

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
REQUEST FOR BID
RFB13-20
CUSTODIAL SERVICES – MIDTOWN II & CAMPUS SQUARE 4th FLOOR

Acknowledgement: Please acknowledge receipt of this Bid by completing the information requested below and faxing to 717/901-4625 upon receipt.
Please also include this page with your Bid response.

Vendor Name: _____ Contact Name: _____
Address (include city, state, zip): _____

Phone: _____ Fax: _____ Email: _____

Check One: **We will** _____ **Will Not** _____ be responding to this RFB.

If not responding, please explain briefly: _____

Dates:

Date of Issue: Sunday, April 21, 2013
Optional Walk-through: Tuesday, April 30th, 2013 @ 11 AM
Acknowledgement due date is Monday, April 29th, 2013
Bid Response Due Date: Monday, May 6, 2013 @ 1:00 PM
Bid Opening: Monday, May 6, 2013 @ 2:30 PM

Bid Delivery:

Address: Procurement Office/PC223
One HACC Drive
Harrisburg PA 17110
Contact: John Cooker, e-Procurement Manager
Phone: 717-736-4118
Fax: 717-901-4625

Terms:

1. Two (2) copies of the Bid will be submitted in a sealed container clearly marked with the name of the Bid and labeled “RFB13-20, Custodial Services Midtown II & Campus Square 4th Floor .” One (1) of the copies shall be marked “Master Copy” and will contain original signatures. The other copy does not require original signatures.

In lieu of supplying both as hardcopies, Bidder is encouraged to submit the “Master Copy” on paper and proposal/cost on electronic media (CD, memory stick, etc.) providing they are all in the sealed envelope.

2. No Substitutes
3. Bids must include all costs and shipping/handling/freight charges.
4. HACC is tax exempt.
5. Do not include a copy of the original RFB with your response.
6. Responses must be clearly subtotaled and totaled, with one “bottom line dollar amount”.

HACC - Central Pennsylvania's Community College

RFB13-20 CUSTODIAL SERVICES – MIDTOWN II & CAMPUS SQUARE 4th FLOOR

The attached is HACC's Custodial Services Agreement by which we will do business. This includes the complete scope of work that should be used in providing HACC with a proposal. These terms and conditions are non-negotiable.

CUSTODIAL SERVICES AGREEMENT

between

and

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE

This Agreement is made between HACC, Central Pennsylvania's Community College (HACC), whose primary address is One HACC Drive, Harrisburg, PA 17110 and _____ (Contractor), whose address is _____, is made and entered into for the Contractor to provide services as stipulated below on the Terms and Conditions set forth.

1) **Facilities Covered:** HACC's location(s) covered under this Agreement is noted by checkmark:

- Midtown II Facility located at 1500 North 3rd Street, Harrisburg, PA 17101
Campus Square, 4th Floor, 1426 North 3rd Street, Harrisburg, PA 17101

2) **Statement of Work:** The Contractor hereby agrees to furnish and provide appropriate supervision, labor, material, tools and all other items necessary to perform the services herein specified and described in Exhibit "A" to the Custodial Services Agreement.

3) **Purchase Order:** All authorizations for the Contractor's Services will be issued by HACC to the Contractor in the form of a Purchase Order which will incorporate the Agreement by reference.

All Purchase Orders issued shall be subject to the Terms and Conditions set forth in this Agreement and any special Terms and Conditions which may be included in a Purchase Order; in the event any general terms and conditions provided with a Purchase Order conflict with any Terms and Conditions in the Agreement, the Terms and Conditions of this Agreement shall prevail.

4) **Term of Agreement: Midtown II-**

The initial term of this Agreement shall be two (2) years, commencing July 1, 2013 and ending June 30, 2015 unless terminated earlier as set forth in this Agreement. HACC, Central Pennsylvania's Community College reserves the option to renew this contract on a year to year basis, up to an additional three years.

Term of Agreement: Campus Square -

The initial term of this Agreement shall be six (6) months, commencing July 1, 2013 and ending December 31, 2013 unless terminated earlier as set forth in this Agreement.

5) **Payment Terms and Changes:** The payment for services to be provided by the Contractor will be detailed in the assigned purchase order and paid within thirty (30) days. All invoices must be mailed to Accounts Payable Department, at One HACC Drive, Harrisburg, PA 17110.

Invoices must be descriptively itemized and must clearly indicate the applicable HACC Purchase Order number, including the Project Name and Location as well as the HACC account number, and must be submitted in duplicate on a monthly basis.

Pricing is detailed in Exhibit “B”.

