Mount Carmel Area School District

600 W 5TH ST
MOUNT CARMEL PA 17851-1897
PHONE: 570-339-1500 FAX: 570-339-0487

MOUNT CARMEL AREA SCHOOL DISTRICT BID
NOTICE for CLEANING SERVICES

Mount Carmel Area School District is seeking bids to clean the following areas of the school for the term August 23, 2021, through June 2, 2022, or the last day of on-campus classes of the 2021-22 school year:

Base: All classrooms (total 48) located at the JR/SR High School.
Classrooms to be cleaned per the school districts Custodial Cleaning Standards.
Once per week a deep disinfecting to be performed using electrostatic equipment.
Cleaning products and equipment (if requested) are provided by the school district.

Alternate 1: JR/SR High School_ Nurse suite, Band/Choral suite, Library suite, tv studio
Alternate 2: JR/SR/High School_ Athletic areas

Gymnasium including bleachers
Gymnasium locker rooms including referees room
Classroom behind home gymnasium bleachers
Weight room including team locker room
Natatorium including bleachers
Natatorium locker rooms
Gymnasium lobby including ramp

Wrestling room

Questions regarding the project, please contact Dave Fegley, Director of Building and Grounds: fegleyd@mca.k12.pa.us or 570-339-1500.

Sealed Bids will be received at the Mount Carmel Area School District until 10:00 a.m. on Wednesday, May 12, 2021.

Proposals shall be plainly marked "CLEANING SERVICES."

All bidders must familiarize themselves with the Instructions and Specifications.
The Mount Carmel Area School Board/District reserves the right to reject any or all bids or any part of any bid, and to accept any bid it deems to be in the best interest of the Mount Carmel Area School District, and to waive any irregularities.

All bids received will be publicly opened and read aloud in the District Office Board Room on Wednesday, May 12, 2021, immediately following the 10:00 a.m. deadline for submitting bids.

Award of bids is scheduled for Monday, May 17, 2021, during the course of the regularly scheduled meeting of the Mount Carmel Area School District Board of Directors.

SPECIFICATIONS FOR: CLEANING SERVICES

The successful bidder will be awarded a contract for cleaning the following areas of the Mount Carmel Area School District's campus for the term August 23, 2021, through June 2, 2022, or the last day of on-campus classes for the 2020-21 school year
Cleaning to be performed Monday thru Friday unless noted otherwise.

Base: All classrooms (total 48) located at the JR/SR High School.
Classrooms to be cleaned per the school districts Custodial Cleaning Standards.
Once per week a deep disinfecting to be performed using electrostatic equipment.
Cleaning products and equipment (if requested) are provided by the school district.

Alternate 1: JR/SR High School_ Nurse suite, Band/Choral suite, Library suite, tv studio
Alternate 2: JR/SR/High School_ Athletic areas

Gymnasium including bleachers

Gymnasium locker rooms including referees room

Classroom behind home gymnasium bleachers

Weight room including team locker room

Natatorium including bleachers

Natatorium locker rooms

Gymnasium lobby including ramp

Wrestling room

Bids will be accepted until 10:00 a.m., Wednesday, May 12, 2021, prevailing time. All bids received will be publicly opened and read aloud in the District Office Conference Room on Wednesday, May 12, 2021, immediately following the 10 a.m. deadline for submitting bids. Bids are scheduled to be awarded at the regularly scheduled Board Meeting on Monday, May 17, at 7:00 p.m.

If District awards the bid based on these specifications, and the cleaning services are no longer needed due to a change in the educational delivery model due to the COVID-19 pandemic, the District will be responsible only for services performed, with no penalties.

Prices quoted must be exclusive of all taxes. District will provide tax exemption certificates to the successful bidder. Invoices are to be sent to:

Mount Carmel Area School District
Attn: Corrina Lesko
600 West 5th Street
Mount Carmel, Pa 17851

1.) Provide a listing of at least three (3) current companies or public sector political subdivisions (including counties, boroughs, townships, school districts) for whom you have provided cleaning services:

_____

_____

_____

_____

_____

2.) Identify how long you have been in business: _____ 3.)

