

# Cleaning Services Contract Request for Proposal

Urban Academy of Greater Pittsburgh  
437 Turrett Street  
Pittsburgh, PA 15206  
412.361.1008 ext 215

**Date Proposal Opens:** Wednesday, June 19, 2024 @ 12pm

**Bid Due Date:** Friday, July 8, 2024 @ 1pm

**Mandatory pre-bid walk-through:** By appointment **Date Issued:** June 18, 2024

**Description:** This Request for Proposal (also referred to as "bid" within the document) provides contractors with sufficient information to enable them to prepare and submit proposals for consideration by Urban Academy of Greater Pittsburgh, (Owner or Urban) for cleaning services to be provided at 437 Turrett Street, Pittsburgh, PA 15206.

## **Proposal Procedure**

Contractors shall complete documents as requested throughout this document and submit **TWO (2)** **original copies** with original signatures of the complete RFP and the accompanying proposal sheets in a SEALED envelope. The sealed package shall be labeled as follows:

# Cleaning Services Contract Request for Proposal

## Administrative and Contractual Information

### A. Purpose

This Request for Proposal (also referred to as "bid" within the document) provides contractors with sufficient information to enable them to prepare and submit proposals for consideration by Urban Academy of Greater Pittsburgh Charter School, (Owner or Urban) for cleaning services to be provided at 437 Turrett Street, Pittsburgh, PA 15206 between **August 12, 2024 and June 18, 2025.**

### B. Issuing Office

This request for proposals is issued by Urban. The sole points of contact with Urban for any questions concerning the General Specifications, the bidding process or the Instructions to Bidders are Whitney Wall, Director of Operations at 412-361-1008 x215 or via email at [wwall@urbanacademypgh.org](mailto:wwall@urbanacademypgh.org).

### C. Response Date

Proposals to be considered must be received no later than **1:00 p.m. on Friday, July 8, 2024** by Urban Academy, Cleaning Services Contract, 437 Turrett Street, Pittsburgh, PA 15206. It is the responsibility of the bidder to assure that the completed proposal has been received by Urban by the date and time specified herein at which time they will be opened.

### D. Scope

The specifications for this solicitation for proposals contains Administrative and Contractual Information, Notice to Bidders for Submission of Proposals, General Conditions for the Execution and Performance of the Contract, Specifications for Custodial Services, Statement of Bidder's Qualifications, and a Proposal Form for Cleaning Services. A site inspection is required for bids to be considered.

### E. Site Inspection and Walk-Through

A mandatory pre-bid site inspection and walk-through shall be held on **Tuesday, June 26<sup>th</sup> at 1pm** at 437 Turrett Street, Pittsburgh, PA 15206. Alternatively, contractors are able to schedule a pre-bid walk-through during the RFP open date by contacting Whitney Wall, Director of Operations at 412-361-1008 x215 or via email at [wwall@urbanacademypgh.org](mailto:wwall@urbanacademypgh.org). Attendance in a pre-bid walkthrough of some sort is mandatory for any contractor wishing to bid. During the site inspection, Bidders shall familiarize themselves with all conditions. The lack of site familiarity shall in no way constitute grounds or justification for additional future requests for funds by the Bidder to complete said project. Any questions that arise subsequent to the site inspection and walk-through shall be submitted via email to [wwall@urbanacademypgh.org](mailto:wwall@urbanacademypgh.org).

### F. Incurring Costs

Urban is not liable for any cost incurred by bidders prior to the issuance of an agreement, contract, or purchase order.

**G. Contractors' Proposals**

Bidders must submit a proposal that is complete and in compliance with these specifications, including submission on forms provided herein.

**H. Economy of Preparation**

Proposals should be prepared simply and economically, providing a straightforward, concise description of bidder capabilities to comply with the requirements of this request for proposals. Emphasis should be placed on completeness and clarity of content in bidding.

