each Occurrence	\$1,000,000
Products and Completed Operations Aggregate	\$2,000,000
General Aggregate	\$2,000,000
Damage to Rented Premises	\$ 50,000
Medical Payments	\$ 10,000

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## Business Automobile Liability:

Combined Single Limit	\$ 1,000,000
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## Workers' Compensation and Employers Liability

Workers' Compensation	Statutory
Bodily Injury, each Employee	\$500,000
Bodily Injury, each Accident	\$500,000
Disease, each Employee	\$500,000.

## Umbrella Liability

Umbrella Liability applying excess of the General Liability, Automobile Liability, and Employers Liability policies, on a following-form basis, with limits not less than:

Each Occurrence	\$5,000,000
Aggregate	\$5,000,000

Hazardous work may require higher limits, as requested by the School District.

## Sexual Abuse & Molestation

Sexual Abuse & Molestation coverage covering claims arising from actual or alleged acts of sexual abuse, molestation, harassment, mental & emotional abuse, and misconduct, with limits not less than:

Each Occurrence	\$1,000,000
Aggregate	\$1,000,000

Coverage must apply to all employees, volunteers, subcontractors, and any other individuals acting on behalf of the insured

## Professional Liability/Errors & Omissions Insurance

All Vendors/Providers who will perform, or retain others to perform, professional services in connection with the work shall provide Professional Liability insurance covering negligent acts, errors, or omissions in the performance of their work, with limits not less than:

Each Claim	\$3,000,000
Annual Aggregate	\$3,000,000

If coverage is written on a claims-made basis, an Extended Reporting Period, or tail coverage, shall be provided for three (3) years following completion of the insured's services. In the alternative, the Professional Liability policy shall be renewed for not less than three years following completion. The policy retroactive date shall be no later than the effective date of this Agreement.

Any deductible under this coverage shall be no more than \$10,000 without School District approval and shall be the sole responsibility of the Vendor.

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## Commercial Crime:

Vendor agrees to secure and maintain blanket Commercial Crime coverage with an endorsement for third party coverage in favor of Wallingford Swarthmore School District in the amount of \$1,500,000. Policy must cover dishonest acts including loss due to theft of client money, securities and property, forgery and alteration of documents and fraudulent transfer of money, securities and property. A full copy of the policy and endorsement are to be furnished with Wallingford Swarthmore School District to be named as an additional insured unto the policy and endorsement.

The insurance requirements are not intended and shall not be construed to modify, limit, or reduce the indemnification obligations set forth below or limit the Vendor's liability to the limits of the policies of insurance required to be maintained hereunder.

The Proposer shall indemnify and hold harmless the Chief Recovery Officer, the Receiver, the Board, the School District, and its and their officers and employees from and against all claims and liabilities incurred in or arising out of the Proposer's performance of the contract.

## **D. TERMINATION**

The School District may terminate the contract within fifteen (15) days' written notice to the Vendor of the intent to terminate the contract. The contract can be terminated for failure to perform or for convenience. In the event of termination, the School District shall only be responsible for payment of services actually and satisfactorily performed. If the School District has paid the Vendor for goods or services not yet provided as of the date of termination, the Vendor shall immediately refund such payment(s).

The Vendor may terminate the contract with thirty (30) days' written notice to the School District. The contract can only be terminated for failure to perform. The notice shall provide the School District with a detailed description of the alleged failure to perform and provide the School District with the opportunity to cure. If the School District has failed to cure the alleged failure within thirty (30) days, the Vendor shall confirm the termination in writing to the School District. If the School District has paid the Vendor for goods or services not yet provided as of the date of termination, the Vendor shall immediately refund such payment(s).

## **E. ASSIGNMENT**

The Vendor shall not be permitted to assign the agreement without the advanced, written, express consent of the School District.

## **F. SUBCONTRACTING AND SUB CONSULTING**

The Vendor shall not be permitted to enter into a subcontract or sub consulting agreement for any of its contractual duties without the advanced, written, express consent of the School District.

## **G. WAIVER OF CONSEQUENTIAL DAMAGES**

The Vendor shall waive any claim against the School District for lost profits, lost expected profits, consequential damages, indirect damages, incidental damages, and/or punitive damages arising out of or relating to the contract or termination thereof.

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## H. CLEARANCES, CERTIFICATIONS, AND LICENSURE

At no cost to the School District, the Vendor shall provide the School District with the following valid clearances and certifications for each Vendor employee or permitted subcontractor prior to performing any services for the School District:

- i) A Child Abuse History Clearance (Act 151);
- ii) Federal Criminal History Records (Act 114);
- iii) Pennsylvania Background Checks (Act 34);
- iv) Tuberculin testing (28 PA Code 23.44);
- v) Employment History Review (Act 168); and
- vi) Mandatory reporter training certification (Act 126).

The Vendor shall provide current state and federal licenses and certifications, as applicable, for each employee or subcontractor performing services pursuant to an agreement with the School District. The licensure and/or certifications shall align with the types of services to be provided by the individual employee or Vendor. As a provider of contracted services, the Vendor shall notify the School District any time that any of its agents or employees who are performing work on behalf of the School District are either arrested or charged with a criminal offense as required by law and Board Policy 818. Such notice shall be provided in writing on form PDE-6004 and within seventy-two (72) hours of the arrest or conviction.

## I. MODIFICATION AND WITHDRAWAL

Proposals may not be modified after submittal. Proposals may be withdrawn after submittal, provided that the Proposer makes a request to withdraw in writing and the request is received prior to the time of the RFP Due Date. Negligence by the Proposer in preparing the Proposal confers no right of withdrawal or modification of the Proposal after the Proposal has been opened. No claims on account of mistakes or omissions in any Proposal will be considered. A Proposal is deemed a firm offer and each Proposer agrees that its Proposal shall not be withdrawn within sixty (60) days from the Proposal Opening.

## J. COLLUSIVE PROPOSALS

By submitting a Proposal, Proposer certifies that it has not combined, conspired, or agreed to intentionally rig, alter, or otherwise manipulate, or cause to be rigged, altered, or otherwise manipulated, its Proposal for the purpose of allocating purchases or sales to or among persons, raising or otherwise fixing the prices of the goods or services, or excluding other persons from dealing with the School District. By submitting its Proposal, Proposer certifies that its Proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Proposer, supplier, manufacturer, or related entity in connection with its Proposal.

## K. CONFIDENTIALITY OF PROPOSALS

Under Pennsylvania's "Right to Know" law, public records are required to be open for reasonable inspection. Each Proposal, including detailed price and cost information, will be held in confidence while the District is evaluating the Proposal. After the District and the successful Proposer(s) have executed a contract, all Proposals will become public records.

Trade secrets and other confidential proprietary data contained in the Proposal may be held confidential if the Proposer submits a written request to the District, and the District agrees in writing to do so. Material considered trade secrets or confidential proprietary data by the Proposer must be clearly identified and the Proposer must include a brief statement that sets out the reasons for requesting the confidentiality of each such material. Blanket statements that the entire Proposal is confidential shall be unacceptable.

When submitted to the District, the Proposal shall become the exclusive property of the District and will not be returned to the Proposer.

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## L. VENDOR RESPONSIBILITIES

It is the obligation of each Vendor to examine instructions, requirements, and specifications before submitting a Proposal. Submission of a Proposal shall be proof that such examinations have been made and that each Vendor has completed his/her own investigation and has become thoroughly familiar with the requirements.

District will not be responsible for nor honor any claims resulting from or alleged to be the result of misunderstanding by the Vendor. Vendors will be required to assume responsibility for packaged service offered in the Proposal.

Vendor(s) are strictly prohibited from assigning or subcontracting any rights, responsibilities, or duties under the Agreement without the express written approval of the District.

It is the Vendor's responsibility to comply with all local, state, and federal laws, regulations, codes, licensing, and other requirements.

## M. RESERVATION OF RIGHTS

This is a request for professional services, and not a competitive bid. The District is not required to conduct its request for professional services in accordance with competitive bidding laws.

The District reserves and may, at its sole discretion, exercise the following rights with respect to this RFP and all Proposals submitted pursuant to this RFP:

- i) To reject all Proposals and re-issue the RFP at any time prior to execution of a final contract; to require, in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.
- ii) To reject any Proposal if, in the District's sole discretion, the Proposal is incomplete, the Proposal is not responsive to the requirements of this RFP, or it is otherwise in the best interest of the District to reject the Proposal.
- iii) To supplement, amend, substitute, or otherwise modify this RFP at any time prior to the execution of a final contract.
- iv) To accept or reject any or all of the items in any Proposal and award a contract for the whole or only a part of any Proposal if the District determines, in its sole discretion, that it is in the District's best interest to do so.
- v) To reject the Proposal of any Proposer that, in the District's sole judgment, has been delinquent or unfaithful in the performance of any contract with the District, is financially or technically incapable, or is otherwise not responsible.
- vi) To waive any informality, defect, non-responsiveness, and/or deviation from this RFP that is not, in the District's sole judgment, material to the Proposal.
- vii) To permit or reject, at the District's sole discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections to a Proposal by one or more of the Proposers following Proposal submission.
- viii) To request that any Proposer modify its Proposal, including, but not limited to, modifying the pricing or providing additional information.
- ix) To request additional or clarifying information from any Proposer at any time, including information inadvertently omitted by a Proposer.
- x) To require that the Proposer appear for interviews and/or presentations of its Proposal at District offices.
- xi) To inspect projects similar in type and scope to the work sought in this RFP.

