



Project: Town of Bloomsburg Janitorial Services

Open Date: December 13, 2024

Questions Due Date: January 10, 2025, 12 p.m.

Close Date: January 17, 2025 10 a.m.

Contract Type: Term Contract

County, State: Columbia County, PA

Project Description:

**NOTICE TO BIDDERS**

Notice is hereby given that the Town of Bloomsburg is soliciting sealed bids for janitorial services.

All bids must be submitted to Town Hall by January 17, 2025 at 10 a.m. at which time the bidding will be closed and announced. A bid bond in the amount of 10% of the bid price for the contract term must accompany all bids.

One mandatory Town Tour will need to be attended by the bidder's representative. Tour options are Monday, January 6, 2025 at 9 a.m. or Tuesday, January 7th, 2025 at 1 p.m. The multiple sites will be a part of the Tour and the first place to meet will be at Town Hall, 301 E. 2<sup>nd</sup> Street, Bloomsburg, PA 17815.

No additional time outside of the above stated dates will be permitted.

## ***Cleaning Services Specifications***

### ***Instructions/Information to Prospective Bidders***

#### **Invitation to Bid**

The Town of Bloomsburg is requesting proposals for Cleaning Services for multiple locations. If you are interested in bidding an intent to bid response is requested and due by January 17, 2025 at 10 a.m. This bid will be for March 1, 2025- December 31, 2025.

#### **Schedule of Events**

Release of RFP December 13, 2024

Deadline for submission January 17, 2025 by 10 a.m.

Selection of Service provider on or about January 27, 2025

#### **Inquiries**

Questions regarding this RFP are to be submitted to

[info@bloomsburgpa.org](mailto:info@bloomsburgpa.org) with “**Cleaning Services**” in the subject line.

Questions regarding this RFP will only be accepted by email.

#### **Process for Submitting Proposal**

Proposals delivered on the day of the deadline must be received at Bloomsburg Town Hall located at 301 E. 2<sup>nd</sup> Street, Bloomsburg, PA 17815 by 10:00 a.m. Mailed proposals shall be sent to Bloomsburg Town Hall, 301 E. 2<sup>nd</sup> Street, Bloomsburg, PA 17815. Proposal should be clearly marked: “**Cleaning Services**” on the outside of the envelope and addressed to Town Manager. Emailed proposals shall be sent to [info@bloomsburgpa.org](mailto:info@bloomsburgpa.org) with “**Cleaning Services**” in the subject line. Proposals received after due date will be rejected. The proposal offer acknowledges the right of the Town of Bloomsburg to accept or reject any or all proposals and to waive any informality in any proposal received.

#### **Information Required with Proposal**

The proposal should include the following:

- Estimated cost
- References
- W-9
- Certificate of Insurance

## **Supplies**

The service provider shall provide all cleaning equipment and supplies including trash can liners, paper towels, toilet tissue, and liquid soap, floor cleaning products, window cleaner, kitchen cleaners, polishes, vacuum cleaners, etc.

There will be a price request for supplies not being provided.

## **Invoicing**

The Town of Bloomsburg requires prompt invoicing within 30 days after the service is provided.

## **Description of Work**

### **A. The general areas to be serviced once a week include the following locations:**

- a. Town Hall- 301 E. 2<sup>nd</sup> Street, Bloomsburg, PA 17815** Fridays between 8 a.m.- 12 p.m.
- b. Public Works Department- 821 Catherine Street, Bloomsburg, PA 17815**
- c. Recycling Center- 901 Patterson Drive, Bloomsburg, PA 17815**
- d. DUI Center- 821 Catherine Street, Bloomsburg, PA 17815**

### **B. The areas to be serviced twice a week include the following locations:**

- a. Police Department- 119 E. 7<sup>th</sup> Street, Bloomsburg, PA 17815**

### **C. The areas to be serviced daily during season:**

- a. Town Park bathrooms-1259 Market Street, Bloomsburg, PA 17815**
  - b. Norris E. Rock Memorial Pool bathrooms- 1360 Catherine Street, Bloomsburg, PA 17815**
- 1. Empty wastebaskets, replace liner, recycle material in proper receptacles
  - 2. Dust and disinfect (where appropriate) furniture, including desktops, computers equipment, tables, and chairs with treated cloth
  - 3. Vacuum carpeting and runners
  - 4. Damp mop all tile floors
  - 5. Clean tiles and stairway treads
  - 6. Clean with sanitary spray and polish to a shine all dispensers, mirrors, sinks, inside windows and faucets
  - 7. Clean all breakroom areas
    - 1. Fridges
    - 2. Microwaves
    - 3. Ovens
    - 4. Sinks
  - 8. Wipe clean and polish all splash areas