**I. Submission of Proposals**

All bidders must submit TWO (2) original copies with original signatures of the complete RFP and the accompanying proposal sheets in a sealed envelope by **Friday, July 8, 2024, at 1:00pm**. The envelope shall be labeled as follows:

**Urban Academy of Greater Pittsburgh Charter School**  
CLEANING SERVICES CONTRACT  
Request for Proposal  
437 Turrett Street  
Pittsburgh, PA 15206

**Name of Company** \_\_\_\_\_

**Address of Company** \_\_\_\_\_

**Phone Number of Company** \_\_\_\_\_

**Responsible Authority for Proposal Signature** \_\_\_\_\_

Proposals must be legible and signed in ink. Faxed proposals will not be considered.

## Instructions to Bidders

### A. Informality of Proposal and Acceptance, Rejection or Selection of Items

Urban Academy expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to accept that proposal which is in the best interest of Urban Academy.

### B. Terminology

Where the term "Board" appears in these specifications, it shall mean the Urban Academy Board of Trustees. Where the term "bidder" appears, it shall mean the organization proposing to supply cleaning services as per these specifications.

### C. Contract Term

The custodial services shall cover the period of **August 12, 2024 through June 20, 2025**.

### D. Termination of Contract

Urban Academy reserves the right to terminate this contract at any time, for any reason with thirty (30) days written notice. Urban reserves the right to immediately cancel the contract, for any cause, as outlined in "General Conditions".

### E. Determination of Award of Contract

No contract shall be awarded until the proposals have been examined and the award authorized. All firms or persons submitting a proposal shall meet the following requirements:

1. Maintain a permanent place of business;
2. Have adequate equipment to do the work properly and expeditiously;
3. Have suitable financial status to meet obligations incident to the work;
4. Knowledge of and comprehension of all laws and regulations pertaining to Pennsylvania school operations within the scope of the services to be provided but not limited to:
  - a. Pennsylvania Public School Code of 1949
  - b. Pennsylvania Charter School Law
5. Size and structure to meet the scope of the services to be provided;
6. Practice ethical business conduct of the highest standard;
7. Cost factors to perform the specified services.

No proposal shall be accepted from anyone who is in arrears to Urban upon debt or contract, or who is defaulter on surety or otherwise upon any obligations to Urban, or whose work heretofore has proven unsatisfactory or dilatory. Price shall be considered but shall not be the sole determining factor in awarding a contract.

#### F. Bidder's Status Prior to Execution of Contract

No rights shall accrue to any organization submitting a bid or proposal until such proposal has been accepted, the contract awarded, the timely submission of the insurance certificates, and the Agreement finally and completely executed in writing by the bidder and the duly authorized representatives of the Board.

#### G. Advertising

The contractor is specifically denied the right of using, in any form or medium, the name of Urban Academy, or any specific school or department therein, for public advertising unless express written permission is granted by Urban.

#### H. Forms

A contractor must complete the following forms (included in this packet) and return them with the proposal:

1. Proposal Form;
2. References;
3. Statement of Bidder's Qualifications.

#### I. Execution of the Proposal

Proposal Form shall be executed in the following manner:

1. INDIVIDUAL: Where the bidder is an individual, a personal signature shall be affixed.
2. PARTNERSHIP: Where the bidder is a partnership, the proposal shall be signed in the name of the partnership, followed by the signature of a partner.
3. CORPORATION: Where the bidder is a corporation, the proposal shall be executed in the name of the corporation, signed by the president or vice-president, and by the secretary or assistant secretary thereto, or if the proposal is submitted by an agent other than the above, he/she shall submit evidence of authority certified by the secretary of the corporation under corporate seal.
4. Where the bidder is trading under the Fictitious Names Act, the Bid shall include the fictitious name and the names of the persons or corporations conducting business.

### **General Conditions**

#### A. Specifications

These specifications shall become a part of the Contract, to be entered into between the successful contractor, hereinafter called "the Bidder", and Urban Academy Board, hereinafter called "the Client".

