

REQUEST FOR PROPOSAL (RFP)

For

JANITORIAL SERVICES

Dover Township
2480 W. Canal Rd
Dover, PA 17315
717-292-3634
Fax 717-292-1136

NOTICE

Dover Township is accepting proposals for janitorial services. Each of the contracts shall begin June 26, 2024. Bid 1 will end on 12/31/26. Bid 2 will end on 10/31/26.

Proposal specifications and documents may be obtained at the Dover Township Office, 2480 W. Canal Rd, Dover, Pennsylvania, 17315. Proposals must be on a form provided by Dover Township and will be accepted until 9:00 am on April 18, 2024, at the Township Office at which time they will be opened. A **mandatory** Pre-Proposal Meeting will be held on April 4, 2024, at 10:00 AM at the Dover Township Office.

The Board of Supervisors of Dover Township reserves the right to reject any/or all proposals. All contractors must warrant that they are in compliance with the American with Disabilities Act (Public Law 101-336) and will be capable of carrying out the requirements of any and all awarded contracts with Dover Township, comply in all respects with the provisions of the Act and its implementing requirements. This is a request for proposals for personal services and the Township is not required to award the contract to the lowest bidder but may award the contract based on what is in the best interest of Dover Township.

Laurel A. Oswalt
Dover Township Manager

GENERAL INSTRUCTIONS FOR REQUEST FOR PROPOSALS (hereafter stated as RFP)

1. The contract documents shall consist of the advertisement for RFPs, instructions, specifications, and RFP forms—all of which are hereto attached.
2. All RFPs shall be submitted on the form included in this package which may not be changed, modified, deleted, or added to in any manner whatsoever, nor shall any written or printed communications be added thereto nor submitted therewith.
3. All RFPs shall be submitted in the place, time and manner set forth in the advertisement for RFPs.
4. The RFP certifies that the prices in the RFP are neither directly nor indirectly the result of collusion with any other proposal.
5. All blank spaces in the proposal shall be filled in clearly where indicated, either typed or written in ink. Altering and/or changing any part of this proposal will be sufficient reason for rejection.
6. The contractor hereby agrees to save harmless and fully indemnify Dover Township and all its officers or agents from all damages, cost or expenses that may be at any time imposed or claimed for infringement of any patent right of any person, association, or corporation as a result of the use by Dover Township or any of its officers, agents, or employees of the article(s) supplied under this contract and of which the contractor is not the patentee, assignee or licensee.
7. No contract may be assigned, sublet, or transferred without written consent to the Board of Supervisors of Dover Township.
8. The contract shall be awarded to the RFP that the Township deems to be in its best interest.
9. No award will be made to any contractor who, in the opinion of the Board of Supervisors, is in default on any previous RFP proposal, purchase order, or contract with the Township prior to date of the RFP proposal under consideration.
10. The amount of the contract or contracts shall in all cases, whether of straight sale price, conditional sale, bailment lease or otherwise be the entire amount which the Township shall be required to pay to the successful RFP in order to obtain the services and/or property advertised for, and shall not be constructed to mean only the amount which it pays to acquire title or to receive any other particular benefit of the whole bargain.
11. Sales taxes shall not be computed in the RFP price.
12. Adequate postage to cover mailings must be attached in order to ensure prompt delivery of proposals. Dover Township will NOT be responsible, nor will it accept proposals delivered late or with postage due for it.
13. The RFP may not be withdrawn for a period of thirty (30) days after the RFP opening.
14. **A mandatory Pre-Proposal meeting will be held at the Dover Township Municipal Office, 2480 W. Canal Rd, Dover, PA 17315 on April 4, 2024, at 10:00 am. A non-mandatory tour will follow the meeting.**
15. RFPs will be accepted until 9:00 am on April 18, 2024, at the Dover Township Office, 2480 W. Canal Rd, Dover, PA 17315. All RFPs shall be marked on the outside of the sealed envelope as follows:
“SEALED RFP—JANITORIAL SERVICES - TO BE OPENED April 18, 2024”

SPECIFIC INSTRUCTIONS (CONTINUED)