- 6) **Indemnification:** The Contractor shall hold HACC, Central Pennsylvania’s Community College harmless from any liability, costs, or penalties in any way resulting from the performance of the services related to this Contractor from the conduct or actions of any persons provided by the Contractor for performance of this agreement and will indemnify the College for any costs of defense paid because of actions of the Contractor or its employees in the performance of this agreement.
- 7) **Insurance:** The Contractor shall maintain Comprehensive General Liability Insurance in the amount of \$1,000,000 per claim, \$3,000,000 aggregate and Combined Single Limit (Bodily Injury & Property Damage) that will protect him from claims for damages and personal injury, including death, which may arise from operation under this Contract, whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. The certificates of insurance coverage shall name HACC, Central Pennsylvania’s Community College as additional insured. Certificates of such insurance shall be filed with the Director of Purchasing and shall be subject to his approval for adequacy of protection prior to commencing work.

Pennsylvania Law requires that the Contractor shall provide statutory worker's compensation insurance for employees. The Contractor shall also require the same insurance when the work is to be performed by a subcontractor. Certificates of such insurance shall be filed with the HACC, Central Pennsylvania’s Community College’s Director of Purchasing prior to commencing work.

- 8) **Force Majeure:** Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due circumstances beyond its reasonable control including, without limitation, Acts of God, accident, labor disruption, acts, omissions and defaults of third parties, and official governmental and judicial action not the fault of the party failing or delaying in performance.
- 9) **Conduct on HACC’s Property:** The Contractor shall at all times maintain good order among its employees and persons brought upon HACC’s premises. The Contractor shall confine its employees and all other persons who come onto HACC’s premises at Contractor’s request or for reasons relating to this Agreement, and its equipment, to that portion of HACC’s premises where the work under this Agreement is to be performed, and to roads and gates leading to and from such sites, and to any other area which HACC may designate, and shall comply with all HACC’s vehicle and security regulations. The Contractor must be issued ID Badges or sign in an out at the security desk whenever performing work upon HACC’s premises.
- 10) **Termination for Default:** HACC may, by written notice to Contractor, terminate the Agreement in whole or in part for default if Contractor fails to perform in accordance with any of the requirements of this Agreement or any related purchase order or to make sufficient progress as to endanger performance of this Agreement or any related purchase order. Any such termination will be at no cost to HACC except for completed Services delivered to and accepted by HACC, prior to said termination, and Contractor shall repay to HACC any progress payments made in excess thereof. Termination hereunder shall not relieve Contractor of performing any un-terminated portion of this Agreement or any related purchase order. In the event of termination pursuant hereto, HACC may procure or otherwise obtain, upon such terms and in such manner as HACC may deem appropriate,

Services similar to those terminated, and Contractor shall be liable to HACC for any damages arising therefrom, including attorney's fees and excess costs incurred by HACC in obtaining similar services.

- 11) **Termination for Convenience:** HACC may, by written notice to Contractor, terminate all or part of this Agreement or any related purchase order for HACC's convenience. Contractor's termination claim proposal shall be based on non-recurring costs not recovered and inventories and materials not usable on other projects, and shall be received by HACC within thirty (30) days of the effective date of termination. HACC shall have the option to verify supporting detail and records of such proposals and negotiate an equitable settlement. No amount for anticipated profit on Services not performed shall be allowed. In no event shall the sum of the negotiated termination adjustment and the amounts paid and/or due Contractor for the un-terminated portion of this Agreement or resultant purchase order exceed any Agreement or purchase order total price. Any termination shall not effect either party's obligation as to any un-terminated portion of the Agreement or related purchase order. Upon receipt of a termination notice, Contractor shall stop work to the extent specified in the notice and take other such action as may be necessary or as HACC may direct to minimize the cost of termination to HACC. In addition, Contractor shall take such actions as may be necessary or as HACC may direct for the transfer, protection, or preservation of property and other rights which become HACC's as a result of termination. Supplier shall promptly refund HACC any payments in excess of the sum of payments due for (a) accepted Services (b) the un-terminated portion of the Agreement or any related purchase order, and (c) termination charges hereunder.
- 12) **Insolvency:** Should Contractor become insolvent, make an assignment for the benefit of creditors, be adjudicated as a bankrupt, admit in writing inability to pay its debts generally as the same become due, or should any proceedings be instituted by Contractor under any State and Federal law for relief of debtors or for the appointment of a receiver, trustee or liquidator of Contractor, or should a petition in bankruptcy or for a reorganization or for an adjunction of Contractor as an insolvent or as a bankrupt be filed, or should an attachment be levied upon Contractor's equipment and not be removed within five (5) days therefrom, then upon the occurrence of any such event, HACC shall thereupon have the right to cancel this Agreement and to terminate all Services then being performed by Contractor hereunder.
- 13) **Rights Upon Orderly Termination:** Upon termination or other expiration of the Agreement, or any related Agreement made hereunder, each party shall forthwith return to the other all papers, materials, and properties of the other held by such party and required to be returned by this Agreement or any such related Agreement. In addition, each party will assist the other party in the orderly termination of this Agreement and the transfer of all aspects hereof, tangible and intangible, as may be necessary for the orderly, non-disrupted business continuation of each party.
- 14) **Arbitration:** All disputes between the parties to this agreement arising out of or in connection with the contract documents shall be submitted for arbitration. If arbitration is selected by HACC, HACC shall also select the number of arbitrators and the manner of arbitration, which shall be either: (1) arbitration according to the rules of the American Arbitration Association; or (2) referral to one or more arbitrators mutually agreed upon by the parties.