9. Scrub toilet bowl/ base/ tank and urinal interiors with a liquid abrasive and flush afterwards
10. Fill paper towel dispensers and add toilet paper to holders. Leave one extra roll of toilet paper in each stall
11. Sweep floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface
12. Removing dust, dirt, and other particles from the ceiling/ corners/ space
13. Clean and sanitize drinking fountains and door handles
14. Clean and remove fingerprints from door glass and interior office windows, and from all glass-topped furniture
15. Remove trash to appropriate outside dumpster
16. Remove recycling to appropriate containers in buildings
17. Inspect area; secure doors and lights (doors found locked shall be re-locked)
18. Refill hand and dish soap.
19. Clean and disinfect telephones weekly

## **Overall Requirements**

- The following holidays are excluded:  
New Year's Day  
Martin Luther King Day  
President's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving  
Day After Thanksgiving  
Christmas Eve  
Christmas Day
- In the event that the Town offices will be closed on days before or after the above holidays, note: the policy of closings if the holiday fall on a weekend: if the above holiday(s) falls on Saturday, the holiday will be observed on Friday; if the holiday falls on a Sunday the holiday will be observed on Monday.
- The service provider warrants, covenants and otherwise agrees that the personnel it sends to the Town of Bloomsburg shall be responsible individuals free of felony convictions. **All staff must be fingerprinted, pass a background check, and complete a security training prior to working.**
- The service provider's personnel shall not disturb papers on desk, or open drawers, cabinets, files, or bookcases.
- Town of Bloomsburg telephones shall not be used by the service provider's personnel for personal use.
- Under no circumstances shall the service provider's personnel be allowed to bring visitors, children, or other relatives into the Town of Bloomsburg buildings.
- Under no circumstances should the service provider's personnel be on their individual cell phones during the chargeable time.
- The service provider shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of the Town facility caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by the Town.

### **Qualifications and Experience**

The qualified service provider must satisfy the following requirements:

- Maintain a permanent place of business
- Have adequate manpower and equipment to perform the services in adequate manner
- Have satisfactorily furnished services of familiar size and scope for a period of at least 12 months

### **Selecting Proposal**

The Town reserves the right to consider proposals based on their relative merit, risk, and values to the organization, and reserves the right to negotiate with all service providers.

Evaluation offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP. The successful service provider may be asked to participate in negotiations and may be asked to make revisions to their proposals based on their negotiations. In submitting a proposal, each service provider acknowledges that they have read and understand these requirements.

### **Evaluation Criteria**

**The following criteria will be used to** evaluate each service provider's proposal:

- Adequacy of the proposed methodology of the vendor
- Skill and experience of key personnel
- Demonstrate company experience
- Other technical specifications (designated by program requesting proposals)

- Compliance with administrative requirements of the request for proposal format, due date etc.
- Vendor's financial stability
- Vendor's demonstrated commitment to the nonprofit sector
- Results of communications with references supplied by vendor
- Ability/commitment to meeting time deadlines
- Cost

### **Rejection of Proposal**

The Town reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, which are required to complete this project, or when deemed to be in the best interest of the Town of Bloomsburg.

### **Confidentiality**

All information presented in this RFP, including information subsequently disclosed by the Town of Bloomsburg during the proposal process, shall be considered confidential and should not be released to outside parties. This document represents a request for proposal only and in no way should be construed as a contract or letter of intent.

### **Project Deliverables**

All recommendations identified during this engagement will be documented and reviewed with the Town of Bloomsburg management. All bids will be public record.

### **Cost of Bid**

The Respondent shall bear all costs associated with the proposal meeting(s), interview(s), preparation and submission of the bid and the Town of Bloomsburg shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

Vendor Name: \_\_\_\_\_

Contact information: \_\_\_\_\_

## References

*Provide at least three (3) references*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone & Fax Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone & Fax Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone & Fax Number: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

(Print or type name)

Signature: \_\_\_\_\_



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

# Monthly Service Cost Estimate

Location	Square Footage	Service Frequency	Monthly cost with Supplies	Monthly cost without supplies
Town Hall		Once a week		
Public Works Department		Once a week		
Recycling Center		Once a week		
DUI Center				
Police Department				
Town Park Bathrooms				
Norris E. Rock Memorial Pool				