1. The Bidder agrees, if awarded the contract, to furnish and deliver the said services at such times and at such places as herein specified and that all of the services shall be subject to the

inspection and approval of the Client.

2. The Bidder shall provide services in accordance with all the terms, conditions and provisions of these specifications under the supervision and to the satisfaction and approval of the Client.
3. Should the Bidder at any time fail to perform the work in accordance with these specifications and to the satisfaction of the Client, the Client is hereby authorized to employ some other person, persons, or company to provide the services and to charge the same to the Bidder, and for that purpose to retain any monies still due him upon his contract, to meet such payments, and Bidder shall be liable for and shall pay any costs and expenses included by the Client in completion of the work in excess of the monies that may still be due him for what the Bidder has done, so that the Client shall sustain no loss, cost, or expense beyond the contract price by reasons of such default of the Bidder.
4. Any damage caused by the execution of this contract shall be repaired by the Bidder at their own expense.
5. The successful Bidder shall not assign the performance of the contract, nor any portion thereof, to others without the express consent, in writing, from the Client. The use of transportation equipment owned by others and not under long term lease to the Bidder shall not be permitted.
6. All contracts will be entered into under and subject to the provisions of the Public School Code of 1949 of the Commonwealth of Pennsylvania, approved March 10, 1949, P.L. 30 and its supplements and amendments, and the successful bidder agrees to satisfy the Client concerning all of the requirements of the laws of Pennsylvania governing bidders and contractors on contracts with school districts.

#### B. Hold Harmless Clause

In addition to the insurance requirements contained herein, the Bidder shall also defend, indemnify and hold harmless the Client, directors, administrators, and employees from and against any and all claims, suits, judgments and demands whatsoever, including, without limitation, costs, litigation, expenses, counsel fees and liabilities with respect to injury to or death of any person or persons whatsoever, or damage to property of any kind by whomsoever own, arising out of, or caused or claimed to have been caused in whole or in part by the acts or omissions of the Bidder, its officers or employees or any other person directly or indirectly employed by the Bidder while engaged in the performance of the contract specifications or any activity associated therewith or related thereto.

The Bidder shall, at all times, indemnify and save harmless the owner of and from all claims for Workmen's Compensation which may be made by any of the employees of the Bidder or by any of the employees to whom the Bidder may have let the performance of any part of the work embraced by this contract and the Bidder shall appear for and defend the owner against any and all such claims. The Bidder shall be covered by Employers' Liability Insurance with a minimum limit of \$100,000 per accident.

### C. Insurance

1. Certificates of Insurance certifying the required coverage are to be provided by the successful Bidder within ten (10) days of receipt of notice of award.
2. The Bidder shall not commence work under this contract until all insurance coverage required under these specifications has been approved by the Client. Nor, shall the Bidder allow any subcontractor to commence work until all similar insurance coverage required of the subcontractor has been so obtained and approved.
3. The Bidder shall acquire and maintain during the life of this contract such public liability and property damage insurance as shall protect his/her company and any subcontractor performing work under this contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages which may arise from operations under this contract, whether such operations be by himself or any subcontractor or anyone directly or indirectly employed by either.
4. The insurance shall be in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person, and subject to the same limit for each person in an amount not less than \$1,000,000 on account of one accident, and property damage insurance in an amount of not less than \$1,000,000 provided, however, that the Client may accept insurance covering a subcontractor in character and amounts less than the standard requirements set forth under this paragraph where such standard requirements may appear excessive because of the character extent of the work to be performed by any such subcontractor.
5. The Bidder shall take out and maintain during the life of this contract public liability and property damage motor vehicle insurance in an amount of not less than \$1,000,000 for public liability and \$25,000 for property damage.