When a written decision of HACC states that (1) the decision is final but subject to arbitration and (2) a demand for arbitration of a claim covered by such decision must be made within thirty (30) days after the date on which the party making the demand received the final written decision, then failure to demand arbitration within said thirty (30) days' period shall result in HACC's decision becoming final and binding upon HACC and Contractor.

In responding to a claim brought by a Contractor, HACC shall have a minimum of forty-five (45) days in which to respond to a revised claim prior to the arbitration hearing.

- 15) **Assignment or Transfer:** This contract may not be assigned or transferred in whole or in part, without the written permission of HACC's Central Administration Procurement Office, nor may any rights to any monies due or to become due hereunder be assigned. The Contractor(s) is an independent contractor providing services for HACC.
- 16) **Compliance with Laws:** The Contractor agrees that it will comply with all applicable federal, state, county, and local laws, ordinances, rules, regulations, and codes in the performance of this Agreement, including the procurement of permits and certificates where needed. The Contractor further agrees to and hereby does indemnify and hold harmless HACC against loss or damage that may be sustained by reason of the failure of the Contractor or its employees or agents to comply with the aforementioned federal, state, county, and local laws, ordinances, regulations, and codes.

This Agreement is subject to applicable laws and executive orders relating to equal opportunity and nondiscrimination in employment. Neither Contractor nor its agents or subcontractors shall discriminate in its employment practices against any person by reason of handicap, race, religion, color, sex, or national origin. The Contractor agrees to comply, and to cause its agents and subcontractors to comply, with the provisions of said laws and orders (including without limitation the provisions of the Americans with Disabilities Act of 1990), as well as other laws and orders relating to the employment of the handicapped, the employment of veterans, and the use of minority business enterprises, to the extent any such laws and others are applicable in the performance of work or furnishing or services, materials or supplies hereunder. For this purpose, the provisions of such laws and orders and pertinent regulations issued thereunder shall be deemed an integral part of this Agreement to the same extent as if written at length herein.

- 17) **Equal Opportunity and Non-Discrimination:** HACC, Central Pennsylvania's Community College is committed to providing opportunities for woman and minority owned businesses. HACC, Central Pennsylvania's Community College encourages WMBE's to participate in the bidding process but does not grant special status to WMBE's when making procurement decisions. HACC, Central Pennsylvania's Community College is committed to non-discrimination and equal employment opportunity. HACC, Central Pennsylvania's Community College will not knowingly contract with any firm that is not an equal opportunity employer.
- 18) **Right To Audit:** HACC and appropriate designated representatives reserve the right to audit HACC account records and other financial records of the Contractor, as they pertain to HACC. Auditors selected by HACC shall perform such audits.
- 19) **Criminal Background Check:** The Contractor will conduct a thorough criminal background/history check of every employee it intends to assign to work at HACC. The costs associated with conducting such checks will be borne by the Contractor.
- 20) **Confidentiality:** The Contractor agrees that all information obtained by or provided to Contractor in carrying out the Services provided for hereunder, including the contents of the Agreement, will be maintained in confidence by the Contractor and the Contractor will not publish nor disclose to third persons nor otherwise make use of such confidential information except for the performance of such Services hereunder. This obligation shall not apply with respect to any information (a) which is already in the possession of the Contractor prior to acquiring the information hereunder, (b) which is or becomes in the public domain through no fault of either party, or (c) which is rightfully obtained on a non-confidential basis from a third party.
- 21) **Independent Contractor:** HACC and Contractor intend that an independent contractor's relationship shall be created by this Agreement and neither herein shall be construed as creating an

employer / employee relationship. Contractor shall be solely responsible for the payment of wages, salaries and other amounts due its employees in connection with this agreement and shall be responsible for all reports and obligations related to Social Security, income taxes, unemployment and other withholding taxes, Workers Compensation and similar matters.

