

STATEMENT OF WORK

Janitorial Services Nolde Forest Environmental Education Center Berks County, Pennsylvania

I. SCOPE OF WORK:

The Department of Conservation and Natural Resources, Bureau of State Parks, requires janitorial services for the Administration Building (Mansion), the C.H. McConnell Hall, and three (3) restroom facilities, (1 comfort station and 2 latrines), at Nolde Forest Environmental Education Center, 2910 New Holland Road, Reading, Pennsylvania 19607.

Questions regarding the technical aspects of this bid should be directed to Lisa Miller at 610-796-3699 or lisamill@pa.gov. Questions regarding the bidding or contracting procedures should be directed to Carol Durham at 717-783-3309 or cdurham@pa.gov.

II. CONTRACT TASKS:

Cleaning will occur between 8:00 a.m. and 4:00 p.m. on Monday and Friday of each week. Cleaning crew shall check in with the Center Manager or his designee each day. A pre-job conference shall be held between the Contractor and Commonwealth representatives.

The Contractor will furnish all soap, wax, rags, mops, brooms, buffers and all other cleaning fluids, materials and equipment necessary to perform the services to the satisfaction of the Commonwealth representative. Toilet tissue, hand soap, hand towels and trash can liners will be furnished by the Commonwealth.

III. LOCATION AND CLEANING FREQUENCY

Janitorial services should include, but are not limited to, the following tasks.

LOCATION 1: FIRE GATE 3 AND FIRE GATE 5 LATRINES

WEEKLY – Mondays

- A. Police outside and inside, remove all litter.
- B. Check supplies and replace as needed.
- C. Sanitize all fixtures.
- D. Broom walls and ceilings for cobwebs.
- E. Clean floors – broom sweep and wet mop as needed.
- F. Empty and wet wipe trash receptacles. Place trash and recyclables in dumpsters provided by the Park. Place new disposable liners in trash receptacles. Liners are provided by the Park.

SUMMER CLEANING TASK - July, August and September

- A. Scrub walls.
- B. Scrub and sanitize all surfaces.

LOCATION 2: SAWMILL COMFORT STATION

TWICE WEEKLY - Mondays and Fridays

- A. Police outside and inside, remove all litter.
- B. Check supplies and replace as needed.
- C. Sanitize all fixtures.
- D. Broom walls for cobwebs.
- E. Clean floors – broom sweep and wet mop as needed.
- F. Empty trash receptacles.

SUMMER CLEANING TASK - July, August and September

- A. Scrub and sanitize walls.
- B. Scrub and sanitize all surfaces.
- C. Wash all windows inside and outside.

LOCATION 3: McCONNELL HALL

WEEKLY - Mondays

- A. Sweep and damp mop porcelain tile floor as needed.

TWICE WEEKLY - Mondays and Fridays

- A. Empty all trashcans
- B. Clean two bathrooms. This includes sinks, commodes, urinals, floors and doors.
- C. Sweep vinyl floors at entrance and wet mop as needed.
- D. Remove all cobwebs.
- E. Clean water fountains inside and outside building.
- F. Vacuum static rugs inside main entrance.
- G. Check supplies and replace as needed.

SUMMER CLEANING TASK - July, August and September

- A. Wash all windows inside and outside.
- B. Wash all tables, windowsills, doors, baseboards, brochure racks, display cases and lighting fixtures ensuring all visible dust is removed.
- C. Strip, scrub and wax vinyl floors.
- D. Sweep closet and furnace room floors.
- E. Vacuum all padded chairs.

LOCATION 4: MANSION

WEEKLY – Fridays

- A. Vacuum all rugs including basement, first floor (including rug at entrance) and second floor. Furniture shall be moved when vacuuming.
- B. Clean all bathrooms in the basement (2), first floor (2) and second floor (2). This includes all walls, sinks, commodes, urinals and floors.
- C. Sweep and damp mop as needed:
 - Main office area including side file cabinet room.
 - Manager's office.
 - Slate floor at main entrance.
 - Main stairway to second floor.
 - Stairwell at rear of building.
- D. Remove cobwebs throughout entire building.
- E. Clean lunchroom including sink, microwave, microwave area, table, walls and floor.
- F. Sweep outside steps leading to mansion entrance.
- G. Empty and wet wipe trash receptacles. Place trash and recyclables in dumpsters provided by the Park. Place new disposable liners in trash receptacles. Liners are provided by the Park.

SUMMER CLEANING TASK - July, August and September

- A. Sweep, wash with detergent, and rinse with clean water the following floors. Wax floors indicated.
 - Slate floor at main entrance.
 - Main stairway to second floor.
 - Main stairway to basement.
 - Vinyl and tile floors in the following areas: hallways, basement storage room, curriculum room, dark room, recycling room, back stairway, second floor storage.
- B. Polish all furniture, woodwork, doors, wood-paneled walls and baseboard.
- C. Wash all windows inside and outside – ladder needed.
- D. Vacuum all padded chairs.
- E. Dust and wash all desks, chairs, tables, file cabinets, bookcases, heating units, light fixtures, baseboards, window sills, doors, pictures, counter tops and cabinets.
- F. Clean with appropriate solution and polish wood floor in living room, Manager's office, main office area including side file cabinet room.
- G. Clean interior storm windows inside and outside with approved cleaner.

MISCELLANEOUS:

All damp mopping and washing should be done with clean water and disinfectant. Soapy water should be changed, as often as necessary, so dirty water is not used for damp mopping or washing.

The Contractor will be able to use the janitorial closet in the Mansion, first floor and the janitor's sink in the furnace room of the McConnell Hall. All water will be disposed of in these areas and they will be kept in a clean and orderly manner.