## REQUEST FOR PROPOSAL: CUSTODIAL SERVICES

- xii) To conduct such investigations as the District considers appropriate with respect to the qualifications of any Proposer and with respect to the information contained in any Proposal.

### **N. HOLD HARMLESS**

The Vendor shall indemnify, defend, and hold harmless the District, its officers, school directors, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever (including, but not limited to, reasonable attorney's fees) arising from the negligence, gross negligence, and/or willful misconduct of Vendor, including its officers, directors, employees, representatives, assigns and agents. Vendor waives claims against the District for lost profits, lost expected profits, consequential damages and/or incidental damages arising out of or relating to this RFP, the Agreement, or the termination thereof.

### **O. ADDITIONAL LEGAL REQUIREMENTS**

Debarment And Suspension. A contract award must not be made to parties listed on the government-wide exclusions in the system for award management (SAM) in accordance with OMB Guidelines at 2 CFR § 180, relating to "Debarment and Suspension". Proposer represents that it has not been and is not currently listed on the government-wide exclusions, nor has it been debarred or suspended from participating in any state or local public contracts. Proposer further agrees to immediately notify the School District if Proposer is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Equal Employment Opportunity. It shall be mandatory that the Vendor will not discriminate against any person upon any grounds prohibited by federal or state law.

The Vendor will, in all solicitations or advertisements for employees placed by or on behalf of the vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, ancestry, marital status, sex, national origin, handicap, or unfavorable discharge from military service.

The Vendor will furnish all information and reports required by law and will permit access to its books, records, and accounts by the School District and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

Small And Minority Business, Women's Business Enterprises, And Labor Surplus Area Firms. The Vendor shall comply with the requirements of 2 C.F.R. § 200.321, addressing contracting with small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms.

Adherence To Applicable Laws. Proposers shall comply with all applicable federal, state, local, and industry statutes, regulations, ordinances, codes, and standards. The specific statutory requirements enumerated in this RFP shall not limit the generality of the foregoing sentence or be construed as an exhaustive enumeration of a Proposer's obligations under applicable laws. The failure to specifically reference or include said matters in this RFP or a contract awarded to a successful Proposer does not excuse a Proposer from compliance with the same.

### **P. STANDARD OF QUALITY AND FINANCIAL IMPACT FOR POOR PERFORMANCE**

The District has set and expects the Vendor to meet a standard of cleanliness during the term of this Contract. To that end, the Vendor shall be subject to formal performance reviews every six (6) months. This District requires that all areas are cleaned per the guidelines in this RFP. Failure to maintain the buildings to these standards will result in termination of the Contract or a financial penalty.

The School District and Vendor will audit all programs in place at the Commencement Date to set a performance benchmark. Every six (6) months thereafter, the School District Vendor will audit the programs to determine the extent

## REQUEST FOR PROPOSAL: CUSTODIAL SERVICES

of implementation and the quality of the programs. The audits will be performed by the Vendor personnel other than the Custodial Manager, Custodial Leads, or employees assigned to the District's buildings. To the extent that these audits contain or constitute privileged, proprietary, and confidential information, they will be so treated by the District and Vendor.

The Vendor is expected to perform bi-weekly inspections of all schools and at least 50% of cleanable rooms in each using a commercially available software package that has the ability to score on a compliant / non-compliant scorecard and record an overall 0-100% performance score. A month summary report is to be issued by the Vendor to the District Operations Director. A minimum score of 90% is considered acceptable cleaning. The District Operations Director or representative is to have a personal login to the software and the ability to perform their own inspections and review completed inspections at their convenience

If the District's or Vendor's inspections show that the Vendor has not been meeting the applicable benchmarks for performance, the Vendor may be impacted by a percentage penalty off the monthly fee. During the formation of the Contract, Excessive and repeated failures may also result in the Contract's termination. The Vendor will be given sufficient time to address any examples of unsanitary conditions or unacceptable maintenance services found by the District.

### **Q. FAMILIARITY WITH PROPOSED WORK**

Each Contract is entered into by the School District with the understanding that the Vendor, prior to submission of the Proposal, acquainted themselves with the Proposal Documents, and that it has obtained all necessary information for completion of the Services during the term of the Contract. The Vendor shall not at any time after the execution of the Contract set up any claims whatsoever based upon insufficient data or incorrectly assumed conditions, nor shall the Vendor claim any misunderstanding in regard to the nature, conditions or character of the Services to be performed under the Contract, and Vendor shall assume all risk resulting from any changes in the conditions which may occur during the progress of the work.

### **R. SDS SHEETS; RIGHT TO KNOW ACT**

Each Proposer using any materials containing any hazardous substance listed on the Hazardous Substance List compiled by the Commonwealth of Pennsylvania, Department of Labor & Industry must furnish appropriate safety data sheets (SDS) for all products. The successful Proposer shall comply with all other terms and conditions of the Pennsylvania Right to Know Act, Act No. 159 of 1984, 35 P.S. §7301 *et seq.*, providing all information regarding the composition of all materials and products used or installed as part of the Project when required.

### **S. HUMAN RELATIONS ACT**

The Pennsylvania Human Relations Act, Act 222 of October 27, 1955, P.L. 744, 43 P.S. §951 *et seq.*, prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap, or disability, by employers, employment agencies, labor organizations, Vendors, and others. Proposer does hereby agree to comply with the provisions of this Act, as amended, which are hereby made part of the Contract. Proposer's attention is directed to the language of the Commonwealth Non-Discrimination Clause as set forth in 16 Pa. Code §349.101.

### **T. DISCRIMINATION PROHIBITED**

In the hiring of employees for the performance of the Services under the Contract, or any sub-contract, no Vendor, subcontractor, or any person acting on behalf of the Vendor or subcontractor shall, by reason of gender, race, creed, or color, discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.

## **REQUEST FOR PROPOSAL: CUSTODIAL SERVICES**

No Vendor, sub-Vendor, or any person acting on their behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of the Services under the Contract on account of gender, race, creed, or color.

The Contract may be canceled or terminated by the School District, and all money due or to become due under the Contract may be forfeited, for a violation of the terms or conditions of that portion of the Contract.

### **U. FEES, PERMITS AND CERTIFICATIONS**

Vendor, its employees and agents shall secure, at its sole cost and expense, and maintain all necessary permits, licenses and certifications as required by federal, state, and local laws, regulations, and ordinances. All costs and fees for such licenses shall be the sole responsibility of the Vendor.

### **V. EXECUTION OF CONTRACT AND BONDS**

The District reserves the right to require a one hundred percent (100%) performance bond. If this bond is requested, bond will be due within ten (10) days from receipt of such notice; Proposer shall furnish performance bond in the amount of one hundred percent (100%) of the contract sum and required insurance certificates.

All bonds and insurances shall be issued by companies authorized to transact business in the Commonwealth of Pennsylvania and which are acceptable to the District. Sureties must be listed in the latest Department of the Treasury, Department Circular 570 titled "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" and the amount of the bonds shall not exceed the underwriting risk of such Surety as set forth in said circular or revision thereof.

The Performance Bond (if required) shall be executed on behalf of the Surety in such manner as shall legally bind the Surety. In the event the execution on behalf of the Surety is by an agent or agents, a proper power of attorney evidencing the authority of such agent or agents shall be attached to each bond. Such power of attorney shall be sealed and bear the same date as the bond to which it is attached.

After approval of bond and insurance, the District will sign and date the Form of Agreement. The Vendor shall sign, but not date the Form of Agreement, and submit this document together with the submission of the Bond and Certificates of Insurance. District shall return to the successful proposer one copy of the dated, executed Form of Agreement within 30 days of the notice of intent to award, unless the time of issuance of such agreement shall be extended by mutual written agreement of the District and successful Proposer.

### **W. TAXES**

Vendor is responsible for sales taxes and any other applicable taxes related to the Services provided under the Contract.

### **X. ALL APPLICABLE LAWS, STATUTES, REGULATIONS AND STANDARDS**

Vendor shall comply with all applicable federal, state, local and industry statutes, regulations, ordinances, codes, and standards. The failure to specifically reference or include said matters in the Contract Documents does not excuse Vendor from compliance with same.