- 22) **Paragraph Headings:** All paragraph headings used are for the convenience of the parties only and shall not be considered a part of this Agreement nor used to interpret or construe the intent of the parties hereunder.
- 23) **Advertising or Publicity:** Neither HACC nor the Contractor shall use the name of the other in publicity releases or advertising without securing the prior written consent of the other, provided, however, that the Contractor may refer to HACC in any list of its customers.
- 24) **Non-Waiver:** No term or provision of this Agreement shall be deemed waived and no breach or default shall be deemed excused, unless such waiver or consent shall be in writing and signed by the claimed to have waived or consented. No consent by any party to, or waiver of, a breach or default by the other, whether express or implied, shall constitute a consent to, waive of, or excuse for any different or subsequent breach or default.
- 25) **Severability:** If any provision of the Agreement is in conflict with any statute or rule of law or may be determined by a court of competent jurisdiction to be illegal or unenforceable, then such provision will be deemed inoperative to the extent that it may conflict therewith or be illegal or unenforceable, and each provision not so affected will be enforced to the full extent provided by law.
- 26) **Governing Law:** The terms and conditions herein constitute the sole and entire agreement among parties and the laws of the Commonwealth of Pennsylvania shall govern any disputes. The Dauphin County Court of Common Pleas shall have exclusive jurisdiction over any and all litigation arising from the terms of this agreement.
- 27) **Entire Agreement:** This Agreement and all resultant purchase orders, supplements, attachments, and incorporations constitute Agreement and agreement between HACC and the Contractor. No conversations, understandings, or agreements varying, extending, or affecting in any way the terms or provisions of this Agreement will be binding on either party unless reduced to writing and duly executed by an authorized representative of each party.
- 28) **Right-to-Know Law:** In compliance with Pennsylvania’s “Right-to-Know Law”, this purchase order and any associated contracts may be made available for posting on the internet for public access through the PA Treasury subject to provisions of the Law.

IN WITNESS WHEREOF, the undersigned has caused this Agreement to be executed as of the day and year indicated on the first page hereof.

By: _____
Name: _____
Title: _____
Date: _____

HACC, Central Pennsylvania’s Community College
By: _____
Name: John M. Eberly
Title: VP Finance & College Resources
Date: _____

**EXHIBIT “A”
STATEMENT OF WORK
to the
CUSTODIAL SERVICES AGREEMENT**

**ARTICLE I
GENERAL PROVISIONS**

Section 1.01 PURPOSE

This Exhibit “A” is to define HACC’s requirements for a Contractor to provide custodial services as called for in Section 3 of this Custodial Services Agreement for HACC, Central Pennsylvania’s Community College with location at 1500 North 3rd Street, Harrisburg, PA 17101 and 1426 North 3rd Street, Harrisburg, PA 17101.

BUILDING NAME:	STREET ADDRESS:	POINT OF CONTACT
Midtown II Facility	1500 North 3 rd Street, Harrisburg, PA 17101	Angela J. Sye, 717-780-2540
Campus Square 4 th Fl.	1426 North 3 rd Street, Harrisburg, PA 17101	Angela J. Sye, 717-780-2540

Section 1.02 DUTIES AND RESPONSIBILITIES OF HACC

HACC shall provide the following:

- A. Reasonable storage space and security for supplies and equipment.
- B. All normal utilities necessary for the performance of the contract.
- C. Toilet paper, paper towels, hand soap, trash bags, liners, etc. (Note: Contractor must provide College a detailed withdraw inventory when using products.)

Section 1.03 SQUARE FOOTAGE OF AREA TO BE CLEANED

**HACC - Midtown II Campus
Evangelical Press Building**

NOTE: All numbers are in SF

Floor: BASEMENT

Room Type	Carpet	WF	VCT	RF	Concrete	WOM	CT	Total
Corridors					3,958.57			3,958.57
Classrooms/Labs			3,482.83		12,728.28			16,211.11
Storage/Mech./Closets					6,424.51			6,424.51
Restrooms					697.56			697.56
Stairs			441.29					441.29
Admin/Offices			125.41		309.83			435.24
Food Service								0.00
Student Commons								0.00
Basement Subtotal	0.00	0.00	4,049.53	0.00	24,118.75	0.00	0.00	

Basement Total: 28,168.28 SF

Floor: FIRST FLOOR

Room Type	Carpet	WF	VCT	RF	Concrete	WOM	CT	Total
Corridors	1,534.32		3,104.67	2,267.12		533.57	398.44	7,838.12
Classrooms/Labs			9,177.60		15,308.13			24,485.73
Storage/Mech./Closets	124.26		186.95		2,079.58			2,390.79
Restrooms				588.88				588.88
Stairs			742.55					742.55
Admin/Offices	1,863.22		129.71		286.28			2,279.21
Food Service							896.56	896.56
Student Commons			1,875.69					1,875.69
First Floor Subtotal	3,521.80	0.00	15,217.17	2,856.00	17,673.99	533.57	1,295.00	

