

Request for Proposal for Janitorial Services

The County of Northumberland is requesting bids for cleaning the buildings in the human services complex. There are a total of three (3) buildings labeled A, B, and C.

Building A is located 217 North Center Street, Sunbury, PA and housed the Behavioral Health and Intellectual Disabilities Services.

Building B is located at 322 North Second Street, Sunbury, PA and houses Area Agency on Aging, Children and Youth Services, Juvenile Probation, Adult Probation and Public Defenders Office. Due to this building housing Adult Probation, your employees would need to have a criminal background conducted.

Building C is located at 320 North Second Street, Sunbury, PA and houses Domestic Relations, Elections, and a Family Engagement Center.

We are requesting that the services be provided a (minimum) of two days a week, days will be determined at time of contracting. The services will be provided between the hours 5:00 pm and 12:00 am when most staff have vacated the buildings. Service period would be for twelve months beginning January 1, 2023 and ending December 31, 2023.

The County of Northumberland is requesting that the successful bidder will have the ability to sanitize affected areas due to COVID and other infectious diseases.

Please respond by December 15, 2022 by 10:00 am. Please send to the attention of the Controller at 399 Stadium Drive, Sunbury, PA 17801. Ensure all bids are **clearly marked and in a completely sealed envelope, which is clearly labeled.**

Bids will be opened by the Controller and administrative staff in the Public Meeting room on December 15, 2022 at 10:30 am.

NORTHUMBERLAND COUNTY
INSTRUCTIONS TO BIDDERS

CHECKLIST:

1. **Bids** will be received until **10:00 A.M.** in the **Office of the Controller** and opened in the Northumberland County Administration Building at **10:30 A.M.**, date as advertised.
2. **Bids should be delivered to the Office of the County Controller, Christopher Grayson, Controller**, Northumberland County Administration Building, 399 Stadium Drive, Sunbury, PA 17801.
3. Included in the bid package along with the specs are *(Page 1) Instructions to Bidders Checklist* and *(Page 2) Instructions for Non-Collusion Affidavit for Bids* and *(Pages 3 and 4) Northumberland County Non-Collusion Affidavit*, which needs to be notarized and included with the Bid.
4. All bids shall be accompanied by: cash, a certified good faith check or by a cashier's check drawn upon a bank authorized to do business in this Commonwealth in the amount of 10% of the bid or by a bid bond with corporate surety in the amount of 10% of the bid.
5. American made products, where applicable, are to be furnished.

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT
FOR BIDS

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this proposal. According to the Pennsylvania Anti-bid-Rigging Act, 73 P.S. ss 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the proposal of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

**NORTHUMBERLAND COUNTY
NON-COLLUSION AFFIDAVIT**

State of Pennsylvania

Contract/Bid No.

County of Northumberland

I state that I am _____ of _____
(title) (Name of firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication, or agreement with any other contractor, bidder, or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.
- (5) _____, its affiliates, subsidiaries, officers, directors
(Name of Firm)

and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that
(Name of Firm)

the above representations are material and important, and will be relied on by Northumberland County in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Northumberland County of the true facts in submission of bids for this contract.

(Name and Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY OF

_____ 20__ .

My Commission expires: _____

ADDENDUM "A"

Building A, B & C

NORTHUMBERLAND COUNTY - BUILDING A

Janitorial Pricing Sheet for Additional Services

I. HARD SURFACE FLOORS -Vinyl Composition Tile (VCT)	As Needed	Weekly	Monthly	Quarterly	Annually	SQ Ft	PRICE PER SQ FT	TOTAL
1. Spray buff open areas including knee holes of desks			X			2,121		
2. Scrub and refinish	X					2,121		
3. Strip, clean, refinish and buff	X					2,121		
II. CARPET	Carpet cleaned by hot water extraction method							
1. Spotlight carpet cleaning to include all common areas				X		1,960		
2. Full Carpet cleaning to all offices/open areas					X	22,629		
III. FABRIC COVERED FURNITURE	Fabric covered furniture to be cleaned by hot water extraction method					TOTAL SEATS	PER SEAT	TOTAL
1. Chairs with coverd back and seat					X	322		
2. Chairs with covered seats					X	12		
3. Love seats					X	4		

NORTHUMBERLAND COUNTY - BUILDING B

Janitorial Pricing Sheet for Additional Services

I. HARD SURFACE FLOORS -Vinyl Composition Tile (VCT)	As Needed	Weekly	Monthly	Quarterly	Annually	SQ Ft	PRICE PER SQ FT	TOTAL
1. Spray buff open areas including knee holes of desks			X			2,081		
2. Scrub and refinish	X					2,081		
3. Strip, clean, refinish and buff	X					2,081		
II. CARPET	Carpet cleaned by hot water extraction method							
1. Spotlight carpet cleaning to include all common areas				X		3,136		
2. Full Carpet cleaning to all offices/open areas					X	45,970		
III. FABRIC COVERED FURNITURE	Fabric covered furniture to be cleaned by hot water extraction method					TOTAL SEATS	PER SEAT	TOTAL
1. Chairs with coverd back and seat					X	437		
2. Chairs with covered seats					X	39		
3. Love seats					X	1		
4. Ful Couch						2		
5. Recliner						2		

NORTHUMBERLAND COUNTY - BUILDING C

Janitorial Pricing Sheet for Additional Services

I. HARD SURFACE FLOORS -Vinyl Composition Tile (VCT)	As Needed	Weekly	Monthly	Quarterly	Annually	SQ Ft	PRICE PER SQ FT	TOTAL
1. Spray buff open areas including knee holes of desks			X					
2. Scrub and refinish	X							
3. Strip, clean, refinish and buff	X							
II. CARPET	Carpet cleaned by hot water extraction method							
1. Spotlight carpet cleaning to include all common areas				X				
2. Full Carpet cleaning to all offices/open areas					X			
III. FABRIC COVERED FURNITURE	Fabric covered furniture to be cleaned by hot water extraction method					TOTAL SEATS	PER SEAT	TOTAL
1. Chairs with coverd back and seat					X			
2. Chairs with covered seats					X			
3. Love seats					X			
4. Ful Couch								
5. Recliner								

SQUARE FOOTAGE OF BUILDING "C" IS TO BE MEASURED AND QUOTED BY BIDDER