IV. MANDATORY PRE-BID MEETING:

All Prospective bidders MUST attend a mandatory pre-bid meeting and review contract specifications at the Nolde Center to be eligible to bid on this contract. The meeting is scheduled for Wednesday, May 16, 20018, at 1:00 p.m.

Please contact the Center at 610-796-3699 to register to attend the meeting. (Please sign-in to acknowledge attendance.)

V. INSURANCE AND LICENSE REQUIREMENTS:

The contractor shall purchase and maintain, at its expense, the following types of insurance, issued by companies acceptable to the Commonwealth.

- A. Workmen's Compensation Insurance for all of the Contractor's employees and those of any subcontractor, engaged in work at the site of the project as required by law.
- B. Public Liability and Property Damage Insurance to protect the Commonwealth, the Contractor, and any and all subcontractors from claims for damages for personal injury (including bodily injury), sickness or disease, accidental death and damage to property including the loss of use resulting from any property damage, which may arise from the activities performed under the Contract, or the failure to perform under the Contract, whether such performance or non-performance be by the Contractor, by any subcontractor, or by anyone directly or indirectly employed by either. The minimum amounts of coverage shall be \$250,000 per person and \$1,000,000 per occurrence for bodily injury, including death, and \$250,000 per person and \$1,000,000 per occurrence for property damage. Such policies shall be occurrence rather than claims-made policies and shall not contain any endorsements or any other form designated to limit and restrict any action by the Commonwealth, as an additional insured, against the insurance coverage in regard to work performed for the Commonwealth.

Prior to commencement of the work under the Contract and at each insurance renewal date during the term of the Contract, the Contractor shall provide the Commonwealth with current certificates of insurance. These certificates or policies shall name "The Commonwealth of PA-DCNR" as an additional insured and shall contain a provision that the coverage's afforded under the policies will not be cancelled or changed until at least thirty (30) days written notice has been given to the Commonwealth. These certificates shall include the location and a brief description of the work to be performed under the contract.

The Commonwealth shall be under no obligation to obtain such certificates from the Contractor(s). Failure by the Commonwealth to obtain the certificates shall not be deemed a waiver of the Contractor's obligation to obtain and furnish certificates. The Commonwealth shall have the right to inspect the original insurance policies.

VI. CONTRACTOR REFERENCES:

After the bid opening, and prior to awarding of the contract, the Department has the right to request references (name, address and telephone numbers) of similar work performed in the previous two (2) years as proof of qualifications to perform the work involved in this contract. Similar work is defined as: "prior janitorial services experience in a high volume, high stress environment, that includes the need to meet specific deadlines with a quick turnaround time. Interested vendors should be prepared to show they can prioritize varying, daily workload that includes potential interaction with the public. If any of these references are requested and the bidder cannot supply the necessary documentation and proof of compliance, the Department reserves the right to reject the bidder. The decision to both request references or reject bidders based on inadequate references will be made solely at the discretion of the Department.

VII. BID AWARD:

The bidder shall complete the electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us, for award of the bid.

The bid will be awarded based on the total sum of all blocks as indicated on the IFB-Invitation for Bids.

The Department will only accept out to two (2) decimal points when entering your "Unit Price" figures on the Invitation for Bid sheet.

The contract quantities herein are estimated only and may increase or decrease depending on the needs of the Department. The contractor shall be paid at the unit price bid for actual work performed.

VIII. CONTRACT TERM:

The contract shall commence upon execution and receipt of Purchase Order and terminate June 30, 2019.

Further, the parties may agree to renew this contract up to four (4) additional, annual terms, with a final termination date of June 30, 2023, upon the same terms and conditions set forth in the contract. The Department, based on past contractor performance, may negotiate an increase in the unit price(s) by a rate not to exceed 3%.

The Department will reach out to the Contractor no later than February 28 prior to the termination date to begin renewal discussions.

Once the renewal terms are mutually decided, the Contractor shall provide written notification of the intent to renew, including the requested price increase if desired, to the Department no later than March 31 prior to the termination date. The renewal notice should be mailed or faxed to:

Nolde Forest Environmental Education Center, 2910 New Holland Road, Reading, Pennsylvania 19607 or Fax: (610) 796-3698.

IX. PAYMENT TERMS:

Payment shall be on a reimbursement basis for services performed. Invoices shall be submitted monthly with completed services itemized by location and number of cleanings.

X. INVOICES:

Invoice format shall be in accordance with the Invitation for Bid (IFB).

All invoices for this contract MUST either be:

A. Emailed to the following for a Paperless Email Invoice Option:

Email a copy of the correctly executed invoice to: 69180@pa.gov.

For information on the Commonwealth's E-Invoicing Program, visit:
<http://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx>.

B. Or mailed to the following address:

Commonwealth of PA – PO Invoice
PO Box 69180
Harrisburg PA 17106

All invoices MUST have the purchase order number, as well as your SAP Vendor Number on the invoice. The name and address listed on the purchase order must also be listed on each invoice. Failure to provide this information may result in a delay of payment.

Please Note: Vendors are reminded to **NOT** include employer identification numbers, Social Security Numbers, bank account information, or other personally identifiable information on their invoices. That information is uniquely tied to your SAP Vendor Number and, for security purposes, should not be explicitly stated on an invoice.

RECEIPT AND OPENING OF BIDS:

Bids must be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Faxed bids and mailed bids will not be accepted.

No responsibility will be attached to any employee of the Department for the premature opening of, or the failure to open, a bid for any reason whatsoever.

XI. BID RESULTS:

Bidder can obtain bid results by accessing <http://www.emarketplace.state.pa.us/BidTabs.aspx>. The bids will be posted within three (3) business days following the bid opening. The results are the apparent bidders, and all bids are under review until final award of the purchase order.