

Request for Proposal Cleaning Services

1. Summary

Upper Chichester Township is currently accepting proposals for a 2017 Cleaning Service Contract. The purpose of this Request for Proposal (RFP) is to solicit proposals from various organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the organization who will best serve the needs of Upper Chichester Township

2. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until March 2, 2017. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Upper Chichester's Solicitor.

3. Project Purpose and Description

Upper Chichester Township is seeking a company to provide the following cleaning services:

Field House/Offices

Clean all bathrooms 5x per week
Vacuum Carpets as needed
Empty Trash 5x per week
Clean Glass 5x per week
Dry mop main gym floor as needed
Wet mop tile floors, as needed
Scrub main gym floor as needed
Clean weight room 5x per week
Restock hand towels and toilet paper as needed

Community Service Building

Clean Bathrooms 5x per week
Dry mop floors as needed
Wet mop floors as needed
Empty trash 5x per week
Restock hand towels and toilet paper as needed

*Cleaning Services are to be provided Thursday – Monday.

5. Request for Proposal and Project Timeline

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than March 2, 2017

Evaluation of proposals will be conducted from March 2, 2017 until March 9, 2017.

The selection decision for the winning bidder will be made no later than March 9, 2017.

Upon notification, the winning bidder will be expected to begin immediately.

6. Budget

All proposals must include proposed costs to complete the tasks described in the project scope. Pricing should be listed for each of the following items in accordance with the format below:

Field House/Offices Monthly Yearly

Community Service Building Monthly Yearly

7. Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in cleaning services.
- List of how many full time, part time, and contractor staff in your organization

8. Proposal Evaluation Criteria

Upper Chichester Township will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work pertaining to providing cleaning services.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience.

Each bidder must submit a copy of their proposal to the address below by March 2, 2017:

Mailing Address

Upper Chichester Township
P.O. Box 2187
Upper Chichester, PA 19061

Physical Address

Upper Chichester Township
8500 Furey Road
Upper Chichester, PA 19014

If you are interested in bidding on the contract, you can schedule a walk through with George Needles on any of the following dates.

Monday, February 27, 2017

Tuesday, February 28, 2017

Wednesday, March 1, 2017