Identify how many employees you have: _____

4.) Identify how many current school district clients you have to include current reference and contact information: _____

_____

_____

_____

5.) Outline your availability to provide additional cleaning services within 24-hour notice:

_____

_____

6.) Can you provide cleaning both night and day? _____

7.) Please provide a Certificate of Insurance, providing proof of insurance with minimum limits as follows. Mount Carmel Area School District must be the Certificate Holder:

a. Commercial General Liability insurance with limits for bodily injury and property damage of not less than $1,000,000 per occurrence, $2,000,000 general aggregate and
b. Commercial Automobile Liability insurance with limits of liability for bodily injury and property damage of not less than $1,000,000 per occurrence; and
c. Workers Compensation Insurance with statutory limits and with an Employers Liability Coverage of at least $500,000; and
d. Excess Umbrella Liability insurance on a follow-form basis with respect to the Commercial General Liability, Employers' Liability, Commercial Automobile Liability and Sexual Misconduct & Molestation Liability of not less than $2,000,000 per occurrence, $2,000,000 general aggregate.

8.) Please indicate in the last 3 years if you have been involved in any litigation or disputes with any of your clients. If yes, please provide details: _____

_____

_____

9.) For the work that is proposed to be cleaned, identify the number of days that someone would be available to clean: _____

10.) Indicate how many employees would be on site at the same time to address the cleaning needs of Mount Carmel Area School District: _____

11.) Please identify how many days per week, on a 7-day cycle, someone would be cleaning:

_____

12.) Please identify the weekly and monthly cost for services:

Weekly_____ Monthly _____

13.) Is there an additional charge of mileage or travel time to and from the worksite? If yes, what is the charge?_____

Bids must be remitted on this form provided, in an envelope clearly marked "CLEANING SERVICES." and must be returned to:

Mount Carmel Area School District Business Office
Attention: Corrina Lesko
600 West 5th Street
Mount Carmel, Pa 17851

Non-compliance with the bid specifications may result in cancellation of the contract by the District.

The Mount Carmel Area School Board/District reserves the right to reject any or all bids or any part of any bid, and to accept any bid it deems to be in the best interest of the Mount Carmel Area School District, and to waive any irregularities.

Any questions related to these bid specifications should be directed to:

Dave Fegley, Buildings and Grounds Director
fegleyd@mca.k12.pa.us or (570) 339-1500
Mount Carmel Area School District
Mount Carmel, Pa. 17851

Vendor Information

Please provide answers to the following questions:

1) Complete address of business location:

_____

2) Complete the number of years this business has been in operation:

_____

3) Complete the number of years of experience cleaning for school districts:

_____

By signing below, I acknowledge I have fully read and understand the terms and conditions contained within the bid specifications.

_____ Name of Vendor

_____ Address

_____ Authorized Signature

_____ Date

_____ Typed Name

_____ Title

_____ Contact Person

_____ Phone Number

MOUNT CARMEL AREA SCHOOL DISTRICT

600 West 5th Street
Mount Carmel, Pa 17851
570-339-1500

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid -Rigging Act. 73 P.S. II 1611et.seq. Governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.

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

Bid rigging and other efforts to restrain competition, and the making of false sworn statements in the connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself/herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.

In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.

The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid 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 bid.

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

State of _____

County of _____

I state that I {Full Name) (Title) (Company) _____

_____

authorize to make this affidavit on behalf of my firm, and its owner, directors, and officers. I am the person responsible in my firm for the price{s) and the amount of this bid.

I state that:

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

(2) Neither the price(s) nor the amount of this bid; and neither the approximate price(s) non approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will to be disclosed before bid opening.

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

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

(5) Contractor must provide proof of in force insurance. If any contractor employees are on school grounds, Act 34, 114 and 151 clearances must be provided by successful bidder.

(Name of firm)_____

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

I state that_____understands and
(Name of Firm)

Acknowledges that the above representations are material and important, and will be relied on by the **Mount Carmel Area School District** in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that a misstatement in this affidavit is and shall be treated as fraudulent concealment form of the true facts relating to the submission of bids for this contract

Signature _____

Title _____

Company _____

Commonwealth of_____ County

of_____

Sworn to and subscribed before me this_____ Day of _____, 2021

Notarized by _____

CUSTODIAL CLEANING STANDARDS

The following are the standards by which custodial work must be performed within the district which will be evaluated.