## REQUEST FOR PROPOSAL: CUSTODIAL SERVICES

The Vendor shall comply with any and all laws, rules, regulations, ordinances, and School District policies, applicable to providing the Services contemplated under the Contract. The Vendor, including its employees and agents, shall be responsible for knowing the School District's policies concerning appropriate behavior of persons in its schools, and on its properties including for example, the prohibitions of sexual harassment, alcohol, and smoking, and shall comply with all such policies. In the event any federal, state, local or other governmental body's laws, rules, ordinances, or regulations are revised, changed, or amended, or in the event there are revisions, changes or amendments to the School District's policies, the Vendor shall comply with all such revised, changed or amended laws, rules, ordinances regulations or policies, at no additional cost to the School District.

All Services to be furnished by the Vendor and the Vendor's working conditions and employment practices shall comply with all applicable state and federal requirements, including, but not limited to, the Occupational Safety and Health Act.

### **Y. START OF WORK**

Unless otherwise provided In the Agreement, the Vendor shall provide Services commencing on June 1, 2026.

### **Z. PAYMENT**

Invoices received, by the first of the month, and approved by the School District will be paid within sixty (60) days, provided all work for which payment is requested has been completed in accordance with the Contract and Vendor is in full compliance with all requirements of the Contract.

In the event that Vendor shall be requested by the School District to perform any services during the weekend (such service being hereinafter referred to as a "Special Event"), the School District shall pay Vendor for each individual performing such Special Event services at the Special Event rate contained in the Vendor's response to the request for proposals.

### **AA. FAILURE TO FINISH OR COMPLETE CONTRACT**

In the event Vendor shall neglect or refuse to complete the Services as required, or any part thereof, or to remedy deficient Services, then the School District is authorized and empowered to purchase supplies, equipment and services in conformity with the Contract from such party or parties, and in such manner as it shall elect at the expense of the Vendor, to impose a financial penalty on Vendor, as negotiated in the Contract, or to cancel the Contract; reserving to itself, nevertheless, all rights for damages, including attorney's fees, legal costs, and additional professional fees, which may be incurred by the School District. The School District may deduct all such costs and expenses incurred by it from any payments then due or thereafter coming due to Vendor under the Contract until the School District is reimbursed in full. The foregoing rights and remedies shall be in addition to, and not in limitation of, any other rights and remedies available to the School District at law or in equity.

### **BB. CLEAN-UP / DAMAGE TO PREMISES**

Vendor shall promptly remedy damage and loss to any school building or equipment caused in whole or in part by the Vendor, or anyone directly or indirectly employed by the Vendor.

# REQUEST FOR PROPOSAL: CUSTODIAL SERVICES

## CC. **FORCE MAJEURE**

If either party shall be prevented, hindered, or delayed in the performance or observance of any of its obligations hereunder by reason of any act of God, natural disaster, war, riot, act of terrorism, civil commotion, explosion, fire, government action, epidemic, or other circumstance beyond its reasonable control (a "Force Majeure Event"), and such delay could not have been prevented by reasonable precautions and cannot reasonably be circumvented by the party through the use of alternative sources or means, then such party shall be excused from further performance or observance of the obligation so affected for as long as such circumstances shall prevail and such party uses its diligent efforts to recommence performance or observance whenever and to whatever extent possible. The party so delayed shall immediately notify the other party and describe the circumstances causing such delay.

## DD. **GOVERNING LAW**

The Contract shall be governed by the laws of the Commonwealth of Pennsylvania, without regard to conflicts of law principles. The School District reserves all rights and privileges applicable to it pursuant to the doctrine of nullum tempus occurrit regi.

## EE. **CLAIMS AND DISPUTES.**

Claims, disputes, or other matters in question between the parties to the Contract arising out of or relating to the Contract or breach thereof shall be exclusively litigated in the Court of Common Pleas of Delaware County and shall not be subject to arbitration, except for compulsory arbitration as provided by the applicable rules of civil procedure. Pending resolution of any claim and/or dispute, unless otherwise agreed in writing, Vendor shall proceed diligently with performance of the Contract so as to avoid delay in the schedule of completion of Services.

## FF. **RIGHT TO CONTRACT WITH OTHERS**

The School District reserves the right to contract with other custodial service providers for additional services.

## GG. **NON-APPROPRIATION OF FUNDS**

The School District represents (1) that it intends to maintain the Contract for the full period set forth herein and has no reason to believe that it will not have sufficient funds to enable it to make all payments due hereunder during such period, and (2) that it will use its best effort to obtain the appropriations and that the availability of funds is contingent upon varied sources. If the School District determines, in its discretion, that it lacks adequate funds to pay part or all of the payments for the Services described in the Contract, the School District's obligation under the Contract will terminate as of the date that the funding expires without further obligation to the Vendor.

## HH. **PROPERTY DAMAGE**

The Vendor shall be responsible for any damage to School District property, buildings, furniture, equipment, driveways, paving lawns, shrubbery, etc. which is created or caused by its activities, employees, agents, or subcontractors.

## II. **ENVIRONMENTAL INDEMNIFICATION**

Throughout the term of the Contract, Vendor shall not permit itself or any third party to use, generate, handle, store or dispose of any Hazardous Substances in, on, under, upon or affecting any School District property in violation of any federal, state, and local laws, rules, and regulations regarding the protection of the environment. The Vendor shall abide by all federal, state, and local laws, rules, and regulations regarding the protection of the environment.

## REQUEST FOR PROPOSAL: CUSTODIAL SERVICES

The Vendor shall report any violations to the applicable governmental agency and the School District. A violation of applicable laws, rule or regulations may result in termination of this Contract. To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the School District, its directors, officers, agents and employees, from and against all claims, damages, losses and expenses, including without limitation attorney's fees and legal costs, arising out of or resulting from Vendor's failure to strictly comply with this Section 38 and all federal, state and local laws, rules and regulations governing the protection of the environment. As used herein, the term "Hazardous Substances" shall mean (i) any hazardous or regulated substance as defined by all federal, state and local environmental laws, including, but not limited to, Federal Water Pollution Control Act (33 U.S.C.. §§ 1251 et seq.) ("Clean Water Act"), the Resource Conservation & Recovery Act (42 U.S.C.. §§ 6901 et seq.) ("RCRA"), Safe Drinking Water Act (42 U.S.C.. §§ 300f-j-26), Toxic Substances Control Act (15 U.S.C. §§ 2601 et seq.), Clean Air Act (42 U.S.C. §§ 7401 et seq.), the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C.. §§ 9601 et seq.) ("CERCLA"), the Emergency Planning and Community Right to Know Act, 42 U.S.C.. §§ 11001 et seq. ("EPCRA"), the administrative rules and regulations promulgated under such statutes, or any other similar federal, state or local law or administrative rule or regulation of similar effect, each as amended and as in effect and as adopted as of the date of execution of this Contract, (ii) any other pollutant, contaminant, hazardous substance, solid waste, hazardous material, radioactive substance, toxic substance, noxious substance, hazardous waste, particulate matter, airborne or otherwise, chemical waste, medical waste, crude oil or any fraction thereof, radioactive waste, petroleum or petroleum-derived substance or waste, asbestos, PCBs, radon gas, all forms of natural gas, or any hazardous or toxic constituent of any of the foregoing, whether such substance is in liquid, solid or gaseous form, or (iii) any such substance the release, discharge or spill of which requires activity to achieve compliance with applicable law.

**REQUEST FOR PROPOSAL: CUSTODIAL SERVICES**

**NON-COLLUSION AFFIDAVIT**

State/Commonwealth of \_\_\_\_\_: Contract/RFP CSV\_0226

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 Proposal. I state that:

The price(s) and amount of this Proposal have been arrived at independently and without consultation, communication or agreement with any other Vendor, Proposer or potential Proposer.

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

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

The Proposal 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 Proposal.

\_\_\_\_\_, its affiliates, subsidiaries, officers,  
(Name of firm)

directors and employees are not currently under investigation by any government agency and have not in the last three 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 proposing on any public contract, except as follows: \_\_\_\_\_.

I state that \_\_\_\_\_ understands and acknowledges that the  
(Name of my firm)

above representations are material and important and will be relied on by the Wallingford-Swarthmore School District in awarding the contract(s) 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 Wallingford-Swarthmore School District of the true facts relating to the submission of Proposals for this contract.

\_\_\_\_\_  
(Name & Title)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS \_\_\_\_\_ DAY

OF \_\_\_\_\_, 20\_\_

Notary Public

My Commission Expires

## INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

This Non-Collusion Affidavit is material to any contract awarded pursuant to this Proposal.

This Non-Collusion Affidavit must be executed by the member, officer or employee of the Proposer who makes the final decision on prices and the amount quoted in the Proposal.

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 Proposer with responsibilities for the preparation, approval or submission of the Proposal.

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.