First Floor Total 41,097.53 SF

Floor: SECOND FLOOR

Room Type	Carpet	WF	VCT	RF	Concrete	WOM	CT	Total
Corridors	4,694.30	2,793.68					464.44	7,952.42
Classrooms/Labs	20,201.31							20,201.31
Storage/Mech./Closets	147.81				1,029.57			1,177.38
Restrooms				619.26				619.26
Stairs	239.91		651.01					890.92
Admin/Offices	5,160.10							5,160.10
Food Service								0.00
Student Commons								0.00
Second Floor Subtotal	30,443.43	2,793.68	651.01	619.26	1,029.57	0.00	464.44	

Second Floor Total 36,001.39 SF

Floor: THIRD FLOOR

Room Type	Carpet	WF	VCT	RF	Concrete	WOM	CT	Total
Corridors	2,822.10							2,822.10
Classrooms/Labs	4,164.43							4,164.43
Storage/Mech./Closets					2,330.00			2,330.00
Restrooms				429.20				429.20
Stairs	334.17							334.17
Admin/Offices	1,377.35		127.37					1,504.72
Food Service								0.00
Student Commons								0.00
Third Floor Subtotal	8,698.05	0.00	127.37	429.20	2,330.00	0.00	0.00	

Third Floor Total 11,584.62 SF

Elevator Carpeting 195.14 SF

Grand Total by Floor Finish	Carpet	42,858	SF
	WF	2,794	SF
	VCT	20,045	SF
	RF	3,904	SF
	Concrete	45,152	SF
	WOM	534	SF
	CT	1,759	SF

Total Finished Floor Area
117,047 SF

KEY	WF	Wood Floor
		Vinyl Composition
	VCT	Tile
	RF	Resilient Flooring
	WOM	Walk off mat
	CT	Ceramic Tile

HACC – Campus Square

Floor: FOURTH FLOOR

Total Finishing Floor Area 17,608 SF

ARTICLE II DEFINITIONS

As used in this agreement, the following terms shall have the meanings indicated below:

Section 2.01 HACC: "HACC" shall mean, HACC, Central Pennsylvania’s Community College

Section 2.02 CONTRACTOR: "Contractor" shall mean the Contractor that will provide the professional services for HACC.

Section 2.03 TERM: "Term" shall refer to the length of time the contract will be valid.

Section 2.04 CONTRACT ADMINISTRATOR: “Contract Administrator” shall mean the HACC representative who shall be the direct liaison between the Contractor and HACC for this contract. That representative will be Angela J. Sye 717-780-2540.

ARTICLE III DUTIES AND RESPONSIBILITIES OF CONTRACTOR

The Contractor hereby agrees to work directly with HACC, or it's designated Contract Administrator, in connection with carrying out and conducting all of the following duties and responsibilities during the term of this agreement.

Section 3.01 The Contractor shall provide all supervision, labor, materials and equipment required and/or implied for the complete and satisfactory performance of indoor janitorial services for the locations identified in Section 1.01. This work shall include, but is not limited to, the performance of all janitorial services to be performed by the specified personnel as listed below.

Section 3.02 The Contractor shall perform all work to the complete satisfaction of HACC.

Section 3.03 The Contractor shall be responsible for and shall provide general supervision of all its employees working under the contract. A designated supervisor shall be responsible for overseeing the work of employees providing services at all times under the contract. The Contractor's supervisory personnel shall have at least one (1) year of supervisory experience in cleaning office and similar type facilities.

Section 3.04 The Contractor's employees shall have adequate and appropriate experience to provide the indicated cleaning services under the contract.

Section 3.05 The Contractor shall provide custodial "porter type" services between the hours of 8:00AM and 10:00 PM Monday through Friday. Special "heavy cleaning" full cleaning services will be required starting at 10:00 PM Sunday and ending at 6:00 AM on Friday. Other special cleaning services may be requested by the Contract Administrator on dates or at times other than indicated. No cleaning shall be done on any holiday, except as may be required by the Contract Administrator by prior arrangement of at least five (5) working days. The holiday schedule is published by HACC and will be provided to the Contractor.

