



**LUZERNE COUNTY COMMUNITY COLLEGE
REQUEST FOR PROPOSAL FOR CLEANING SERVICES
AT THE PITTSBURGH CENTER AND SCRANTON CENTER**

Section I. INTRODUCTION

Luzerne County Community College is seeking proposals from qualified Companies/Individuals to provide cleaning services at the Pittsburgh Center (located at 3 South Main Street, Pittsburgh PA 15201) and the Scranton Center (located at 300 Lackawanna Avenue, Scranton PA 18503 – 2nd floor former Bon Ton) . This document is a Request for Proposal (RFP) for the services described below and does not obligate LCCC to accept responses from eligible Companies/Individuals. The RFP establishes minimum requirements a Company/Individual must meet in order to be eligible for consideration as well as information to be included in the Company's/Individual's proposal.

Carefully examine the specifications, conditions and limitations. The selection of the successful Company/Individual will be made based on LCCC's evaluation and determination of the relative ability of each Company/Individual to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company/Individual History and Organization
- 2 Cost Proposal and Invoicing
- 3 Insurance
- 4 References

LCCC is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the Companies/Individuals must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC"):

Each owner/operator/individual/officer submitting a proposal or for whom a proposal is being submitted on behalf of the owner (each being referred to as a "Provider") to LCCC certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the proposal to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the proposal. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative proposal, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Copies of these policies and procedures are available from LCCC upon request.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

Luzerne County Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For a complete copy of the LCCC non-discrimination policy, contact the Human Resources Office at 800-377-5222, extension 7235. Inquiries may be directed to the Title IX Coordinator, Kim Hogan, Director of Human Resources, LCCC, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 800-377-5222 extension 7363 (khogan@luzerne.edu). Direct inquiries related to accessibility services for students to the Section 504 Coordinator, Dr. Rosana Reyes, Vice President of Enrollment Management & Student Affairs, LCCC, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 800-377-5222 extension 7243 (rreyes@luzerne.edu).

Section II. SUBMISSION OF PROPOSALS

Responses to this RFP are due by 12 Noon on Wednesday, May 25, 2022. Late submittals will be rejected. All proposals are to be sealed, labeled with the subject of the proposal, and addressed to:

Luzerne County Community College
Purchasing Director, Mr. Len Olzinski
521 Trailblazer Drive
Nanticoke, PA 18634
Phone: 570-740-0370

The proposal submission may be mailed or delivered to the above address. Any questions regarding this RFP regarding the Pittston Center may be addressed to Erica Guarnieri, Director of Wilkes-Barre and Pittston Centers at 570-740-0272 or eguarnieri@luzerne.edu. Any questions regarding this RFP regarding the Scranton Center may be addressed to Julie Lenio, Director of Scranton Center at 570-740-0212 or jlenio@luzerne.edu.

Section III. CONTRACT TERM

The term of this contract shall be for a three (3) year period, commencing on July 1, 2022, and continuing until June 30, 2025 unless terminated by either party with thirty (30) days written notice. There is a renewal option to extend the contract to June 30, 2027 upon written notification and mutual agreement.

Section IV. SCOPE OF SERVICES

PITTSTON CENTER NEEDS / SCOPE OF WORK

- Cleaning will be done Monday through Thursday in the evening after class hours (the latest class ends at 9:20 PM) or in the morning before class hours. We can discuss schedule as needed.
- All cleaning supplies, trash liners, hand soap, paper products, vacuum & equipment will be provided by LCCC
- Carpet cleaning, upholstery cleaning & detailed floor care is available upon request at a separate price. High window cleaning is also available upon request & at a separate price.

Price (hourly or weekly) for cleaning service to clean as described within this section: \$ _____

Billing will be done on a _____ (weekly or monthly) basis with payment due within thirty days after receipt of invoice.

Carpet cleaning, upholstery cleaning & detailed floor care is available upon request at a separate price of: \$ _____.

High window cleaning is also available upon request & at a separate price: \$ _____.

Main Office Reception Area and Lobby

Clean entrance/exit glass doors. Spot clean interior glass. Spot clean all walls, light switches and doors. Clean/Wipe all horizontal and vertical surfaces. Empty trash, replace liner each time. Sweep hard surface floors. Damp mop hard surface floors. Detail vacuum under and around all furniture. Arrange furniture.