### D. Regulatory Agency

The Bidders shall perform the work under the contracts in accordance with the rules, regulations and directives of all Local, State and Federal agencies having jurisdiction over the work. In compliance with the Act of Assembly, the Bidder further covenants, and agrees to accept, insofar as the work covered by this contract in Pennsylvania is concerned, the provisions of the Workmen's Compensation Act of 1951, and any supplements or amendments thereto, which may have been or may hereafter be passed, or shall file with the Urban Academy a certificate from the Department of Labor and Industry. Further, the Bidder will comply with the Pennsylvania School Code, including Act 34, Employee Screening, and Act 159, Employee Right to Know.

### Legal Conditions

1. The Advertisement for Bids, Information to Bidders, General Conditions of the Bid, Special Conditions (if any), the Specifications for the articles, supplies, equipment and materials or a description of the services desired, as well as all bid forms to be completed, Proposal, Agreement, and Notification of Award, shall be collectively known and designated as the "Contract Documents" and together shall

form the Contract.

2. The Bidder will be responsible for any damage to property caused by Bidder or his agents. Bidder further covenants and agrees to assume and does hereby assume all liability for and does agree to indemnify and save harmless Urban against any loss, costs, suits, claims, charges or damages arising from injuries sustained by mechanics, laborers, workmen, or by any person or persons whatsoever, to their persons or property, whether employed in and about the said work or otherwise, by reason of any accidents, damages or injuries, torts, or trespasses happening in and about, or in any way incident to, or by reason of the performance of this contract and the performance of said work and labor, including costs, counsel fees, and all expenses of defense, and agrees to carry the usual property damage and liability insurance and to furnish certificates thereof, as required by Urban Academy.
3. All applicable laws shall be deemed to be part of these specifications and the contract shall be read and enforced as though they were included.
4. The Bidder shall agree that in hiring employees for the performance of the work under this contract, no Bidder, nor any person acting on behalf of such Bidder, shall by reason of race, creed or color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates. Neither Bidder, nor any person on his behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed or color. There may be deducted from the amount payable to the Bidder, under this contract, a penalty of five (5) dollars for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of the contract. This contract may be canceled or terminated by the Owner and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract. Also, the Bidder shall comply with all provisions of the Pennsylvania Human Relations Act 222, as amended to date.
5. Bids shall include all charges for any permits, including local municipal fees.
6. Parts of this building are unattended during the hours when custodial services will be rendered. Additionally, there are occasions when school aged children are in the building when custodial personnel will be present. Therefore, in addition to all the other terms and conditions of this Request for Proposal, the following shall apply:
  - a. No Contract will be awarded to any bidder who has been convicted of, or pleaded guilty to any crime of theft of any degree, as defined in the Pennsylvania Crimes Code. A bidder awarded a contract may not assign to this location any employee who has been convicted of, or pleaded guilty to, any crime of theft of any degree as defined in the Pennsylvania Crimes Code. This condition is regarded as material and its breach will render void any contract awarded pursuant to this Request for Proposal.



- b. No Contract will be awarded to any bidder who is named as a perpetrator in a founded report of child abuse as defined in the Child Protective Services Act. A bidder awarded a contract may not assign to this location any employee who is named a perpetrator in a founded report of child abuse as defined in the Child Protective Services Act. This condition is regarded as material and its breach will render void any contract awarded pursuant to this Request for Proposal.