These standards are to be reached each and every time a task is performed and surpassed when possible.

Each custodian should use them as a guide in performing his/her daily assignments. Since each school has different needs, slight variations may be acceptable if these variations are approved by the Building and Grounds Director.

CLEANING DUTIES

Daily: All countertops including heating units.
Classroom sink.
All window sills as long as there are no trinkets, etc, setting on them. All student desks.
All student chairs. Blackboards and chalk trays. Trash cans emptied.
Floors dry mopped.
Stains or spills on floors must be wet mopped. Carpeted areas vacuumed.
Check hand sanitizer dispensers.
Note: When empty, contact a custodian that day to replace it. Door knobs wiped- Use **Virex II.**
Make sure projector and whiteboard are turned off.
Hand sanitizer, soap, and towel dispensers: Wipe, check and fill as needed. Clean/disinfect student desk shields.
Restrooms: Floors wet mopped using **Virex II.** Sinks, toilets, urinals, toilet compartments cleaned using **Crew.** Mirrors, and all stainless steel cleaned. Clean stains on walls. Check toilet paper, paper towels and soap dispensers.

Weekly: Minimum of three times per week the classroom floors and the hallways must be wet mopped.
Empty the pencil sharpeners. Clean tv' s and computers.
Clean fuzz off of chair glide covers.
NOTES: 1) When wet mopping classrooms, student desk and chairs should be shifted to clean properly.

2) When wet mopping the classroom floors, hallways use **Prominence.**
3) Do not use any type of bleaching cleaner on toilet compartments, countertops, chalkboards, or classroom floors.
4) **Crew:** Restroom disinfect cleaner used for sinks, urinals, toilets, faucets, toilet compartments, handles.
Requires a ten minute dwell time before wiping.

Virex II: General disinfectant/cleaner. Use for floor cleaner for restrooms as well as to disinfect any surface except glass. Requires a *ten minute dwell time* before wiping.

Prominence: Floor cleaner for classroom.

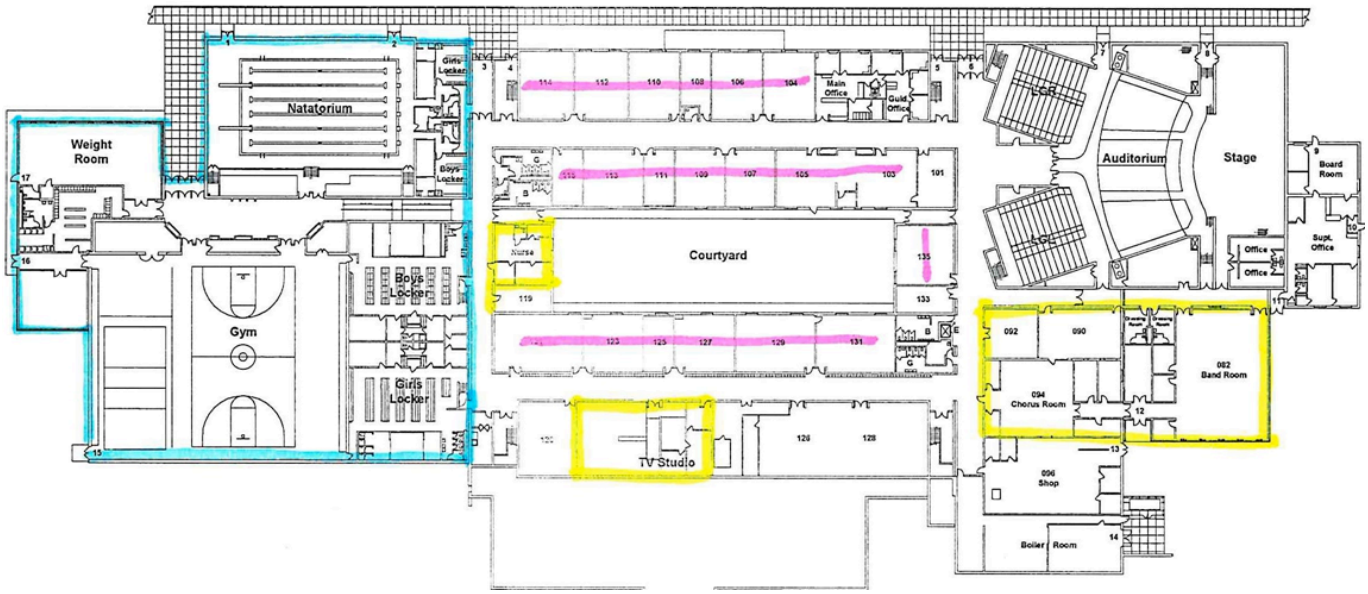
Glance: Glass cleaner and also used for general cleaning.