Section 3.05.01 Duties of the Porter:

- Empty trashcans daily.
- Several times per day, spot clean restroom commodes, urinals, sinks, and floor and ensure adequate paper towels, soap and toilet paper are on hand.
- Dry dust mop hallways and sweep stairs at least once per day with focus along walls and in corners.
- Ensure window glass in entrance doors are kept clean of dirt smudges and handprints.
- Clean up liquid spills as necessary.
- During inclement weather (especially during the Fall and Winter months) keep all entrance ways clean of leaves, salt products, and other materials that may be tracked into the facility.

Section 3.06 The Contractor's employees shall wear appropriate identification badges, nametags or uniforms at all times while on the premises of HACC. Employees must be well groomed and neat in appearance meeting a professional dress code acceptable to employer.

Section 3.07 The Contractor's employees shall not disturb, rearrange or discard any papers, documents, boxes or other materials in any room, except that deposited in the trash receptacles or in other designated areas for trash unless such materials are properly identified as trash. The Contractor shall not open drawers, files or filing cabinets, desks or tables or operate computers or computer equipment without the express permission of or by request of the Contract Administrator. The Contractor shall not move, use,

clean or otherwise handle any copy machine or other office machine without the express permission or request of the Contract Administrator.

Section 3.08 The Contractor's employees shall be of high integrity and character. Any of the Contractor's supervisors or employees whose behavior or language is offensive, harassing or intimidating to any employee of the College shall be asked to leave HACC premises immediately and shall be restricted from working further on College premises. Verbal requests to leave HACC premises shall be followed by written requests provided to the Contractor's supervisor by the close of the following business day.

Section 3.09 The Contractor shall report any destruction, loss of or damage to any College property within 24 hours of the loss or damage. The report shall be provided to the Contract Administrator in writing and shall specify the type, location and extent of the loss or damage. Failure to report any destruction, loss or damage may be construed as default of the contract.

Section 3.10 The Contractor shall be responsible for all keys issued. The Contractor shall sign for and return keys to the Contract Administrator on demand. Lost keys shall be reported to the Contract Administrator and all costs for necessary lock changes and replacement keys shall be charged to the Contractor.

Section 3.11 The Contractor shall not leave keys in doors or admit anyone into any building or office that is not a designated employee of the Contractor. Any door previously locked and opened by the Contractor shall be re-locked prior to leaving the premises. Any key issued to the Contractor shall be surrendered when requested by the Contract Administrator.

Section 3.12 All windows and doors shall be closed and locked upon completion of work. Interior lights shall be turned off, and exit lights shall be turned on prior to leaving the building.

Section 3.13 The Contractor shall not remove any article, materials, equipment, tools, devices, computer equipment, office equipment, paper products, restroom supplies or items found in any waste or trash receptacle, dumpster or container, without the written permission of the Contract Administrator.

Section 3.14 The Contractor's supervisors and employees shall not engage in idle conversation or other unnecessary conversation, or otherwise cause disruptions to employees of HACC or other visitors and users of the facilities.

Section 3.15 The Contractor nor its employees shall use any telephones or radio equipment installed in the building or under the jurisdiction of HACC for any calls other than to report an emergency condition that could cause damage to property or loss of life.

Section 3.16 The Contractor shall store cleaning equipment and materials in the room designated for such equipment. The room shall be maintained in a neat, clean manner, with no unnecessary supplies kept in the room. Mops shall be thoroughly cleaned with excess water removed prior to setting them aside to dry. All equipment and supplies shall be stored safely, with no hazard posed to HACC personnel or to the Contractor. The Contractor shall be responsible for securing the room housing the cleaning supplies and equipment when the Contractor has opened the room for use.

Section 3.17 The Contractor's shall operate the vacuum cleaner in such a manner as to avoid damaging walls, furniture, carpets and other items within the building. The Contractor shall store the vacuum cleaner in the designated location, with electrical cords secured to or stored within the vacuum cleaner in accordance with the manufacturer's instructions or design. The Contractor shall replace the vacuum cleaner bag when it is approximately ½ full.

Section 3.18 The Contractor shall supply a list of all cleaning chemicals to the College Facilities Custodial Coordinator, Angela Sye.

Section 3.19 The Contractor shall supply the Material Safety Data Sheets for all cleaning chemicals to be used in College facilities as follows:

One (1) copy is to be set in a place on each floor of the building that shall be easily accessible to all occupants.

One (1) copy is to be sent to the Contract Administrator.

One (1) copy is to be sent to HACC's Environmental Health and Safety Office (attention to: Todd Crawley)

Section 3.20 The Contractor shall follow manufacturer's specifications and guidelines for the use and disposal of all cleaning chemicals.

Section 3.21 The Contractor shall be responsible for off-site disposal of any and all unused cleaning supplies and equipment containing hazardous materials.

Section 3.22 The Contractor shall provide the following services, no less frequently than the schedule specifies. The Contract Administrator may inspect the premises on a random basis, to ascertain whether the services are being provided as listed below.