1. Individual, partnership, or corporation shall within ten (10) days of being awarded the contract, supply the Township proof of liability insurance issued by a reputable insurance company licensed to write liability insurance within the Commonwealth of Pennsylvania. The liability policy shall insure the individual, partnership, or corporation for all liability resulting from the acts or omissions of the individual, partnership, or corporation for a sum of not less than \$500,000.00. Failure to do so could result in termination of the contract.
2. Individual, partnership, or corporations shall within ten (10) days of being awarded the contract, supply to the Township proof of Workmen's Compensation Insurance for all its employees or individuals providing janitorial services within the Township offices issued by a reputable insurance company licensed to write Workmen's Compensation Insurance within the Commonwealth of Pennsylvania. Failure to do so could result in termination of the contract. Individuals shall sign a hold-harmless agreement.
3. Dover Township has designated the Recreation Director, Chalet Harris, as the prime contact between the successful contract holder and the Township employees. The contact person shall communicate with the successful person/firm on a regular basis. All complaints regarding cleaning practices or quality shall be conveyed through this contact person. Checklists will be provided for each location. Checklist for the Township Building and the Community Building to be located in the bin outside Chalet's office. The Wastewater Treatment Plant checklist will be located in the Superintendent's office.
4. If Dover Township is not satisfied with the quality of the cleaning performed under the contract, the Township shall notify the successful person/firm of the reason(s) for the dissatisfaction. The person/firm performing the janitorial services shall have two (2) weeks to rectify problems. If after this time, the person/firm still does not improve to the satisfaction of the Township, this contract shall be declared to be terminated with the Township assuming no liability for the remainder of the contract.
5. Cleaning must be performed pursuant to pages 6 through 10.
6. The successful contract holder must provide Dover Township with the names, addresses, and proof that all individuals who will be providing janitorial services in the Dover Township Municipal Building have had criminal background checks. Failure to do so could result in termination of the contract. Only those individuals listed are permitted in buildings for the purpose of providing janitorial services.
7. The successful contract holder must provide Dover Township with a performance bond in the amount as follows: 100% of the total proposal price. The successful RFP shall, within ten (10) days of notification of award of the contract, furnish the performance bond to the Township.
8. The contract period for both bid options shall begin on June 26, 2024.
9. Upon the expiration of this Contract, the Dover Township Board of Supervisors reserves the right to renew for a one-year term, with respect to all conditions including the amount to be paid for the janitorial services. Upon renewal of the Contract, the value of payment due to the Contractor will be negotiated between the parties.
10. The successful contractor agrees to provide all individuals and equipment and training to adequately perform the specified work, as well as the janitorial supplies such as cleaning, sanitizing, and disinfecting chemicals. **The only items which the Township will provide are hand soap, paper towels, toilet paper, urinal blocks, and trash can liners.** Township staff will have cleaning supplies at each location that are for **Township use ONLY** and not to be used by the contractor. Any brooms/mops at Township park locations are available for contractor use but cannot be removed from that location.

11. **Description of Bids:** Bid 1 covers the Dover Township Municipal Building, Dover Community Building and Wastewater Treatment Plant. Refer to pages 6-9 for specific information. Bid 2 covers the public restroom facilities at the Dover Township Parks (Brookside Park, Dover Community Park, and Lehr Park) and inspection of the rental buildings at the same locations. Refer to page 6 & 10 for specific information. Bid 2 services between April 1st – October 31st are to be billed monthly with each park listed separately, with a daily rate per park and number of cleaning occurrences per park per billing month. **Dover Township reserves the right to award Bid 1 and Bid 2 together or separately.**
12. Emergency Contacts:
- a. Recreation Director: 717-324-2898
 - b. Dover Township Manager: 717-324-0316
 - c. Northern York County Regional Police: 717-292-3647 or 911
13. The contractor shall invoice the Township on a monthly basis; each invoice shall include the names and hours of work per calendar day at each specific Township site.

Cleaning Specifics – *(applies to all buildings)*

- Wet mop bucket water will be changed out on a frequency to ensure that no dirt residual occurs on tile after wet mopping. Appropriate mop solution will be used for the type of flooring being cleaned (tile, epoxy, etc.).
- Mop bucket water shall be disposed of only in Janitorial Closet sink basins (unless another location is approved by Township Staff).
- Vacuums used shall have bags/filters changed on a frequency that will prevent any “smoke” or dust odors.
- All cleaning products shall be appropriate for the surface and purpose they are being used for.
- If Janitorial Service is sub-contracted, the Contractor must be available to inspect workmanship of sub-contractor, or oversee sub-contractor while working, when requested by Township Staff. We also request unannounced site visits to ensure that proper cleaning techniques are being used.
- Thoroughly clean toilet surfaces with appropriate disinfectant cleaner.
- Use toilet bowl cleaner and brush to clean commode bowl.
- Use chemicals or pumice stone to remove hard water stains.
- Clean all surfaces of toilet stall walls and doors (exterior and interior).
- Thoroughly clean sink, basin, valves, and spout.
- Clean mirror surfaces.
- Clean shower stall surfaces, including floor and walls. Clean shower head control valves.
- Water fountains should be free of hard water stains.

Municipal Building (2480 W. Canal Rd.)

