



## **Request for Proposal**

**For**

**Cleaning Services**

**RFP due date November 6, 2020**

**4525 Education Park Drive  
Schnecksville, PA 18078**

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## Introduction

Lehigh Carbon Community College is soliciting proposals for a three (3) year contract for cleaning services for three (3) individual sites.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of work to be performed. The vendor's proposal should be prepared simply and economically and should provide all information it considers pertinent to its qualifications for the specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content. Proof of insurance will be required with the proposal.

NOTE: Depending on proposals submitted, multiple vendors may be chosen for individual sites.

The proposal must be submitted no later than 2:00PM on November 6, 2020, directly to the Purchasing & Contract Manager at the following address:

Lehigh Carbon Community College  
Attn: Susan Lindenmuth, Purchasing & Contracts Manager  
4525 Education Park Drive  
Schnecksville, PA 18078

No electronic files will be accepted.

Email [slindenmuth@lccc.edu](mailto:slindenmuth@lccc.edu) with any questions. Questions concerning this proposal will be accepted until October 29, 2020.

Advertisement:	October 17, 2020
Walkthrough deadline:	October 29, 2020
RFP due date:	November 6, 2020

## General Instructions for Proposal

### a) **Proposal Content**-A completed proposal must contain the following:

- Vendor Proposal Form & Cost Proposal Form-the vendor proposal form and cost Proposal Form must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without both forms may be deemed inadequate.
- References-Proposals shall include a list of three (3) references including name, address, phone number, email address and contact person.
- Certificate of Insurance
- Non collusion affidavit

### b) **Proposal Award**-It is the intent of the College to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, the vendors qualifications and capabilities to provide the specified service, and other factors which the College may consider. The College reserves the right to accept or reject any or

all proposals. Proposals will be approved publicly at a scheduled Board of Trustees meeting.

- c) **Term and Renewal**-The term of the Contract shall be for one (1) year and renew on the anniversary date two (2) additional one (1) year terms unless terminated by either party for noncompliance of terms set forth in the Contract. The contract may be cancelled by either party, for any reason, upon 90 days written notification from one party to the other. Term begins on January 1, 2021 through December 31, 2021.
- d) **Basis of Payment**-Payment will be made to the contractor within 30 days upon receiving the contractor's monthly invoice. The invoice should state the date of service and amount for each site.

### **Cleaning Specifications**

These specifications outline the requirements for cleaning services. A list of sites, address and approximate square footage is outlined to assist you in your proposal.

A walkthrough can be scheduled by appointment to view the sites beforehand. Contact Joe Benulis at 610-799-1519.

#### **A. Individual Sites**

**Airport**-- Approximately 1200 sq. ft.

Lehigh Valley International Airport

600 Hayden Circle

Allentown, PA 18109

**Allentown Site (Donley)**—Approximately 55,000 sq. ft.

718 Hamilton Street

Allentown, PA 18101-2496

**Tamaqua Site (Morgan)**—Approximately 36,705 sq. ft.

234 High Street

Tamaqua, PA 18252

**Scheller Center**—Approximately 5,000 sq. ft.

301 Van Gelder Street

Tamaqua, PA 18252

### **Contractor will be responsible for the following:**

- A. All supervision of staff.
- B. All payroll and taxes.
- C. All insurances.
- D. Cleaning supplies  
Exception: Paper products, trash liners, sanitary napkins and hand soap.
- E. M.S.D.S. File to be provided to the main office at each site.
- F. Cleaning must be done after 10 PM or agreed hours to benefit the schedule of the College. See daytime porter hours at airport site on Tuesday and Friday.

### **Daily Requirements**

- A. Restock paper products, hand soap and sanitizer products.

- B. Dry mopping of all tiled floors and wet mop spills, stains, and wet footprints.
- C. Vacuum all traffic areas and mats.
- D. Remove all trash and replace liners as needed to include recycling.
- E. Spot clean as needed to include graffiti on stalls.
- F. Clean all entrance glass.
- G. Security of building ensuring doors are locked and secured.
- H. Dusting of counters, cabinets and cleared desks.
- I. Clean and sanitize water fountains.
- J. Clean all white boards, black boards, and surrounding areas.
- K. Sanitize and disinfection of all rest rooms to include toilet bowls, urinals, hand basins, partitions, walls/tiles, paper dispensers, glass and mirrors. Sanitize sanitary napkin receptacles and dispose of properly. Damp mop and sanitize flooring.
- L. Nursing areas—clean and disinfect counters and case work.
- M. Elevators—Clean and sanitize.
- N. Clean all lounge areas to include vending machines and microwave ovens.
- O. Clean all entrance ways.
- P. Police grounds for litter and cigarette butts.
- Q. Stairwells—flooring clean and free of all debris.
- R. Sanitize Fitness Equipment where applicable.
- S. Sanitize all other high-touch areas such as elevators, handrails, doorknobs, and push bars.