The term “complementary proposal” as used in the Affidavit has the meaning commonly associated with that term in the proposing 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.

Failure to file an Affidavit in compliance with these instructions will result in disqualification of the Proposal.

## APPENDIX A: SPECIFICATIONS

### A.1 Vendor Responsibilities & Contract Requirements

- Vendor shall supply all labor, supervision, capital equipment, and daily cleaning chemicals and floor care products necessary to complete the contract under these specifications.
- Vendor shall maintain formal, documented programs for: Training; Employee Recruitment and Retention; Substitute Employee Pool; Substance Abuse Program; and Quality Control Protocols (including restroom and locker room inspection sheets).
- All personnel must wear the approved uniform and identification badge at all times; personnel shall be reliable and of good moral character.
- District reserves the right to request removal of any Vendor employee; Vendor shall not unreasonably refuse such request.
- For each building, Vendor shall designate a Custodial Lead; SHMS Lead also covers Transportation, Spencer House, and Maintenance Shop. Vendor shall appoint a Custodial Manager to oversee custodial operations District-wide.

### A.2 Security, Access, and Key/Code Control

- Keys: issuance limits, prohibition on copying, loss/replace fees, District right to inventory.
- Security codes: issuance limits, deactivation/reissue procedures, loss/replace fees.
- Maintain current custodial contact list with 24/7 phone numbers; provide to District.
- Background checks/clearances required per PA School Code Sections 1-111 & 1-111.1, Act 151, and FBI; ongoing reporting; District audit rights.

### A.3 Staffing Requirements & Work Rules

- Notify District of any conditions limiting hours or reducing daily crews; submit written rescheduling plan; all substitutes must pass clearances prior to assignment.
- No hiring of personnel employed by the other party during the term without permission; at contract end, District may hire Vendor's hourly employees without penalty.
- Holiday schedule: Vendor not required to work listed holidays but must ensure buildings are clean and ready for the next business day.
- Shifts: 3:00 PM–11:00 PM; daily communication between Custodial Leads and Custodial Manager; urgent issues escalated to Director of Buildings & Grounds before end of shift.
- Conduct: do not leave closets/equipment unattended; do not leave lights/doors open; no food/drink in unauthorized areas; no using District equipment; no radios without approval; no cell phones during work; no smoking; no vaping; no controlled substances/alcohol; no impairing medications on district property.

## **A.4 Building Security & Incident Reporting**

- Maintain building security during cleaning; do not unlock wings or floors; secure building at end of shift (doors, lights, fans, windows, alarms).
- Report damage, vandalism, and theft in writing; cooperate with law enforcement; Vendor liable for restitution as applicable.
- District inspections: daily/spot/regular; Vendor afforded time to correct deficiencies; District may correct and deduct costs from invoice if needed.

## **A.5 Continuity of Operations (COOP)**

- In case of strike/act of God/building closure: no payment for periods when services are not required; if buildings stay open, Vendor continues duties; District may secure supplemental services and deduct costs if needed.

## **A.6 Building Descriptions & Architectural Size**

Vendor is responsible for determining staffing to meet specifications; reference drawings at [www.wssd.org/procurement](http://www.wssd.org/procurement).

- Strath Haven Middle School— 182,773 sq ft;
- Spencer House / Operations— 1,000 sq ft;
- Transportation Office— 1,000 sq ft
- Maintenance Shop— 1,200 sq ft
- Strath Haven High School— 250,462 sq ft;
- Modular Classrooms— 8,550 sq ft
- Swarthmore Rutledge Elementary School (SRS) — 102,230 sq ft
- Nether Providence Elementary School (NPE) — 72,681 sq ft
- Wallingford Elementary School (WES) — 71,711 sq ft

## **A.7 Equipment, Supplies, SDS & Procedures Book**

- Maintain commercial-grade equipment in sufficient quantity; equipment in good condition; maintain on-site equipment lists (type, quantity, age, manufacturer, model); store in District-designated areas only.
- Vendor supplies: cleaners, waxes, stripper, rags, dust cloths, small tools, mop heads. District supplies: paper & plastic products; agree on defined product list; no excess stockpiling.
- Maintain SDS inventories in each building and a Master Book in Operations office.
- Procedures Book (per building): SDS; equipment lists; manuals; company policies; quality control protocols; routine task procedures; daily staff schedules; emergency & safety procedures.
- Comply with all applicable Federal, State, and local laws; OSHA and Right-to-Know.
- All WSSD buildings/grounds are no-smoking. The District is an Alcohol and Drug-Free Workplace.

## A.8 Cleanliness Standards (Performance Specifications)

“Clean” means designated areas, surfaces, fixtures, and equipment are free from visible dirt, dust, debris, residue, smudges, streaks, litter, and odors; are hygienically safe; and support a healthy, orderly, distraction-free environment.

### 1. Visual Cleanliness

- Surfaces appear free of dust, dirt, fingerprints, smudges, markings, spills, trash, and clutter.
- Floors show no visible debris, stains, gum, or buildup.
- Restroom fixtures and surfaces show no visible residue, water spots, or waste.
- Trash containers, recycle bins, and pencil sharpeners are empty, clean, odor-free; liners in place.

### 2. Hygienic Cleanliness

- High-touch surfaces disinfected at required frequency.
- Restrooms sanitized to reduce harmful microorganisms.
- Trash removed; receptacles cleaned/disinfected to prevent odors/pests.

### 3. Odor-Free Environment

- No persistent/unpleasant odors (waste, spills, mold/mildew, restrooms).
- Temporary odors from approved products dissipate quickly; sufficient supplies stocked daily.

### 4. Safe & Orderly Conditions

- Floors are dry (except immediately after cleaning), free of slip hazards, and maintained to reduce dust/allergens.
- Furniture/supplies returned to proper locations.
- Cleaning equipment stored properly; hallways/egress remain unobstructed.

## A.9 Quality Assurance & Reporting

- Vendor conducts bi-weekly inspections using commercial software, covering at least 50% of cleanable rooms per cycle with compliant/non-compliant scoring (0–100).
- Minimum acceptable monthly score is 90%.
- Monthly summary report to Director of Buildings & Grounds; District staff receive login for real-time access and may conduct their own inspections.
- District may conduct daily opening spot checks and comprehensive inspections; Vendor afforded reasonable time to correct; unresolved deficiencies may be corrected by District with cost deducted from invoice.

## A.10 Additional Requirements

- Custodial Manager fluent in English; Leads fluent in language(s) of cleaning crews (oral and written).
- Contract includes all areas (gyms, weights & cardio rooms, multi-purpose rooms, auditoriums, etc.).
- District does not provide vehicles.
- District will not install/hook-up/maintain/clean washing machines and/or chemical dispensers.
- Vendor shall inspect custodial work daily, generate inspection reports, and provide weekly cleaning checklists signed by custodian and initialed by Custodial Manager.

## **A.11 Task Schedules & Definitions**

- Routine Tasks — Appendix B (daily/weekly/monthly/as required).
- Periodic Tasks — Appendix C (scheduled during student breaks).
- Annual Cleaning — Appendix D (Winter, Spring, Summer deep cleaning; schedule coordinated with Principal and Director of Buildings & Grounds).
- Special Request Tasks (events, nights/weekends) quoted in advance by Vendor.
- Definitions: “Spot Wet Mop” (minimal furniture moving); “Wet Mop Entire Floor” (move/remove furniture).
- Exterior: limit to entrance mats and 10–15 feet area around entrances unless otherwise specified.
- Vendor notifies District of areas needing repair.

## APPENDIX B – ROUTINE TASKS

### B.1 Restrooms, Locker Rooms & Shower Rooms

- Dust mop; wet mop entire floor; sanitize all fixtures; remove graffiti as required.
- Empty trash/recycling; clean/refill soap and paper dispensers; clean mirrors; door glass/hardware (inside/out).
- Spot wash walls; remove residues; clean partitions; machine scrub/power wash/disinfect floors as scheduled.
- Clean vents/diffusers; clean trash cans; clean lights; high dusting as scheduled.
- Bathrooms shall not smell of urine after nightly review.

### B.2 Classrooms, Preparation Areas & Laboratories

- Daily: dust mop/vacuum, spot wet mop, clean door glass/hardware, wash boards/trays, empty trash/recycling.
- Weekly: wet mop entire floor; wash tables/desks/chairs; clean/dust windowsills, baseboards, moldings.
- Monthly/as required: interior windows, blinds, vents, fan blades, clean trash cans, lights, high dusting, carpet extraction; remove graffiti from desks; scrub & re-coat floors; spray/buff/polish.

### B.3 Entrances, Lobbies, Hallways, Corridors & Stairwells

- Daily: dust mop/vacuum carpets; spot wet mop; clean walk-off mats (incl. exterior); sweep exterior entrance area; sanitize water fountains; empty trash/recycling; clean interior windows; clean door glass/hardware; spot wash walls; dust/spot clean stair components.
- Weekly: clean/scrub trash cans; wet mop/scrub stairs; riding/walk-behind machine for halls; clean vents; lights; high dusting.
- As required: scrub & re-coat floors; spray/buff/polish; extract mats.