General Offices (3)

Spot clean all walls, light switches and doors as needed, Clean/Dust all horizontal and vertical surfaces, i.e. desks, shelves, etc., as needed. Empty trash, replace liner each time. Empty Shredder, replace liner each time. Detail vacuum under and around all furniture. Arrange furniture.

Kitchenette

Clean / Wipe all horizontal and vertical surfaces. Clean and sanitize sink. Empty all trash. Sweep and mop all hard surface floors.

Student Lounge

Clean / Wipe all horizontal and vertical surfaces, Clean / Wipe all tables and chairs, Vacuum carpeted floors.

Classrooms/Labs (6 typical classrooms, 2 computer classrooms, 1 science lab)

Spot clean all walls, light switches and doors as needed. Restock paper and soap products. Clean / Wipe all horizontal and vertical surfaces. Clean / Wipe all tables and chairs, sink and counter area. Clean / Wipe dry erase boards. Empty trash, replace liner each time. Sweep and mop all hard surface floors and vacuum all carpet. Arrange Furniture.

Corridors, Hallways and Back Stairwell

Spot clean walls, doors and light switches. Clean all water fountains. All hard floors swept, dust-mopped and mopped. Vacuum all carpet.

Restrooms (4)

Restock paper and soap products. Clean sinks and countertops. Clean and polish restroom dispensers and fixtures. Clean and polish restroom metal and mirrors. Clean and disinfect sanitary napkin dispensers. Clean and disinfect all toilets and urinals. Spot clean tile walls and toilet partitions. Sweep and mop floors.

Trash

All trash is to be emptied, use new liners each time. Clean/Wipe all trash can lids. Take trash to dumpster on first floor level.

Hard Floors

All hard floors swept, vacuumed or dust mopped and wet mopped lightly.

Carpeted Floor Areas

Vacuum all carpeted areas. Detail vacuum under and around all furniture.

SCRANTON CENTER NEEDS / SCOPE OF WORK

- Cleaning will be done Monday through Thursday in the evening after class hours (the latest class ends at 9:20 PM) or in the morning before class hours (offices open by 8AM so would need to be cleaned prior to that start time). We can discuss schedule as needed.
- All cleaning supplies, trash liners, hand soap, paper products, vacuum & equipment will be provided by LCCC
- Carpet cleaning, upholstery cleaning & detailed floor care is available upon request at a separate price. High window cleaning is also available upon request & at a separate price.

Price (hourly or weekly) for cleaning service to clean as described within this section: \$ _____

Billing will be done on a _____ (weekly or monthly) basis with payment due within thirty days after receipt of invoice.

Carpet cleaning, upholstery cleaning & detailed floor care is available upon request at a separate price of: \$ _____.

High window cleaning is also available upon request & at a separate price: \$ _____.

Main Office Reception Area

Clean entrance/exit glass doors. Spot clean interior glass. Spot clean all walls, light switches and doors. Clean/Wipe all horizontal and vertical surfaces. Empty trash, replace liner each time. Sweep hard surface floors. Damp mop hard surface floors. Detail vacuum under and around all furniture. Arrange furniture.

General Offices (3)

Spot clean all walls, light switches and doors as needed, Clean/Dust all horizontal and vertical surfaces, i.e. desks, shelves, etc., as needed. Empty trash, replace liner each time. Arrange furniture.

Kitchenette

Clean / Wipe all horizontal and vertical surfaces. Clean and sanitize sink. Empty all trash. Sweep and mop all hard surface floors.

Student Lounge

Clean / Wipe all horizontal and vertical surfaces, Clean / Wipe all tables and chairs, Vacuum carpeted floors.

Classrooms/Labs (10 typical classrooms, 2 computer classrooms, 1 science lab)

Spot clean all walls, light switches and doors as needed. Restock paper and soap products. Clean / Wipe all horizontal and vertical surfaces. Clean / Wipe all tables and chairs, sink and counter area. Clean / Wipe dry erase boards. Empty trash, replace liner each time. Sweep and mop all hard surface floors and vacuum all carpet. Arrange Furniture.