## **CLEANING SERVICES FOR URBAN ACADEMY OF GREATER PITTSBURGH**

### **General Specifications and Requirements**

#### Part I A: Scope of Work - General Housekeeping

1. Bidder shall be responsible for the general cleaning and Cleaning Services in accordance with the detailed specifications. The work is to be performed at hours mutually agreed upon between 5:00 p.m. and 7:00 a.m.
2. In addition to labor and superintendence, the Bidder shall supply all equipment and cleaning supplies necessary to perform the services required by these specifications. Urban reserves the right to reject any products or supplies which it finds unacceptable or not adequate in the performance of the contract. Special attention should be paid to attached specifications.
3. At the conclusion of the Bidder's working hours each day, the Bidder's lead person shall be responsible to see that the building is totally locked and secured unless otherwise directed. The Bidder shall be held responsible for any loss or damage caused by his failure to lock and secure a building. If the Bidder fails to properly secure the building including such omissions as leaving doors unlocked, windows open or alarm system (where applicable) not activated, Urban will deduct the sum of \$150.00 for each incident from the payment due to Bidder when the building is not properly secured. Such deduction shall be used to compensate Urban for false alarms and for properly securing the Urban campus.
4. All work shall be done in a first class manner and all materials shall be the best of the kind and quality specified, and shall be subject to the inspection and approval of Urban. Urban shall have, at all times, power to reject any materials which in their judgment do not fulfill the requirements of these specifications and plans or any work that may be done as specified.
5. The Bidder represents that he is familiar with all Federal, State, Municipal and Departmental laws, ordinances, and regulations, which may in any way affect the work of those employed herein, including, but not limited to, any special acts relating to the work or the project of which it is a part. The Bidder must perform the work under the contract in accordance with the rules, regulations and directives of all local, state, and federal agencies having jurisdiction over their work.

6. The Bidder shall provide all labor, supervision, and equipment necessary for the successful operation of the contract. All equipment is to be kept in working order and repaired/replaced, within 48 hours, when no longer performing properly.

Urban shall provide all supplies of a disposable nature such as hand soap, toilet paper, paper towels, facial tissues, trash can liners, etc. The Bidder shall supply all other supplies (mops, brooms, etc) and materials of a chemical nature such as floor waxes, detergents, disinfectants, general cleaning agents, etc.

No chemicals or finishes are to be stored overnight in any open containers or buckets. At no time are any stale or outdated materials to be used.

#### Part I B: Scope of Work - Detailed Specifications

##### I. GENERAL CONDITIONS:

1. Bidder (also referred to herein as "Contractor") to supply all labor, materials, and supervision necessary to complete the contract under these specifications, except: hand soap, paper hand towels, tissues, toilet paper and trash can liners (supplied by Urban).
2. All Contractor personnel must wear at all times clothing that confirms their association with the Bidder's agency. No Contractor personnel will be permitted to enter or remain on Urban property unless this condition is met.
3. The Contractor shall designate an individual to act as a Site Lead who is primarily responsible for completing the work outlined in this contract on a daily basis.
4. The Site Lead shall arrange a communication system with a sole Urban representative as a forum for items that are included in the contract. The Site Lead should proactively and responsively share the responsibility of communication to ensure work completion and quality.
5. Urban shall provide the Site Lead a master key to the building. In addition, Urban shall provide one set of interior keys for the building for the Site Lead which shall be stored in a designated key rack and never taken from the building. At no time shall copies be made of any keys issued. If Urban deems it necessary to re-key any locks due to inadequate key control management by the Contractor, the cost will be deducted from the monthly payment. Keys shall not be traded between employees nor forwarded to new employees; the keys are to be returned to Urban to be re-issued. There will be a \$250.00 charge for the replacement of any lost or stolen key. Urban reserves the right to inventory the Contractor's keys at any time.
6. The Contractor shall provide Urban with a list of the Site Lead's primary supervisor, as well as that individual's supervisor. This list shall include the telephone numbers where each person may be reached during all working hours.
7. The Contractor must provide copies of the following clearances for each of the Contractor's

employees who work at Urban prior to their first day of work:

- a. Pennsylvania Child Abuse Clearance;
- b. Pennsylvania Criminal Background Check;
- c. FBI Fingerprint Clearance through the Department of Education; and
- d. A signed Act 24 form.

Copies of these clearances must be provided in advance of the Contractor employee providing services to Urban. Requirements for working in a Pennsylvania school are subject to change. Contractor agrees to meet new requirements for Contractor employees. A complete roster of Contractor employees must be provided to Urban in advance of each employee's first day of work.