### B.4 Cafeterias, Kitchens, Lunchrooms & Multi-Purpose Rooms

- Daily: dry mop; spot wet mop; wet mop or machine clean floors; empty trash/recycling; sanitize fountains.
- Weekly: clean/scrub trash cans; interior windows; door glass/hardware; clean/scrub walls, base & moldings; clean vents; lights; high dusting.
- As required: spray/buff/polish; scrub & re-coat floors.

### B.5 Auditoriums, Libraries, Offices & Conference Rooms

- Daily: dust mop/vacuum; spot wet mop; empty trash/recycling; wash boards/trays; clean door glass/hardware; clean/sanitize sinks.
- Weekly: wet mop entire floor; wash tables/desks/chairs; clean/dust windowsills, baseboards, moldings.
- Monthly/as required: interior windows; blinds; vents; fan blades; clean lights; dust shelving/built-ins; spot clean upholstery; clean trash cans; high dusting; carpet extraction; remove graffiti; scrub & re-coat floors; spray/buff/polish.

## **B.6 Gyms, Weight Rooms, Cardio Rooms & Swimming Pool Areas**

- Gyms/Weight/Cardio Daily: wet mop floors; wipe down equipment; empty trash/recycling; clean door glass/hardware; sanitize fountains; dry mop gym floor; auto-scrub weekly; clean vents; trash cans; lights; high dusting as scheduled.
- Pool: daily remove debris and clean deck drains; weekly scrub deck with walk-behind/ride-on machine directing effluent to drains (never into pool).

## **B.7 Custodial Closets, Storage Rooms & Mechanical Spaces**

- Maintain clean, dry, odor-free conditions.
- Weekly: dry mop; spot wet mop; clean doors/hardware; as scheduled: wet mop entire floor; scrub/re-coat; remove graffiti; clean vents/diffusers; clean trash cans; lights; high dusting.

## **B.8 Exterior & Perimeter**

- Daily: care and clean walk-off mats (interior/exterior); sweep perimeter.
- Weekly/As required: scrub/extract mats.
- Discard trash from parking lots, islands, & outdoor

## **B.9 Special Building Instructions**

- SDS sheets must be properly displayed; Right-to-Know procedures strictly followed.
- Definitions: “Spot Wet Mop” = minimal furniture moving; “Wet Mop Entire Floor” = move/remove all furniture.
- Vendor to notify District of any areas needing repair or other concerns.
- Markerboards, chalkboards, trays, and erasers cleaned daily where applicable.

**REQUEST FOR PROPOSAL: CUSTODIAL SERVICES**

**SCHEDULE A: Classrooms, Preparation Areas & Laboratories**

<b>ROUTINE CLEANING</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>AS REQUIRED</b>
Dust Mop Floor/Vacuum Carpets/Area Rugs	<b>X</b>			
Spot Wet Mop	<b>X</b>			
Wet Mop Entire Floor		<b>X</b>		
Scrub & Re-coat Floor				<b>X</b>
Spray, Buff & Polish				<b>X</b>
Wash Tables/Desks/Chairs (1)		<b>X</b>		
Remove Graffiti from Desks				<b>X</b>
Empty Pencil Sharpener(s)	<b>X</b>			
Empty Trash/Recycle Containers: Recycling is to be discarded in the recycling dumpster only.	<b>X</b>			
Clean/Dust Windowsills, Baseboard, & Moldings		<b>X</b>		
Wash Chalk Boards, Whiteboards /Trays	<b>X</b>			
Clean Windows, Interior			<b>X</b>	
Clean Door(s) (1) Glass & Hardware (interior & exterior)	<b>X</b>			
Spot Wash Walls, Remove Graffiti				<b>X</b>
Clean/Dust Window Blinds			<b>X.</b>	
Clean/Dust Fan Blades			<b>X.</b>	
Clean Vents			<b>X</b>	
Clean Trash Cans (1)			<b>X</b>	
Clean Lights				<b>X</b>
Clean Sinks & Sanitize Fountains (1)	<b>X</b>			
Clean Shelving & Built-in Furniture (1)				<b>X</b>
Complete High Dusting			<b>X</b>	
Carpet Extraction				<b>X</b>

**REQUEST FOR PROPOSAL: CUSTODIAL SERVICES**

**SCHEDULE B: Auditoriums, Libraries, Offices & Conference Rooms:**

<b>ROUTINE CLEANING</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>AS REQUIRED</b>
Dust Mop Floor/Vacuum Carpets/Area Rugs	<b>X</b>			
Spot Wet Mop	<b>X</b>			
Wet Mop Entire Floor		<b>X</b>		
Scrub & Re-coat Floor				<b>X</b>
Spray, Buff & Polish			<b>X</b>	
Wash Tables/Desks/Chairs (1)		<b>X</b>		
Remove Graffiti from Desks				<b>X</b>
Empty Pencil Sharpener(s)	<b>X</b>			
Empty Trash/Recycle Containers: Recycling is to be discarded in the recycling dumpster only.	<b>X</b>			
Wash Chalk Boards/Trays	<b>X</b>			
Clean Windows, Interior			<b>X</b>	
Clean Door(s) (1) Glass & Hardware (interior & exterior)	<b>X</b>			
Spot Wash Walls, Remove Graffiti				<b>X</b>
Clean/Dust Window Blinds			<b>X.</b>	
Clean/Dust Fan Blades			<b>X.</b>	
Clean Vents			<b>X</b>	
Clean Trash Cans (1)				<b>X</b>
Clean Lights				<b>X</b>
Clean Sinks (1)	<b>X</b>			
Dusting Shelving & Cleaning Built-in Furniture (1)		<b>X</b>		
Spot Clean Upholstered Furniture				<b>X</b>
Complete High Dusting			<b>X</b>	
Carpet Extraction				<b>X</b>

**REQUEST FOR PROPOSAL: CUSTODIAL SERVICES**

**SCHEDULE C: Custodial, Storage Closets & Mechanical Spaces:**

<b>ROUTINE CLEANING</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>AS REQUIRED</b>
Clean, Dry & Odor Free	<b>X</b>			
Dry Mop Floor		<b>X</b>		
Spot Wet Mop		<b>X</b>		
Wet Mop Entire Floor			<b>X</b>	
Scrub & Re-coat Floor				<b>X</b>
Remove Graffiti				<b>X</b>
Empty Pencil Sharpener(s)				<b>X</b>
Empty Trash/Recycle Containers: Recycling is to be discarded in the recycling dumpster only.	<b>X</b>			
Clean Mops and Equipment (maintenance to reduce odor)	<b>X</b>			
Clean Windows, Interior				<b>X</b>
Clean Door(s) (1) Glass & Hardware (interior & exterior)		<b>X</b>		
Spot Wash Walls, Remove Graffiti				<b>X</b>
Clean Vents/Diffusers			<b>X</b>	
Clean Trash Cans (1)				<b>X</b>
Clean Lights				<b>X</b>
Clean Sinks (1)	<b>X</b>			
Complete High Dusting			<b>X</b>	

**REQUEST FOR PROPOSAL: CUSTODIAL SERVICES**

**SCHEDULE D: Restrooms, Locker Rooms & Shower Rooms:**

<b>ROUTINE CLEANING</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>AS REQUIRED</b>
Dust Mop Floor	<b>X</b>			
Wet Mop Entire Floor (1)	<b>X</b>			
Clean and Sanitize all Fixtures (1)	<b>X</b>			
Scrub & Re-coat Floor				<b>X</b>
Remove Graffiti				<b>X</b>
Empty Trash/Recycle Containers: Recycling is to be discarded in the recycling dumpster only.	<b>X</b>			
Clean (1) and Re-fill Soap & Paper Dispensers	<b>X</b>			
Clean Mirrors	<b>X</b>			
Clean Windows, Interior		<b>X</b>		
Clean Door(s) (1) Glass and Hardware (interior and exterior)	<b>X</b>			
Spot Wash Walls (1), Remove Soap, Stains, & Graffiti	<b>X</b>			
Clean all Vertical Surfaces (walls & stalls) (1)		<b>X</b>		
Machine Scrub/Power Wash/ Disinfect Floors		<b>X</b>		
Scrub/Power Wash/Disinfect Walls & Stalls: Remove Residue, Soap Scum & Marks		<b>Shower Room</b>	<b>X</b>	
Clean & Scrub Lockers (exteriors) (1)			<b>X</b>	
Clean Vents/Diffusers			<b>X</b>	
Clean Trash Cans (1)		<b>X</b>		
Clean Lights				<b>X</b>
Complete High Dusting			<b>X</b>	

\*\*Bathrooms may not smell of urine after the nightly review is completed.

