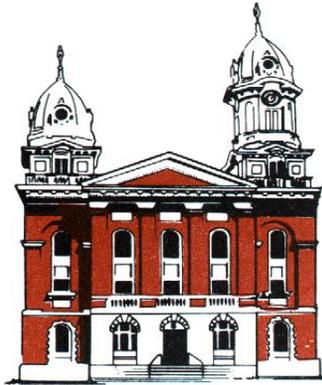


BID SPECIFICATIONS PACKET

Custodial Services at Five County Facilities



COUNTY OF VENANGO

Courthouse Annex
1174 Elk Street
Franklin, PA 16323

Phone: 814/432-9508
Fax: 814/432-4741

BOARD OF VENANGO COUNTY COMMISSIONERS

Timothy S. Brooks
Vincent L. Witherup
Bonnie S. Summers

Date Issued: July 7, 2014
Date of Bid Opening: July 23, 2014 at 10:00 a.m.
Courthouse Annex - Room 103

1. BACKGROUND INFORMATION

The County of Venango is soliciting bids to provide daily custodial services at the following county facilities:

- The Court House at 1186 Liberty Street, Franklin, PA
- The Courthouse Annex at 1174 Elk Street, Franklin, PA
- The Administrative Offices at the Venango County Prison at 1168 Elk Street, Franklin, PA
- The District Judge's Offices at 217 Thirteenth Street, Franklin, PA
- The 911 Center at 1052 Grandview Road, Oil City, PA

These facilities house governmental and court related agencies and are in operation Monday through Friday from 8:30 a.m. to 4:30 p.m. except on legal holidays, with the exception of the 911 Center which is in operation 24 hours per day 7 days per week. In addition, there are agency-related and community organization meetings held in the Courthouse Annex conference rooms during the evening hours, on a regularly scheduled basis. Court proceedings may exceed past the 4:30 p.m. closing well into the night hours, on occasion.

Due to the nature of business conducted in these facilities, criminal background checks shall be conducted by the County Sheriff's Department, on any and all personnel assigned to work on this project. Should such background checks reflect a previous criminal background, those individuals will not be permitted to work in any of the county facilities.

2. THE BUILDINGS

The Court House

While the County Court House may have normal operating hours from 8:30 a.m. to 4:30 p.m. judicial system operations can affect those hours of operation. Due to court proceedings, the Court House hours may extend well into the evening. The Court House has four floors, including the basement level:

- Basement:
- Security Screening Area
 - Assessment Office
 - Public Defender Offices
 - Boiler Room
 - Men's Restroom
 - Elevator
 - Lunch Rooms
 - Main Hallway that serves as copier and mail room area
 - Maintenance Office
 - Custodial Office
 - Several Storage Areas

- First Floor: Prothonotary/Clerk of Court's Offices
 Register & Recorder's Offices
 Sheriff's Office
 Venango County Regional Planning Commission Offices
 Women's (Private Employees) Restroom
 Custodial Closet
 Several Storage Areas
 Entry Ways and Hallways
 Front and Back Stairwell Areas
- Second Floor: The Law Library and Court Support Staff Offices
 Courtroom #1
 Courtroom #2
 Judges' Chambers (President Judge's Office; Judge's Office;
 Law Clerks/Administrative Office; Private Restroom)
 Court Administrator's Office and Private Restroom
 Assistant Court Administrator's Office
 Jury Room 1 and Restroom
 Public Restrooms
 Hallways and Stairwell Areas
- Third Floor: The District Attorney's Suite of Offices and Private Restrooms
 Central Court Room
 Central Court Administrator's Office
 Handicapped Co-Ed Restroom
 Visiting Judge's Office and Restroom
 District Attorney's Conferencing Office
 Court Reporters Offices
 Jury Room and restroom
 Storage Areas
 Hallways and Stairwell Areas

The Courthouse Annex

This building is used to house the county administrative offices and two court-related departments that have frequent visitors. There are many evening meetings scheduled here. Twice a year, the election process causes the Commissioners' Office and the Conference Rooms to be occupied from 6:00 am through midnight or beyond the next day.