OFFICE BAYS, CLASSROOMS, LABS, LIBRARY/ LEARNING CENTER & FOOD COURT

The following tasks shall be routinely accomplished:

- A. Empty all trash receptacles. A watertight disposable plastic liner shall be used in each container. Liner shall be changed three (3) times per week or as needed. One (1) extra plastic liner shall be placed in the bottom of each can in case the occupant needs to remove the trash during the day.
- B. Dust all surfaces of furniture. All surfaces shall be damp wiped with an appropriate industrial cleaner to remove sticky substances, stains, dust, and finger prints. When papers are left on desktops, damp wipe (dust) around them. Furniture polish is to be used on wood surfaces.
- C. Sweep all resilient floors with a treated dust mop. Wet mop any spills and sticky substances from floors.
- D. Vacuum carpets daily.
- E. Clean entrances. Clean floor mats, dry mop and wet mop floors. Empty all trash receptacles. A watertight disposable plastic liner shall be used in each container. Liner shall be changed three (3) times per week or as needed. One (1) extra plastic liner shall be placed in the bottom of each can in case the occupant needs to remove the trash during the day. Clean doors, including glass, door handles and kick plates with a disinfectant/detergent.
- F. Thoroughly clean all rest rooms with a germicidal cleaner. Replenish paper goods, soap and tissue from Contractor's stock. Face bowls, commodes and urinals should be free of stains and build-up. And all hardware and mirrors shall be cleaned. Dry mop and wet mop floors with a disinfectant/detergent.
- G. Clean fingerprints and smudges around light switches and doors throughout the building with a disinfectant/detergent.
- H. Thoroughly clean all conference rooms. Empty all trash receptacles. A watertight disposable plastic liner shall be used in each container. Liner shall be changed three (3) times per week or as needed. One (1) extra plastic liner shall be placed in the bottom of each can in case the occupant needs to remove the trash during the day. Tabletops are to be cleaned with a cleaner that will not leave a build-up or discolor furniture. Chairs shall be arranged in an

orderly fashion. Vacuum carpets daily.

I. Recycling:

1. Remove all recyclable material that has been placed in designated containers throughout the offices to the designated recycling center for the building. Keep all recycling containers clean.
2. Remove all cardboard from the building and place in the designated container for cardboard.

The following tasks shall be performed on a **WEEKLY** basis:

- A. Clean all building surfaces: Partitions, tops, ledges, window sills (only if free and clear of personal items), vents, air conditioners, polish wood furniture surfaces, dust blinds, corners, edges, baseboards, door jams, glass in doors, door surfaces, door closures, picture frames, and casings.
- B. Damp wipe all partitions in restrooms.
- C. Polish any and all wood furniture surfaces.
- D. Clean all ceiling vents and fixtures.

The following tasks shall be performed on a **MONTHLY** basis:

- A. Clean all HVAC registers and grilles.
 - B. Descale all commodes and urinals in all restrooms.
 - C. Clean any and all louvers in doors in restrooms, classrooms, offices, and lab conference rooms.
- D. Clean and polish all kick plates with a stainless steel polish.

The following tasks shall be performed on a **QUARTERLY** basis:

- A. Brush and vacuum fabric chairs.
- B. Dust lenses in light fixtures.

FLOOR MAINTENANCE AND STAIRWELLS:

The following tasks shall be accomplished **Monday through Friday** :

- A. Dry mop all corridors and lobbies with a treated dust mop including edges, thresholds, under and around furniture or vending machines.
- B. Run auto scrubber with a recommended floor cleaner and cleaning pad.
- C. Wet mop all other areas of the corridor where the auto scrubber doesn't have clearance; ie. around furniture, vending machines, cove base.
- D. Run auto burnisher with a recommended burnishing pad.
- E. Clean stairwells three (3) times a week. Dry mop and wet mop stairs, police litter, spot clean building surfaces (this means; low/high dust and clean rails with a disinfectant/detergent, dusting of rails, window sills, ledges, light fixtures, vents, doors and doorways and glass panels).

Section 3.24 The Contractor shall meet with the Contract Administrator once a month for a conference and tour to evaluate the performance of the contract. The Contract Administrator in a format mutually agreed upon may request a written monthly performance report.

**HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
 COST PROPOSAL SHEET
 FOR
 RFB13-20 CUSTODIAL SERVICES – MIDTOWN II & CAMPUS SQUARE 4th FLOOR**

**EXHIBIT “B”
 PRICING
 to the
 CUSTODIAL SERVICES AGREEMENT**

The Offeror shall propose the costs to furnish the services in accordance with this RFB. Award will be made to the Contractor(s) whose proposal is most advantageous to the College.