Work to be done between 4:30pm and 8:00am on weekdays; no time restrictions on weekends. Times must be approved by Dover Township due to meetings. Includes all office areas and parts of the public works garage. **Lights are to be turned off when leaving a room/office.**

2x Per Week:

- **Main Building:**
 - Empty trash and recycling containers, replace liners, and remove to dumpsters.
 - Dust or wipe clean all desks, filing cabinets, tables, windowsills, and other horizontal surfaces that are free of paperwork, knick-knacks, etc.
 - Clean and disinfect restrooms, locker rooms and showers.
 - Restock toilet paper, paper towels, hand soap, urinal blocks, etc.
 - Dry mop and damp mop all tile flooring.
 - Vacuum all carpeted flooring.
 - Sweep or dry mop, and damp mop stairs.
 - Clean and disinfect all drinking fountains.
 - Spot clean entrance way glass.
 - Empty outside trash can at entrance.
- **Public Works Garage:**
 - Clean and disinfect restrooms.
 - Clean and disinfect all drinking fountains (near restroom) and eye wash stations (located in each bay).
 - Sweep the ramp/walkway that leads from the restroom to the lower level.

Weekly:

- Clean and disinfect telephones, elevator buttons, and handrails in stairways.
- Spot clean light switches and door trim.
- Wipe down appliances and cupboard doors in employee lunchroom, including microwaves.
- Police outside entrance. Pick up litter.
- Empty cigarette butt receptacle located at the outside patio.

Monthly:

- Clean baseboards.
- Dust or vacuum all air vents.
- Dust light fixtures in stairways.
- Vacuum under desks, around furniture and along walls.

Annually:

- Clean windows inside and out.
- Clean all painted walls and doors.

Upon request of Dover Township and billed extra:

- Strip and refinish tile flooring (minimum of three coats of finish).
- Scrub and top coat tile flooring (one coat).
- Shampoo or extract carpeted flooring.

Community Building (3700 Davidsburg Rd.)

Work to be done when the building is not in use. Schedule will be provided. Includes the following areas: Social Hall, Social Hall Kitchen, Restrooms, Vestibule and Hallways. The building is to be cleaned by renters after their event (renters clean up list will be provided). If the building is not cleaned properly by the renters, the service will complete the cleaning so that the building is ready for the next rental. Notify the Parks & Recreation Director immediately (email or text) with photos of uncleaned areas or damage.

4x Per Week: (Sun, Wed or Thurs, Fri, and Sat)

- Clean and disinfect restrooms.
- Restock toilet paper, paper towels, hand soap, urinal blocks, trash bags.
- Dry mop and spot damp mop all tile flooring.
- Vacuum walk off mats.
- Police outside entrances and pick up litter.
- Clean and disinfect all drinking fountains and door handles.
- Spot clean entrance way glass.
- Reposition moveable wall as needed (schedule will be provided).
- Notify Parks & Recreation Director immediately of any maintenance concerns (burned out lights, etc. or rentals that did not clean up properly).

Weekly:

- Thoroughly damp mop all tile flooring.
- Thoroughly clean entrance way glass.
- Spot clean light switches and door trim.
- Dust cobwebs from walls.
- Clean appliances, including microwaves.
- Empty and clean catches under flattop grill and stove.
- Wipe down countertops and cupboard doors in kitchen.

Monthly:

- Dust or vacuum all air vents.
- Clean trash cans, inside and out.
- Clean edges of ice machine.

Upon request of Dover Township and billed extra:

- Strip and refinish tile flooring (minimum of three coats of finish).
- Scrub and top coat tile flooring (one coat).

Wastewater Treatment Facility (851 Graffius Rd.)

Work to be done during normal business hours (7am-3pm). No evening or weekends or Township holidays (schedule to be provided). Includes only the occupied areas of the Operations Building and Control Building (areas shown on tour). Schedule must be approved by the Plant Superintendent. Men's & Women's Locker Rooms will not be cleaned from 7-7:30am or 2:30-3pm. All work must be complete and the contractor off the premises by 3pm.

*****Under no circumstance shall anything be plugged into the computer room receptacle. *****

Weekly:

- The floor cleaning sequence for all mopped area floors shall be 1) dry mop entire floor, 2) wet mop entire floor with appropriate solution that will not leave dirt residue, and 3) dry mop entire floor to reduce water streak residual.
- Vacuum tile/epoxy floors.
- Vacuum walk off mats.
- Wet mop and dry mop all tile/epoxy floors. Appropriate mop head should be used for textured surfaces.
- Clean interior and exterior glass of all interior and exterior doors.
- Clean light switches.
- Clean interior and exterior hand contact areas of all interior and exterior doors (including closets).
- Remove spiderwebs/dust.
- Wipe down kitchen counter, sink basin, sink valves, and sink spout with appropriate cleaning product.
- Clean and disinfect restrooms, including permanently mounted bench surfaces.
- Restock toilet paper, paper towels, hand soap, urinal blocks, etc.
- Empty trash and recycling containers, replace liners, and remove to the dumpsters (**DO NOT change bags in Laboratory**). Trash bags shall be placed at the floor level at the bottom of the stairs from the Hallway to the Garage Bay.
- Wipe down all desks, filing cabinets, tables, windowsills, and other horizontal surfaces that are free of paperwork, knick-knacks, etc.
- Police outside entrances, picking up litter.