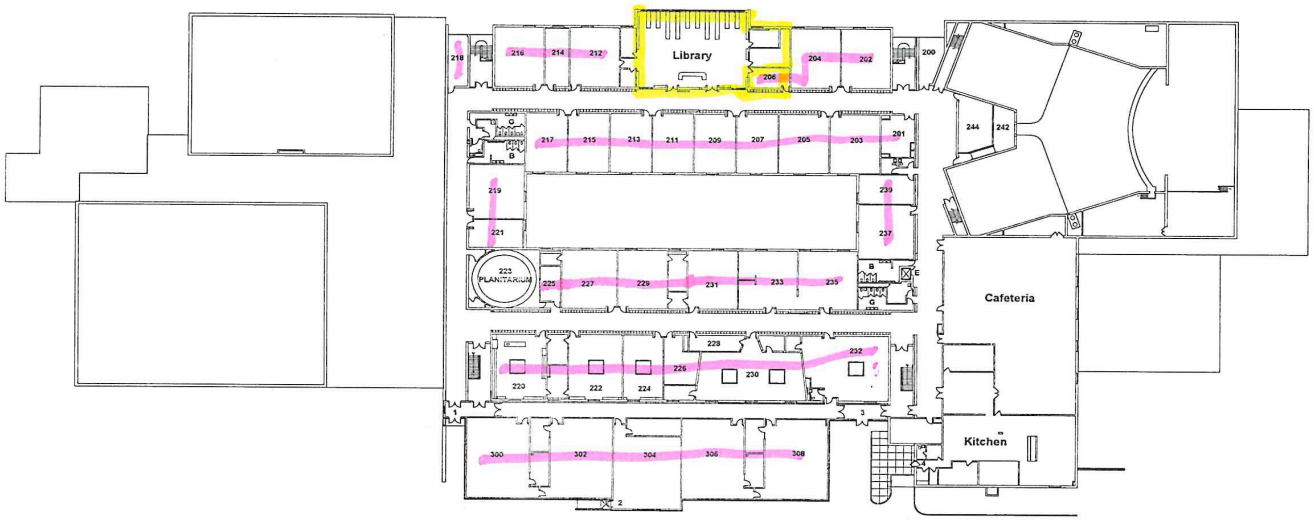
J-Works Tempest: Floor cleaner for kitchen area.

NOTE: There is a dispensing system located in the custodial closets.

5) Please be mindful of the dwell time when using disinfectants.
Dwell time is the amount of time the product should be left on the surface before wiping.
A rule of thumb is ten minutes.

Base (purple)
Alternate 1 (yellow)
Alternate 2 (blue)




Library
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PLANTARIUM
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Cafeteria
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222
224
226
228
230
232
1
2
3
300
302
304
306
308
Kitchen

MOUNT CARMEL AREA SCHOOL DISTRICT BID

NOTICE for CLEANING SERVICES

Mount Carmel Area School District is seeking bids to clean the following areas of the school for the term August 23, 2021, through June 2, 2022, or the last day of on-campus classes of the 2021-22 school year:

Addendum 5/10/21

Page 4 to include:

Weekly (Base Bid) _____ Monthly (Base Bid) _____

Weekly (Alt 1) _____ Monthly (Alt 1) _____

Weekly (Alt 2) _____ Monthly (Alt 2) _____