**REQUEST FOR PROPOSAL: CUSTODIAL SERVICES**

**SCHEDULE E: Swimming Pool, Gymnasium, Weight & Cardio Rooms:**

<b>ROUTINE CLEANING</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>AS REQUIRED</b>
Use walk behind machine on Pool Deck			<b>X</b>	
Remove Debris from Pool Deck Clean and Scrub Vertical Surfaces walls & stalls		<b>X</b>		
Clean Pool Deck Drains		<b>X</b>		
Dust Mop Seating Area & Isles (bleachers)		<b>X</b>		
Spot Clean Floors and Seats				<b>X</b>
Mop Floors, Clean Seats			<b>X</b>	
<b><i>GYM &amp; Weight Rooms</i></b>				
Clean and Sanitize all Fountain/Fixtures		<b>X</b>		
Remove Graffiti				<b>X</b>
Empty Trash/Recycle Containers: Recycling is to be discarded in the recycling dumpster only.		<b>X</b>		
Wet mop floors & wipe down equipment		<b>X</b>		
Clean Door(s) Glass and Hardware (interior and exterior)		<b>X</b>		
Dry mop gym floor Daily, run auto scrubber weekly		<b>X</b>		
Clean Vents/Diffusers			<b>X</b>	
Clean Trash Cans 1			<b>X</b>	
Clean Lights (accessible)				<b>X</b>
Complete High Dusting			<b>X</b>	

\*Weekly, the pool deck will be scrubbed via a walk behind floor machine, side to side, or riding machine. The Vendor shall insure any chemicals are directed away from the pool and specifically towards the drain. Debris shall be removed from the drains daily. At no time is debris from the pool deck to be washed or brushed toward or into the pool.

**REQUEST FOR PROPOSAL: CUSTODIAL SERVICES**

**SCHEDULE F: Entrances, Lobbies, Hallways, Corridors & Stairwells:**

<b>ROUTINE CLEANING</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>AS REQUIRED</b>
Dust Mop Floor / Vacuum Carpets	<b>X</b>			
Spot Wet Mop	<b>X</b>			
Clean floor with Riding/Walk Behind Machine (Hallways)	<b>X</b>			
Scrub & Re-coat Floor				<b>X</b>
Clean Walk-off Mats (incl. Exterior)	<b>X</b>			
Clean, Scrub, Extract Walk-off Mats (incl. Exterior)		<b>X</b>		
Sweep Ext. Entrance Area	<b>X</b>			
Spray, Buff & Polish				<b>X</b>
Clean/Sanitize Water Fountains	<b>X</b>			
Empty Trash/Recycle Containers: Recycling is to be discarded in the recycling dumpster only	<b>X</b>			
Clean/Scrub Trash Cans (1)		<b>X</b>		
Clean Windows, Interior	<b>X</b>			
Clean Door(s) (1) Glass and Hardware (interior and exterior)	<b>X</b>			
Spot Wash Walls, Remove Graffiti	<b>X</b>			
Dust Mop/Spot Clean Stair Treads, Risers, Landings, Railings, Balusters & Base	<b>X</b>			
Wet Mop/Scrub Stair Treads, Riders, Landings, Railings, Balusters & Base		<b>X</b>		
Clean Vents			<b>X</b>	
Clean Lights			<b>X</b>	
Complete High Dusting			<b>X</b>	
Vacuum Carpeting/Rugs	<b>X</b>			

**REQUEST FOR PROPOSAL: CUSTODIAL SERVICES**

**SCHEDULE G: Cafeterias, Lunchrooms, Multi-Purpose Rooms & Lounges:**

<b>ROUTINE CLEANING</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>MONTHLY</b>	<b>AS REQUIRED</b>
Dry Mop Floor	<b>X</b>			
Spot Wet Mop	<b>X</b>			
Wet Mop Entire Floor/Or use Floor Machine	<b>X</b>			
Spray, Buff & Polish				<b>X</b>
Scrub & Re-coat Floor				<b>X</b>
Empty Trash/Recycle Containers: Recycling is to be discarded in the recycling dumpsters only.	<b>X</b>			
Clean/Scrub Trash Cans		<b>X</b>		
Clean Windows, Interior		<b>X</b>		
Clean Door(s) (1) Glass & Hardware (interior & exterior)	<b>X</b>			
Spot Wash Walls, Remove Graffiti	<b>X</b>			
Clean/Scrub Walls, Base & Moldings (1)		<b>X</b>		
Clean Vents/Diffusers			<b>X</b>	
Clean Lights			<b>X</b>	
Clean Sinks & Sanitize Fountains (1)	<b>X</b>			
Complete High Dusting			<b>X</b>	

**Note:** The Vendor is not responsible for cleaning the kitchen and preparation areas. -Refer to floor plans for excluded areas

## APPENDIX C – FLOOR CARE PLAN

### C.1 Surface Floor Care Plan

Vendor is to develop and submit to the Director of Buildings & Grounds for approval, a “Hard Surface Floor Care Plan” for each building, for surfaces such as: Terrazzo, VCT, & VAT. The plan should include:

1. Strip and refinish all floors annually. (Summer Cleaning) APPENDIX D
2. All Hallways, common areas, buffing monthly (8x per year – Oct – May)
3. A schedule showing a minimum of one-third of the classroom floors being stripped and finished yearly so that all classroom floors are completely stripped and finished in a three
4. (3) year cycle; those classrooms not scheduled to be stripped and refinished in a particular year shall be scrubbed and re-coated. This is in no way meant to limit the Vendor’s responsibility to strip and refinish any floor that is in such a condition that refinishing is required.
5. A schedule showing that main Entrances, Lobbies, and Hallway floors are stripped and refinished annually.
6. A schedule showing a minimum of half of the other less traveled Hallways and Passageway floors stripped and refinished annually
7. Custodial procedure(s) used to execute the plan.

### C.2 Carpeted Floor Care Plan

Vendor to develop and submit to the Director of Buildings & Grounds for approval, a “Carpeted Floor Care Plan” for each building. The plan to include:

1. A schedule showing that Entrances, Lobbies, and main Hallway floors are properly extracted each summer and an additional three (3) times a year at a minimum, as weather and building use may dictate.
2. A schedule showing all of the other Hallways and Passageway floors being properly extracted during the summer and at least one (1) additional time during the year, as weather and building use may dictate. This is in no way meant to limit the Vendor’s responsibility to extract any carpeted floor that is in such a condition that is required.
3. All classroom floors to be properly extracted during the summer and as weather and building use may dictate.

## APPENDIX D – PERIODIC CLEANING TASKS

The schedule for all summer cleaning shall be coordinated with the School Principal and the Director of Buildings & Grounds. The schedule is to be constructed in such a way as not to interfere with building summer activities and bearing in mind the fact that maintenance and renovation may be occurring in various sections of the building at the same time. Where possible, spaces are to be cleaned after such maintenance/renovations are completed.

A schedule will be established each year that outlines the dates that “summer cleaning” can commence and the deadline for completion prior to the return of the teachers and students. The Vendor will need to accommodate extended school year activities in the building and adjust their schedules accordingly.

In addition to thoroughly and carefully completing all the tasks outlined in Routine Cleaning (Appendix “B”) and Periodic Cleaning (Appendix “C”), the following is to be completed:

### D.1 WINTER BREAK – One-Week Deep Cleaning Tasks

1. Classrooms & Learning Spaces
  - Deep clean and disinfect all horizontal and vertical surfaces.
  - Clean and disinfect desks, chairs, tables, and shared equipment.
  - Wipe walls, door frames, and spot-clean painted surfaces.
  - Clean interior glass and classroom entry windows.
  - Vacuum carpets thoroughly; spot-extract stains.
  - Wet mop or auto-scrub hard floors.
  - Dust vents, grilles, and return air ducts.
  - Clean light fixtures and high dust up to 10 feet.
2. Hallways, Corridors & Stairwells
  - Auto-scrub corridor floors.
  - Clean interior glass panels and entry doors.
  - Dust locker tops and wipe locker fronts.
  - Detail clean stair treads, risers, and railings.
3. Restrooms & Locker Rooms
  - Machine scrub floors.
  - Disinfect partitions, walls, fixtures, and under hardware.
  - Descum shower areas.
  - Clean vents, partitions, and heater grills.
  - Fully restock supplies.
4. Cafeterias & Dining Areas
  - Deep clean and sanitize tables and chairs.
  - Auto-scrub all cafeteria flooring.
  - Wipe walls, baseboards, chair legs and table legs.
  - Clean and degrease trash receptacles.