### **Weekly Requirements**

- A. Clean glass partitions, display cases, and all interior window/door glass.
- B. Spot clean finger marks and smudges on walls, door facings, and doors.
- C. Vacuum all carpeting.
- D. Edge vacuum all carpeting.
- E. Damp mop all tile floors to include stairwells.
- F. Dusting (low dusting all flat surfaces below 5')
- G. Clean all window treatments.
- H. Remove all cobwebs (high and low).
- I. Stairwells – dusting handrails.
- J. Sanitize all floor drains and pour at least one gallon of water down the drains.
- K. Dust all air vents (high and low).
- L. Sanitize desktops.
- M. Sanitize doorknobs, door pulls, and operations.
- N. Sanitize all trash and recycling cans.

### **Monthly**

- A. Dust exterior of overhead light lenses, pipes, venetian blinds, over doorways, hanging light fixtures, and connecting/horizontal wall surfaces (high dust above 5').
- B. Burnish floors and hallways

### **Seasonal**

- A. Salt removal in halls and classrooms

### **Special Conditions**

**A. Porter Service**

- Donley Center 6 hours daily 11 AM-5 PM or as needed.
- Morgan Center 4 hours daily 10 AM-2 PM or as needed.

This person to handle the following:

- Cleaning assignments.
- Set-ups as needed.

**B. Science Labs**

- Counters to be cleaned by College.

**C. Airport Site**

- Twice a week cleaning Tuesday and Friday completing the specifications outlined above.

**Appendix A**  
**Vendor Proposal Form**

TO: LEHIGH CARBON COMMUNITY COLLEGE

We, the Undersigned, having examined the specifications and all other documents and, being familiar with the various conditions under which these services and/or supplies are to be used, agree to furnish, install, and warrant all labor, materials, equipment, and any other required services to fulfill the requirements of the Request for Proposal.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

FEDERAL I.D.#: \_\_\_\_\_

Verify receipt of:	Addendum No. _____	Date Received _____
	Addendum No. _____	Date Received _____

Checklist:     3 References  
                 Vendor Proposal Form & Cost Proposal Form  
                 Non-collusion Affidavit  
                 Certificate of Liability

Appendix B					
Cost Proposal Form-Cleaning Services RFP 11/06/2020 2PM					
	Airport Site	Allentown Site	Tamaqua Site	Scheller Center located @Tamaqua Site	Jan. 1, 2021-Dec. 31, 2021 Total
Porter Services	XXXXXXXXXXXXXX				
Cleaning-including nightly/weekly/monthly services					
	Airport Site	Allentown Site	Tamaqua Site	Scheller Center located @Tamaqua Site	Jan. 1, 2022-Dec. 31, 2022 Total
Porter Services	XXXXXXXXXXXXXX				
Cleaning-including nightly/weekly/monthly services					
	Airport Site	Allentown Site	Tamaqua Site	Scheller Center located @Tamaqua Site	Jan. 1, 2023-Dec. 31, 2023 Total
Porter Services	XXXXXXXXXXXXXXXXXX				
Cleaning-including nightly/weekly/monthly services					



## NONCOLLUSION AFFIDAVIT

State of \_\_\_\_\_:

County of \_\_\_\_\_: s.s.

I state that I am the \_\_\_\_\_ (Title) of \_\_\_\_\_ (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 prices(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer or potential proposer.
2. 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 the proposal submission date.
3. 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.
4. 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.
5. \_\_\_\_\_ (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 proposing and/or bidding on any public contract, except as follows:  
\_\_\_\_\_

I state that \_\_\_\_\_ (Name of Firm) understands and acknowledges that the above representations are material and important, and will be relied upon by the Department of General Services 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 Department of General Services of the true facts relating to the submission of this proposal.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signatory's Printed Name)

\_\_\_\_\_  
(Signatory's Title)

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_