



THE BOROUGH OF COLLINGDALE

CUSTODIAL SERVICES FOR COMMUNITY CENTER COMPLEX

REQUEST FOR PROPOSAL

RESPOND NO LATER THAN:

February 24, 2025; 4:00 PM ET

(Respond by Email or Paper Delivery no later than this time)

INQUIRIES

C. Michael Robinson, Borough Manager

manager@collingdaleborough.com or 610-586-0500

I. INTRODUCTION The Borough of Collingdale invites qualified custodial service contractors to submit proposals for professional cleaning and maintenance services for the Borough's Community Center Complex located at 800 MacDade Boulevard and 100 Clifton Avenue. This RFP outlines the requirements, scope of work, and submission details for providing custodial services at the specified locations.

II. SCOPE OF WORK The selected contractor shall provide custodial services six (6) days per week, Monday through Saturday, for the following spaces within the Community Center Complex:

- Administrative Offices
- Gymnasium
- Police Department
- District Court
- Council Chambers
- Multi-use Rooms
- Restrooms
- Common Areas/Hallways
- Stairwells
- Breezeways

Excluded Spaces: Leased spaces occupied by the School District or Charter Schools are excluded from this contract.

Required Services:

- Window Cleaning (interior and exterior, monthly)
- Blinds Cleaning (quarterly)
- Sweeping, Vacuuming, and Mopping (daily)
- Floor Stripping and Waxing (annually)
- Carpet Shampooing (quarterly)
- Disinfecting of Common Areas and Restrooms (daily)
- Trash Removal and Recycling (daily)
- Dusting and Surface Cleaning (weekly)
- Restocking Restroom Supplies (daily)
- Minor Spill Cleanup (as needed)
- Completion of inventory of supplies twice monthly

III. CONTRACTOR QUALIFICATIONS The contractor must possess appropriate certifications and qualifications to perform commercial custodial services. Certifications and standards should include:

- OSHA Compliance Certifications (including Hazard Communication and Bloodborne Pathogens Training)
- Commercial Cleaning Industry Standards such as ISSA Cleaning Industry Management Standard (CIMS) certification
- Proper licensing and insurance coverage (General Liability and Workers' Compensation)

IV. PROPOSAL SUBMISSION REQUIREMENTS Proposals should include the following:

1. **Company Information:** Legal name, address, contact person, phone number, and email.
2. **Experience:** A summary of the company's experience in providing similar services to municipal or community centers.

3. **Certifications:** Proof of required certifications and licenses.
4. **Personnel:** Number of staff proposed for this contract, training details, and background checks.
5. **Service Approach:** Detailed plan for how services will be provided, including cleaning schedules and quality assurance measures.
6. **References:** At least three references from similar contracts.
7. **Cost Proposal:** Itemized pricing for services provided, not to exceed \$20,000.00 per annum.

V. EVALUATION CRITERIA Proposals will be evaluated based on the following:

- Compliance with RFP requirements
- Experience and references
- Certifications and qualifications
- Proposed service approach
- Cost competitiveness

VI. TIMELINE

- RFP Release Date: January 10, 2025
- Questions Due: February 10, 2025
- Proposal Submission Deadline: February 24, 2025
- Selection and Notification: March 10, 2025
- Contract Start Date: March 24, 2025

VII. INSTRUCTIONS FOR SUBMISSION Proposals must be submitted by [insert time and date] to the following address: Borough of Collingdale Attn: C. Michael Robinson, Borough Manager, 800 MacDade Boulevard Collingdale, PA 19023

Or via email: manager@collingdaleborough.com

VIII. RESERVATION OF RIGHTS The Borough of Collingdale reserves the right to:

- Reject any or all proposals
- Waive informalities or irregularities in proposals
- Accept the proposal deemed to be in the best interest of the Borough

By submitting a proposal, the contractor acknowledges they have read and understood the terms of this RFP and agree to comply with all requirements.

Thank you for your interest in providing custodial services for the Borough of Collingdale's Community Center Complex.