## REQUEST FOR PROPOSAL: CUSTODIAL SERVICES

5. Offices, Libraries & Administrative Spaces
  - Full dusting of shelves, counters, and surfaces.
  - Clean interior glass and door glazing.
  - Deep vacuuming or carpet care.
  - Sanitize high-touch surfaces such as phones and counters.
6. Gyms, Weight Rooms & Cardio Rooms
  - Auto-scrub floors.
  - Sanitize gym mats and fitness equipment.
  - Dust high areas, bleachers, and scoreboard cabinetry.

### D.2 SPRING BREAK – One-Week Deep Cleaning Tasks

1. Floors – Districtwide Priority
  - Scrub and re-coat high-traffic hallways, entrances, and cafés.
  - Spot-extract carpeted areas.
  - Deep clean and replace walk-off mats as needed.
2. HVAC & Indoor Air Quality Cleaning
  - Clean vents, return ducts, diffusers.
  - High dust ceilings, beams, and corners.
  - Remove cobwebs up to 12 feet.
3. Restrooms & Locker Rooms
  - Machine scrub floors.
  - Disinfect partitions, fixtures, walls, and grout.
  - Clean and descale water fountains and hydration stations.
4. Classrooms & District Offices
  - Deep wipe all furniture and cabinetry.
  - Clean interior windows and glass partitions.
  - Dust bookshelves and storage areas.
  - Spot clean walls and patched surfaces.
5. Specialty Spaces (Music, Art, Science)
  - Music: clean chairs, stands, instrument storage.
  - Art: sanitize tables, deep clean sinks and counters.
  - Science: clean countertops, eyewash stations, fume hood exteriors.
6. Gyms & Multipurpose Rooms
  - Auto-scrub all flooring.
  - Deep dust bleachers and equipment storage.
  - Clean door hardware and high-touch areas.

## D.3 SUMMER BREAK – 6–8 Week Comprehensive Deep Cleaning

### 1. Full Classroom Reset

- Remove all furniture; clean, disinfect, and return to proper placement.
- Clean walls, corners, doors, and frames.
- Strip and re-wax VCT/VET floors or deep scrub LVT/laminate.
- Extract carpets thoroughly.
- Wash all interior windows and glass partitions.
- Clean blinds, sills, and window frames.
- High dust to ceiling fixtures, beams, and projectors.
- Clean cubbies, cabinetry, shelves, and teacher desks.

### 2. Corridors, Entrances & Stairwells

- Strip and refinish corridor flooring.
- Deep clean stairwells including railings and landings.
- Clean all interior/exterior glass.
- Dust walls, lockers, and exposed pipes.
- Power wash entry areas as needed.

### 3. Restrooms & Locker Rooms (Full Restoration)

- Strip and machine scrub tile floors.
- Disinfect and descale fixtures, partitions, and walls.
- Deep clean shower rooms and drains.
- Replace or repair dispensers (District notified by vendor).

### 4. Gyms & Athletic Spaces

- Auto-scrub entire gym floor; prep wood floors per manufacturer spec.
- Deep clean bleachers, mat rooms, and equipment storage.
- Clean wall pads, mirrors, and trophy cases.

### 5. Cafeterias & Kitchens

- Auto-scrub floors and serving lines.
- Deep clean walls, baseboards, doors, and kick plates.
- Clean dry storage exteriors and coolers (exterior only).
- Sanitize recycling stations and trash barrels.

### 6. Libraries, Offices & Admin Suites

- Dust shelving, cabinets, and circulation desks.
- Clean interior glass.
- Extract carpets or deep scrub hard flooring.

### 7. Mechanical, Custodial & Storage Spaces

- Deep clean custodial closets and equipment storage rooms.
- Verify SDS compliance; reorganize chemical storage.
- Clean loading docks, trash rooms, and compactor areas.

**8. Exterior Entry Areas**

- Sweep and clean 10–15 feet around all entrances.
- Wash entrance mats and canopy areas.
- Remove cobwebs and external debris.

**D.4 Deliverables Expected After Each Break**

**1. For Winter & Spring Breaks (1 Week)**

- Daily progress reports.
- Completion checklist per building.
- Custodial Manager sign-off.
- List of maintenance issues identified during cleaning.

**2. For Summer Break (6–8 Weeks)**

- Weekly progress reports.
- Building readiness certification.
- Floor care logs (sq. ft., number of coats, chemicals used).
- Updated SDS binders and equipment inventory.
- Updated Procedures Book for each building.

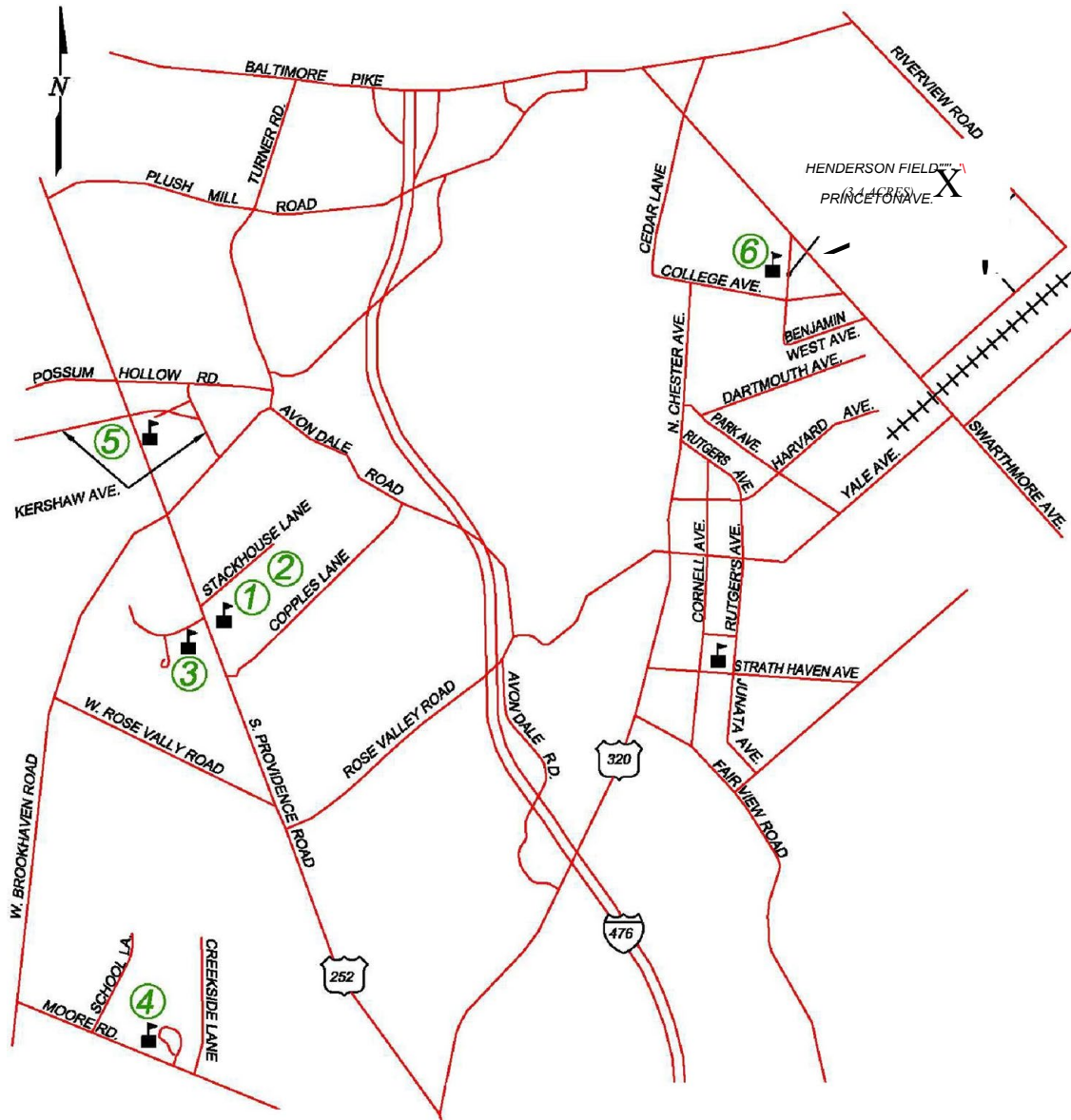


Staffing Schedule and Labor Summary										
Location #3: Swarthmore Rutledge Elementary School (SRS)										
Building Area	Schedule	Start Time	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hours
			Hours per Day							
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
<b>Routine Cleaning</b>		<b>Periodic Tasks</b>	<b>Summer Cleaning (13 Weeks)</b>							
Daily Hours	-	Daily Hours	Total Hours							
Weekly Hours	-	Weekly Hours								
Annual Hours (36 We	-	Annual Hours								

Staffing Schedule and Labor Summary										
Location #4: Nether Providence Elementary School (NPE)										
Building Area	Schedule	Start Time	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hours
			Hours per Day							
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
<b>Routine Cleaning</b>		<b>Periodic Tasks</b>	<b>Summer Cleaning (13 Weeks)</b>							
Daily Hours	-	Daily Hours	Total Hours							
Weekly Hours	-	Weekly Hours								
Annual Hours (36 We	-	Annual Hours								