8. The Contractor shall notify Urban immediately of conditions, which will limit hours or decrease the daily work crews, such as illness or injury. In addition, the Contractor shall notify Urban in advance of any condition or situation which will affect the performance of the work under this contract. In either case, the Contractor shall submit a plan, in writing, of how the affected work is to be completed on the same timeline and frequency as outlined in this contract.
9. Neither party hereto will hire personnel employed by the other, during the term of the contract, without written permission.
10. Urban observes a number of holidays and no-school days, at which time the building is or may be closed. Cleaning crews are expected to be scheduled so that the Contractor can assure Urban that the building will be clean and ready to open following no-school days as outlined on the school's calendar.
11. The Contractor shall report, via email, any damage that occurs as a result of this contract. Furthermore, the Contractor shall report, in writing, any items that require maintenance or repair that are discovered during the process of this contract.
12. The work of this contract shall be scheduled in such a way as not to disturb normal school activities. When school is in session work will begin at or about 5:00 pm and conclude no later than 7:00 am Monday through Friday. Weekend and holiday work can take place during daytime hours but must be coordinated with the Urban representative so as not to conflict with scheduled activities.
13. If cleaning crews begin work prior to 6:00 p.m. at no time shall the Contractor's personnel allow custodial closets to stand open and unattended, nor should they leave custodial products and/or equipment unattended.
14. At no time shall the Contractor's personnel:
  - a) Leave lights on or doors open in unattended sections of the building;
  - b) Congregate or have food/drink in unauthorized areas;
  - c) Use any Urban equipment. (i.e.: TV's, VCR's, DVD's, Computers, etc.);

- d) Play radios or similar devices at a volume that is audible to others in the building.
15. The Contractor is responsible for the security of the building during the cleaning operation. The Contractor shall secure each section as it is completed and secure the building at the end of each shift (secure all doors and turn off all but designated lights). If the Contractor fails to properly secure the building, the cost of Urban's response, at the overtime rate, shall be deducted from the monthly payment.
  16. The Contractor is responsible for the conduct of its personnel. The contractor shall fully cooperate with Urban and with any Law Enforcement authorities in the investigation of suspected unlawful activities. In the event that personnel employed by the Contractor are found to have committed theft or other unlawful activities, the Contractor shall be responsible to Urban for restitution which will include, but not necessarily be limited to, all actual losses, damages, costs of investigation, and costs of prosecution.
  17. The Contractor is to inform the Urban representative of any vandalism, evidence of attempts to force entry, and all other damages to the buildings.
  18. Urban shall inspect the building regularly and report any deficiencies and all unsatisfactory performance to the Contractor. At that time, the contractor will be given an opportunity to make the necessary corrections in a reasonable amount of time. Where it is necessary, in Urban's opinion, to correct unsatisfactory performance in order to conduct activities in a clean and safe atmosphere, the costs of the correction will be deducted from the monthly payment.
  19. In the event of an act of God, or other event resulting in the closing of the building, no payment(s) shall be made for that period of time when cleaning services are not required/performed.
  20. Urban reserves the right to require that the Contractor remove any employee from the Urban Contract for unsatisfactory performance, appearance, behavior or attitude.
  21. All cleaning supplies and materials must be approved by Urban and be of commercial grade and of sufficient quality to be used in a school and administrative office setting. All cleaning supplies must comply with all federal, state, and local regulations in regard to storage, use, and safety.
  22. The Contractor shall be responsible for the strict adherence to all Federal, State and Municipal codes and regulations, such as, but not limited to OSHA and Right-To-Know.

## II. PERFORMANCE SPECIFICATIONS

1. The tasks outlined and the frequencies discussed are not meant in any way to limit the scope of the Contractor's work, but rather as a guide to express Urban's expectations and establish minimum acceptable standards. Weather and building use may well dictate that additional tasks be completed to maintain this standard.