Monthly (to be completed first visit of the month):

- Clean baseboards.
- Vacuum with brush attachment all air vents and emergency exit signs. This includes wall mounted, mini-split air conditioner vent grill.
- Wipe down outer surfaces of kitchen appliances with appropriate cleaning products.
- Remove dust from lower-level chassis of **ALL** Laboratory chairs.

Quarterly:

- Clean interior surface of exterior glass windows with appropriate glass cleaner. Request assistance if screen removal help is needed.

Upon request of Dover Township and billed extra:

- Strip and refinish tile flooring (minimum of three coats of finish).
- Scrub and top coat tile flooring (one coat).

Bid 2: Parks

Brookside Park (4054 Fox Run Rd.)/Community Park (2481 W. Canal Rd.)/Lehr Park (3700 Davidsburg Rd.)

Contracted services (April 1st – October 31st) to be billed monthly; each park listed separately with a daily rate per park and number of cleaning occurrences per park per billing month. Restroom doors are to be locked by dusk or no later than 9pm each evening. Restroom doors are to be opened by 8am on weekends and holidays. Township staff will unlock on weekdays (non-holidays). Work to be done at the time of opening or closing of restroom. Building checks to be done in the evening after rentals (schedule provided) – rentals are required to be out and cleaned up by dusk. Rental buildings are located at Brookside Park (Carousel, Dance Hall, Building 2) and Lehr Park (Pav 1 with kitchen). The buildings are to be cleaned by renters after their event. If the building is not cleaned properly, the service will complete the cleaning so that the building is ready for the next rental. Notify the Parks & Recreation Director immediately (email or text) with photos of incomplete work.

Daily (restroom):

- Clean and disinfect restrooms.
- Restock toilet paper, paper towels, hand soap, urinal blocks
- Empty trash containers, replace liners and remove to the dumpsters.
- Dry mop and spot damp mop floors.
- Clean and disinfect all water fountains and door handles.
- Spot clean light switches and door trim.
- Police outside entrances. Pick up litter as needed.
- Dust cobwebs from walls as needed.
- Notify Parks and Recreation Director **immediately** of any vandalism, maintenance concerns, burned out lights, etc.

Daily (buildings) Checked based on schedule (provided) and addressed as needed:

- Restock paper towels, hand soap, trash bags, etc.
- Wipe down appliances (including microwaves), countertops, and cupboard doors.
- Spot clean light switches and door trim.
- Police outside entrances. Pick up litter as needed.
- Vacuum walk off mats.
- Dust cobwebs from walls.
- Notify Parks and Recreation Director **immediately** of any vandalism, maintenance concerns, burned out lights, rented areas not cleaned properly, etc.

JANITORIAL SERVICES

PROPOSAL

DATE: _____ 2024

BOARD OF SUPERVISORS

Dover Township

2480 W. Canal Rd

Dover, PA 17315

Dear Sir or Madam,

This proposal is submitted in accordance with your advertisement inviting sealed RFPs to be accepted by the Township until 9:00 am on April 18, 2024, for furnishing to the Township janitorial services pursuant to the specifications contained herein.

The RFP, as specified below, warrants that is in the compliance with the Americans with Disabilities Act (Public Law 101-336) and that it will, in carrying out the requirements of this contract, comply in all respects with provisions of the Act and its implementing requirements.

For providing custodial service as specified, _____
Is submitting a RFP(s) for the following:

Contract Period	PRICE PER MONTH Municipal Building	PRICE PER MONTH Community Building	PRICE PER MONTH Wastewater Treatment Plant	<u>TOTAL PRICE</u>
Bid 1: Buildings				

Contract Period	PRICE PER DAY Lehr Park	PRICE PER DAY Community Park	PRICE PER DAY Brookside Park	<u>TOTAL PRICE</u>
Bid 2: Parks				

Upon Request Services	Price per square foot
Shampoo or extract carpeted flooring	
Strip and refinish tile flooring (min. 3 coats of finish)	
Scrub and top coat tile flooring (one coat)	

Respectfully submitted,

Contractor: _____

Address: _____

Contact Person: _____

Telephone: **(Day)** _____ **(Evening)** _____

Cell Phone: _____

Email: _____

Signature: _____

Printed names as signed above: _____

Accepted and executed by the Dover Township Board of Supervisors on this date,

_____, 2024

Dover Township
Board of Supervisors

Chairman

Attest:

Brooke Searce, Township Secretary

REFERENCES

NAME OF ORGANIZATION	ADDRESS	TELEPHONE NUMBER	CONTACT PERSON