Corridors and Hallways

Spot clean walls, doors and light switches. Clean all water fountains. All hard floors swept, dust-mopped and mopped. Vacuum all carpet.

Restrooms (2)

Restock paper and soap products. Clean sinks and countertops. Clean and polish restroom dispensers and fixtures. Clean and polish restroom metal and mirrors. Clean and disinfect sanitary napkin dispensers. Clean and disinfect all toilets and urinals. Spot clean tile walls and toilet partitions. Sweep and mop floors.

Trash

All trash is to be emptied, use new liners each time. Clean/Wipe all trash can lids. Take trash to dumpster on first floor level.

Hard Floors

All hard floors swept, vacuumed or dust mopped and wet mopped lightly.

Carpeted Floor Areas

Vacuum all carpeted areas. Detail vacuum under and around all furniture.

V. INSTRUCTIONS

Responding Companies/Individuals must address the following subjects in their proposal:

1. Company/Individual History and Organization

Provide a brief history including brief biographical information regarding the personnel who would be directly responsible for the service.

2. Cost Proposal and Invoicing

Provide rates and any and all associated fees corresponding with the services described in Section IV.

3. Insurance (Companies/Contractors only, does not apply to individuals)

The successful provider shall carry and maintain, with respect to any work or service to be performed at LCCC facilities, insurance written by a responsible insurance carrier, to provide for the following:

- Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
- Commercial General Liability Insurance in the amount of \$1,000,000 listing the College as additional insured
- Automobile Liability
- Include a copy of Certificate of Insurance including limits with the response.

4. References

Provide at least three (3) client references whose facilities are comparable in size and profile to Luzerne County Community College. Include company name, address, contact person and contact number.

Luzerne County Community College would like thank you in advance for your interest in participating in this request for proposal. If for some reason you are unable to submit a proposal to the College, please let us know the reason why so you will remain on our active bidders list for the future. Fax to 570-740-0525.

You can also e-mail your reason for non-participation to lolzinski@luzerne.edu so that we can keep it in our file.

Please see the following information regarding Background Clearance Requirements. Your attention to this matter is requested.

Project: PA Act 153 - Background Clearance Requirement

Act 153 – The Pennsylvania state legislature sought to strengthen protections for children in the PA Child Protective Services Law. The law went into effect on December 31, 2014 and now requires colleges and universities to obtain background clearances for any individual having routine interaction with children at the college or in a college-sponsored program, activity, or service. This requirement applies to college employees, volunteers, independent contractors, and students. This law requires mandatory reporting of suspected child abuse directly to the PA Department of Human Resources.

All Contractors will be required to obtain the three (3) mandatory background clearances: 1) PA Criminal Background, 2) PA Child Abuse History, and 3) FBI Cogent Clearance Fingerprinting.

These clearances must be provided for all contractor representatives/employees who will be on the campus of Luzerne County Community College ("College") or will interact with students/minors to

perform the work awarded. If you are unable to obtain these state required background checks, you will be ineligible to perform work at the College.

Below are the following required clearances and instructions to obtain them.

1. Act 34 - PA Criminal Background (On-line)

Results are usually instantaneous. Make sure you hit "yes" to get a copy.
<https://epatch.state.pa.us/> Cost \$22

2. Act 151 - PA Child Abuse History (On-line)

Results are mailed or can be viewed and printed at the website.

Google Chrome - <https://www.compass.state.pa.us/cwis> Cost \$8

3. Act 114 - FBI Fingerprinting - Identogo (On-line)

Register on-line by selecting Digital Fingerprinting. Enter the Service Code 1KG756.

<https://www.identogo.com/locations/pennsylvania> Estimated cost - \$22.60

ACKNOWLEDGEMENT OF CLEARANCES

Independent Contractor Name: _____

Address : _____

City, State, ZIP: _____

Phone # : _____

Fax # : _____

Please sign and date that you understand the above information and hold a clear background check in accordance with the law for yourself and/or each employee/representative of your organization that interacts with students/minors or comes to the College Campus (es) including our dedicated centers. Please return this Acknowledgement of Clearances form with your signed Agreement for Services.

The College will keep this form on file. You may be requested at any time to provide proof of clearances for each employee/representative on the College campus or who interacts with students/minors.

Authorized Signature:

Date:

Printed Name/ Title