2. Daily, weekly, monthly and quarterly tasks have been developed and are part of this contract to ensure that these tasks are uniformly and effectively completed in accordance with these specifications and contract expectations.
3. Unless otherwise specified, exterior work is limited to the cleaning of the exterior surfaces of exterior doors, to include glass, jambs and door hardware.
4. "Wet spot-mop" means to mop areas of the floor where filth is clear which are not able to be cleaned with a dry mop or broom which requires only a minimum of furniture moving/removal. "Wet-mopped" means to move/remove all furniture and clean the entire area.
5. Urban staff will complete light bulb/tube replacement. The contractor will notify Urban of fixtures and areas to be addressed.
6. Contractor is to develop and submit to the Urban Representative for approval, a "Carpeted Floor Care Plan" to include:
  - a) A price for carpet cleaning on as a needed basis; and
  - b) A schedule showing what process shall be utilized.

## Daily Tasks

(marked daily as completed)

Week of (dates): \_\_\_\_\_

### Entryways, Lobbies, Hallways and Stairwells

	Mon	Tues	Wed	Thu	Fri
All entryways, lobbies, hallways and stairwells are vacuumed clean.					
All interior and exterior entryways and front lobby mats are swept or vacuumed.					
All water fountains, including bowls, sides and vents of fountain, are cleaned and sanitized.					
All hallway floor mats are swept or vacuumed.					
All floors are wet spot-mopped daily.					
All glass entrance doors are cleaned removing all filth, fingerprints and smudges.					
All door handles are wiped and disinfected.					
All trash receptacles are emptied and relined.					

### Restrooms

	Mon	Tues	Wed	Thu	Fri
All trash receptacles are emptied and relined.					
All toilet seats, surfaces, sides and bowls are cleaned.					
All toilets and urinals are disinfected.					
All hand washing areas and table tops are disinfected.					
All sink basins are scoured and disinfected.					
All mirrors are cleaned.					
All paper towels, toilet tissue, and hand soap are fully stocked.					
All soap dishes, paper towel dispensers, and toilet tissue cabinet covers are cleaned.					
All splash marks from walls, countertops and around sink basins are cleaned.					

All door handles and push openings are wiped and disinfected.					
All floors are wet mopped with industrial germicidal disinfectant.					
All filth and fingerprints are removed from doors, frames, light switches, kick plates, push plates, handles, railings, etc.					

**Classrooms, Offices and Lounges**

	Mon	Tues	Wed	Thu	Fri
All trash receptacles are emptied.					
All floors are free of debris (vacuumed or spot swept).					
All student desk tops and chairs are spot cleaned with appropriate cleaner if necessary.					
All exposed areas of adult desks, tables, chairs and work spaces are spot cleaned with appropriate cleaner if necessary.					
Clean and sanitize any counters or sinks, if applicable.					

**Weekly Tasks**

(marked weekly as completed)

Week of (dates): \_\_\_\_\_

**Hallways, Entryways, Lobbies, Stairwells**

	Mon	Tues	Wed	Thu	Fri
All furniture and wall hangings are dusted.					
All phones are wiped and disinfected.					

**Restrooms**

	Mon	Tues	Wed	Thu	Fri
Dust all wall hangings and mirror edges.					

**Classrooms, Offices and Lounges**

	Mon	Tues	Wed	Thu	Fri
Dust all wall hangings and furniture.					
All phones are wiped and disinfected.					