Staffing Schedule and Labor Summary										
Location #5: Wallingford Elementary School										
Building Area	Schedule	Start Time	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hours
			Hours per Day							
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
<b>Routine Cleaning</b>		<b>Periodic Tasks</b>	<b>Summer Cleaning (13 Weeks)</b>							
Daily Hours	-	Daily Hours	Total Hours							
Weekly Hours	-	Weekly Hours								
Annual Hours (36 We	-	Annual Hours								

## APPENDIX F - DISTRICT MAP



### WALLINGFORD - SWARTHMORE SCHOOL DISTRICT LEGEND

1. STRATH HAVEN MIDDLE SCHOOL I BUSINESS OFFICE
2. SPENCER HOUSE I OPERATIONS
3. STRATH HAVEN HIGH SCHOOL
4. NETHER PROVIDENCE ELEMENTARY SCHOOL
5. WALLINGFORD ELEMENTARY SCHOOL
6. SWARTHMORE-RUTLEDGE SCHOOL (SRS)

# APPENDIX G - PROPOSAL FORM

## CUSTODIAL SERVICES

Wallingford – Swarthmore School District  
200 South Providence Road  
Wallingford, PA 19086  
Attention: Jana Arentse,  
Procurement Coordinator

Date: \_\_\_\_\_

Ladies and Gentlemen:

PROPOSAL SUBMITTED BY:

(Name of Proposing Firm)

(Address)

(Address)

Deliver Proposals to place indicated in the Request for Proposals. Deliver this Proposal on or before date indicated in the Request for Proposals.

Ladies and Gentlemen:

Having carefully examined the Proposal Documents, including all specifications, the undersigned hereby proposes in strict accordance with the Proposal Documents and all Addenda (if any) as indicated below:

ADDENDUM NO. \_\_\_\_\_ DATED \_\_\_\_\_

ADDENDUM NO. \_\_\_\_\_ DATED \_\_\_\_\_

inclusive, for following total lump sums fixed fees:  
Monthly Fee is 12 equal invoices per year

**APPENFIX H - PRICING PAGES**

See forms in EXCEL file at [wssd.org/procurement](http://wssd.org/procurement)

<b>Location #1: Strath Haven Middle School / Spencer / Trans / Maint</b>				
		<b>Fiscal Year</b>	<b>Fiscal Year</b>	<b>Fiscal Year</b>
		<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
		6/22/26-6/30/27	7/1/27-6/30/28	7/1/28-6/30/29
<b>Strath Haven Middle School / (Including Admin Wing), Spencer House / Operations, Transportation Office, Maintenance Shop</b>	<b>Appendix A</b> (Routine Cleaning – 180 Days)			
	<b>Appendix B</b> (Periodic Tasks)			
	<b>Appendix C</b> (Summer Annual Cleaning)			
	<b>Total Annual Fee</b>	\$0.00	\$0.00	\$0.00
	<b>Total Monthly Fee</b>	\$0.00	\$0.00	\$0.00
<b>Location #2: Strath Haven High School</b>				
		<b>Fiscal Year</b>	<b>Fiscal Year</b>	<b>Fiscal Year</b>
		<b>2026-2027</b>	<b>2027-2028</b>	<b>2028-2029</b>
		6/22/26-6/30/27	7/1/27-6/30/28	7/1/28-6/30/29
<b>Strath Haven High School (including modular units on site)</b>	<b>Appendix A</b> (Routine Cleaning – 180 Days)			
	<b>Appendix B</b> (Periodic Tasks)			
	<b>Appendix C</b> (Summer Annual Cleaning)			
	<b>Total Annual Fee</b>	\$0.00	\$0.00	\$0.00
	<b>Total Monthly Fee</b>	\$0.00	\$0.00	\$0.00

<b>Location #3: Swarthmore Rutledge Elementary School</b>				
<b>Swarthmore Rutledge Elementary School</b>		<b>Fiscal Year 2026-2027</b>	<b>Fiscal Year 2027-2028</b>	<b>Fiscal Year 2028-2029</b>
		6/22/26-6/30/27	7/1/27-6/30/28	7/1/28-6/30/29
	<b>Appendix A</b> (Routine Cleaning – 180 Days)			
	<b>Appendix B</b> (Periodic Tasks)			
	<b>Appendix C</b> (Summer Annual Cleaning)			
	<b>Total Annual Fee</b>	\$0.00	\$0.00	\$0.00
	<b>Total Monthly Fee</b>	\$0.00	\$0.00	\$0.00

<b>Location #4: Nether Providence Elementary School (NPE)</b>				
<b>Nether Providence Elementary School</b>		<b>Fiscal Year 2026-2027</b>	<b>Fiscal Year 2027-2028</b>	<b>Fiscal Year 2028-2029</b>
		6/22/26-6/30/27	7/1/27-6/30/28	7/1/28-6/30/29
	<b>Appendix A</b> (Routine Cleaning – 180 Days)			
	<b>Appendix B</b> (Periodic Tasks)			
	<b>Appendix C</b> (Summer Annual Cleaning)			
	<b>Total Annual Fee</b>	\$0.00	\$0.00	\$0.00
	<b>Total Monthly Fee</b>	\$0.00	\$0.00	\$0.00

<b>Location #5: Wallingford Elementary School (WES)</b>				
<b>Wallingford Elementary School</b>		<b>Fiscal Year 2026-2027</b>	<b>Fiscal Year 2027-2028</b>	<b>Fiscal Year 2028-2029</b>
		6/22/26- 6/30/27	7/1/27- 6/30/28	7/1/28- 6/30/29
	<b>Appendix A</b> (Routine Cleaning – 180 Days)			
	<b>Appendix B</b> (Periodic Tasks)			
	<b>Appendix C</b> (Summer Annual Cleaning)			
	<b>Total Annual Fee</b>	\$0.00	\$0.00	\$0.00
<b>Total Monthly Fee</b>	\$0.00	\$0.00	\$0.00	

## **APPENDIX I - BILLABLE RATES**

### **SPECIAL EVENTS AND ADDITIONAL WORK**

The following table comprises the hourly billable rate for Special Events and additional out-of-scope work. The cost comprises the wages/benefits, supplies and equipment costs. This is on an hourly per employee basis. The district will contract for these special events throughout the year. The district reserves the right to contract with other companies if it is in the best interests of the district.

I agree that if the School District desires additional cleaning services beyond those specified in the Contract, that I will use commercially reasonable efforts to provide such additional services at a cost not to exceed the hourly rates set forth below. Any additional services shall be by mutual agreement of the District and Vendor and memorialized in writing prior to performance of said services.

I hereby certify that following constitutes a fair and accurate breakdown of the above total annual fixed fee:

	FY 2026/2027	FY 2027/2028	FY 2028/2029
Cost of Labor and Benefits Total			
Per Hour Billable Rate for Labor			
Custodial Manager			
Custodial Lead			
Custodian Full Time			
Custodian Part Time			

## APPENDIX J - SIGNATURE PAGE

This Proposal is submitted in accordance with and subject to all terms and conditions of the Proposal Documents which are incorporated herein by reference and shall be construed to be part hereof, with the same effect as if such were reported at length herein.

When the Proposer is an individual:

WITNESS:

\_\_\_\_\_(SEAL)

Signature of Individual Trading and doing

business as

(Address)

When the Proposer is a partnership (Name of Partners): WITNESS:

Name of Partnership

(Address)

By: \_\_\_\_\_(SEAL)

By: \_\_\_\_\_(SEAL)

By: \_\_\_\_\_(SEAL)

By: \_\_\_\_\_(SEAL)

**REQUEST FOR PROPOSAL: CUSTODIAL SERVICES**

When the Proposer is a corporation/limited liability company:

ATTEST:

\_\_\_\_\_  
Name of Corporation/Limited Liability Company

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
President/Vice President

(CORPORATE SEAL)

\_\_\_\_\_ is a corporation/limited liability company organized and existing under the laws of \_\_\_\_\_ and has (has not) been granted a certificate of authority to do business in the Commonwealth of Pennsylvania.

**NOTE:** Submit copy of Equipment List, Staffing Plan, Carpet & Hard Floor Cleaning Plan, Non-Collusion Affidavit, and Training, Employee Retention and Absenteeism, and Substance Abuse Programs with Proposal.

**APPENDIX K – TIMELINE OF RFP**

Public Opening	Tuesday, March 17, 2026
Proposal reviews & finalist notifications	Wednesday, March 18 - Friday, March 20, 2026
Interview finalists*	Week of March 23
Site Visits*	Week of April 6
Final evaluation & scoring*	Week of April 13
Finance Committee recommendation*	Tuesday, April 21, 2026
Board approval & award*	Tuesday, April 28, 2026

\*May be subject to change