The pricing proposal is to be priced separately for each facility: Midtown II & Campus Square 4th Floor.

FIRST YEAR PRICING:

MIDTOWN II ONLY

Part “A” – OFFICE BAYS, CLASSROOMS, LABS, LIBRARY/ LEARNING CENTER & FOOD COURT

<u>BUILDING</u>	<u>ANNUAL LABOR COST</u>	<u>MATERIAL SUPPLY COST</u>	<u>EQUIPMENT</u>	<u>MONTHLY COST</u>	<u>TOTAL ANNUAL COST</u>
Mid-Town Building	\$_____	\$_____	\$_____	\$_____	\$_____
TOTAL PART “A” COST					\$_____

Part “B” – Floor Care Maintenance and Stairwells

<u>BUILDING</u>	<u>ANNUAL LABOR COST</u>	<u>MATERIAL SUPPLY COST</u>	<u>EQUIPMENT</u>	<u>MONTHLY COST</u>	<u>TOTAL ANNUAL COST</u>
Mid-Town Building	\$_____	\$_____	\$_____	\$_____	\$_____
TOTAL PART “B” COST					\$_____

Part “C”: Porter

Mid-Town Porter	Cost for Porter as defined in the “Scope of Work: Hourly Rate:	\$_____
	Monthly Cost:	\$_____
	Annual Cost:	\$_____
TOTAL PART “C” COST		\$_____

TOTAL COST OF PART’S “A”, “B”, AND “C”: \$ _____

SECOND YEAR PRICING:

MIDTOWN II ONLY

Part “A” – OFFICE BAYS, CLASSROOMS, LABS, LIBRARY/ LEARNING CENTER & FOOD COURT

BUILDING	ANNUAL LABOR COST	MATERIAL SUPPLY COST	EQUIPMENT	MONTHLY COST	TOTAL ANNUAL COST
Mid-Town Building	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL PART “A” COST					\$ _____

Part “B” – Floor Care Maintenance and Stairwells

BUILDING	ANNUAL LABOR COST	MATERIAL SUPPLY COST	EQUIPMENT	MONTHLY COST	TOTAL ANNUAL COST
Mid-Town Building	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL PART “B” COST					\$ _____

Part “C”: Porter

Mid-Town Porter	Cost for Porter as defined in the “Scope of Work: Hourly Rate:	\$ _____
	Monthly Cost:	\$ _____
	Annual Cost:	\$ _____
TOTAL PART “C” COST		\$ _____

TOTAL COST OF PART’S “A”, “B”, AND “C”: \$ _____

In a separate document, detail the following for **each year**:

- a) Under Labor Cost – show the hourly rate for each position being proposed with projected hours
- b) Under Material Cost – itemize cost of the supplies as it relates to a monthly charge
- c) Under Equipment – itemize cost of equipment as it relates to a monthly charge

CAMPUS SQUARE, 4th FLOOR ONLY

SIX MONTH PRICING

Part “A” – OFFICE BAYS, CLASSROOMS, CONFERENCE ROOMS

<u>BUILDING</u>	<u>SIX MONTH LABOR COST</u>	<u>MATERIAL SUPPLY COST</u>	<u>EQUIPMENT</u>	<u>MONTHLY COST</u>	<u>SIX MONTH COST</u>
Campus Square 4 th Floor	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Part “B” – Floor Care Maintenance and Stairwells

<u>BUILDING</u>	<u>SIX MONTH LABOR COST</u>	<u>MATERIAL SUPPLY COST</u>	<u>EQUIPMENT</u>	<u>MONTHLY COST</u>	<u>SIX MONTH COST</u>
Campus Square 4 th Floor	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

TOTAL COST OF PART’S “A” and “B”: \$ _____

BID CERTIFICATION

(date)

Procurement and Business Services Department
HACC, Central Pennsylvania Community College
One HACC Dr.
Harrisburg, PA 17110

The undersigned certifies that to the best of his/her knowledge: (check one)

- () There is no officer or employee of HACC, Central Pennsylvania Community College who has, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid.

- () The names of any and all public officers or employees of HACC, Central Pennsylvania Community College who have, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid are identified by name as part of this submittal.

The undersigned further certifies that their firm (check one) _____ IS or _____ IS NOT currently debarred, suspended, or proposed for debarment by any state or federal entity. The undersigned agrees to notify the College of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In compliance with Request for Bid RFB:13-20 Custodial Services – Midtown II & Campus Square 4th Floor for and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

(firm)

(address)

(signature required)

(phone no.)

(print name)

(fax no.)

(title)

(fed. tax id no.)