**Quarterly Tasks:**

(marked per month as completed)

All quarterly tasks are to be completed within the following time frames, or alternatively scheduled with an Urban representative in writing prior to the start date of this work:

- August 12– August 16, 2024
- December 23, 2018 – December 27, 2024
- April 14 – April 18, 2025
- June 16 – June 20, 2025

**Hallways, Entryways, Lobbies, Stairwells**

	Dates completed
Carpet Cleaning	
Waxing and Buffing	

**Restrooms**

	Dates completed
<i>N/A - no quarterly tasks.</i>	

**Classrooms, Offices and Lounges**

	Dates completed
Carpet Cleaning	
Waxing and Buffing	



## Proposal form and certification

Urban Academy solicits proposals for Cleaning Services from August 6, 2018 and June 14, 2019. This proposal form must be attached to and submitted with all the pages of the proposal for the bid to be considered. Proposals shall be in accordance with the data sheets included as a part of these specifications. The proposal must be signed at the places designated and signatures must be affixed by the principals of the bidder. FIRST, that we have carefully examined the Administrative and Contractual Information, Notice to Bidders, General Conditions, and Specifications for Custodial Service Requirements, and in accordance with same, submit this proposal and agree to furnish supplies and equipment and perform the work for Urban Academy for the prices detailed herein. SECOND, that this proposal is subject to all the terms of these specifications and we hereby agree to enter into a written contract to provide custodial services to Urban Academy, as required in these specifications. THIRD, that the prices bid herein are exclusive of Federal Excise and Pennsylvania State Sales Tax. FOURTH, as based upon the specifications, the following prices are listed as firm for a period of 30 days after the date established for receiving and opening of proposals. FIFTH, by responding to this proposal the bidder certifies that the proposal is made without prior understanding, agreement, or connection with any firm, corporation, or person submitting a proposal for the same items, and is in all respects fair and without collusion or fraud and the bidder also certifies no one connected to this company has had any connection with the development or drafting of this proposal; under penalty of perjury, the undersigned bidder certifies that this proposal has not been arrived at collusively or otherwise in violation of Federal or State laws or regulations, SIXTH that the total price quoted is as follows: August 6, 2018 to June 14, 2019:

\$ \_\_\_\_\_ **per month**

### **On Behalf of the Company Submitting the Proposal:**

\_\_\_\_\_  
**Company Name** (Insert legal name of company)

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Authority Printed Name Title**

\_\_\_\_\_  
**Responsible**

\_\_\_\_\_  
**Authority Signature Phone Number**

\_\_\_\_\_  
**Responsible**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Person Name Phone Number**

\_\_\_\_\_  
**On-site Contact**

References

**Bidder name:** \_\_\_\_\_

All Bidders must submit 3-5 references as follows:

**Reference #1**

Type of Facility	
Start Date	
End Date	
Address	
Approximate Square Footage	
Name to Contact	
Contact's Phone Number	
Contact's Email Address	

**Reference #2**

Type of Facility	
Start Date	
End Date	
Address	
Approximate Square Footage	
Name to Contact	
Contact's Phone Number	
Contact's Email Address	

**Reference #3**

Type of Facility	
Start Date	
End Date	
Address	
Approximate Square Footage	
Name to Contact	
Contact's Phone Number	
Contact's Email Address	

*\*ADDITIONAL REFERENCES MAY BE INCLUDED ON A SEPARATE PAGE IF DESIRED BY THE BIDDER.*

Statement of Bidder's Qualifications

The following questions are to be answered in a clear and comprehensive manner. If necessary, questions may be answered on separate attached sheets. The bidder may submit such additional information as the bidder deems necessary.

1. Name of Bidder \_\_\_\_\_

2. Office address \_\_\_\_\_

3. Business incorporation date \_\_\_\_\_

4. If a corporation, state of incorporation \_\_\_\_\_

5. How long has this company been involved in cleaning services? \_\_\_\_\_

6. List a current school reference of similar magnitude, which you have been serviced for at least three years:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

7. Has the bidder ever failed to complete any contract which was awarded? \_\_\_\_\_ If this is answered in the affirmative, please give full explanation:

8. Has the bidder ever defaulted upon any contract which was awarded? \_\_\_\_\_ If this is answered in the affirmative, please give full explanation:

This Statement is dated on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_