- First Floor: Fiscal Department/Tax Claim Bureau Offices
 Management Information Systems Office
 Public Men's and Women's Restrooms
 Conference Rooms 100, 101 and 103
 Custodial Closet
 Storage Rooms
 Machinery Room
 Small Multi-Purpose Room
 Entry Ways, Hallways, and Elevator
 Stairwell Areas

Second Floor: Treasurer's Offices
Commissioners/Chief Clerk/Voter Registration Offices
Domestic Relation Offices
Domestic Relations Waiting Room
Private Men's and Women's Restrooms
Storage Areas
Custodial Closet
Hallways and Stairwell Areas

Third Floor: Court Supervision Offices including 2 Restrooms
Court Supervision Payment Office
Copier Room
Human Resources Offices
Equipment Room
Storage Areas
Hallways and Stairwell Areas

Jail Administrative Offices

The County Prison houses administrative offices in the front of the building that includes various offices, meeting rooms, waiting areas, visiting areas, restrooms and storage facilities. These offices are in a secure facility. Administrative staff works Monday through Friday, usually in a time frame between 7:00 a.m. and 5:00 p.m.

First Floor: Receptionist Area
Visitors' Area
Hallways and Stairwells
Elevator

Second Floor: Warden's Office
Deputy Warden's Office
Administrative Assistant's Area
Secretary's Office
Restrooms
Storage Areas

District Judge's Offices

This building houses the District Judge's Offices and court room and is usually in operation Monday thru Friday from 8:30 a.m. to 4:30 p.m. This is a one story facility that includes offices, storage space and restrooms.

Reception Area
Clerical Staff Area
District Judge's Office
Storage Area
Court Room
Restrooms

911 Center

This building houses the 911 Center, which operates 7 days a week, 24 hours per day. The single story facility includes a variety of office and storage areas:

Receptionist Area
911 Director's Office
Small Kitchen Area
Front Communications Center Area
Locker Room/Lounge Area
Restrooms
Rear 911 Communications Center
Hallways
Storage Areas

We are in the midst of renovating the other side of the building to house another District Judge's Offices. Those renovations will be complete by December of 2014 and will include:

Waiting Area
Business Office Area
Court Room
District Judge Office
File Room
Storage Room
Hallways

In your proposal, please remember to calculate the potential additional expenses associated with cleaning the proposed new configuration of the space, which currently is used as an open meeting area with three storage offices in the back area.

3. SCOPE OF WORK

The following tasks are to be performed at each of the five county-owned facilities. The tasks should include but may not be limited to:

- Empty waste receptacles, replace plastic liners and remove trash to designated areas on a daily basis.
- Dust woodwork, files, bookcases, window sills, desks and other office equipment/furniture, at least once a week.
- Sweep and mop floors, steps, and hallways on a daily basis.
- Vacuum carpeted areas on a daily basis.
- Clean restrooms - sinks, mirrors, urinals, and toilet bowls on a daily basis. Wipe off walls, stall partitions, and fixtures, as needed, but at least once per week. Clean vents once per month.

- On a daily basis, evaluate need to fill toilet tissue dispensers, paper towels dispensers, tissue seat covers, deodorant spray, liquid soap dispensers, etc. and then do so as needed.
- Clean lunchrooms - wash counter surfaces, sinks, and table tops on a daily basis. Wipe off refrigerator doors, microwave doors, stove cooktops, and outside of kitchen cabinets at least once per week.
- Spot clean carpets, as is needed.
- Clean hallway floors on a daily basis. Burnish floors on monthly basis. Strip, apply two coats of wax and buff and burnish tile floors on a quarterly basis.
- Wash windows on the inside of the building twice a year; once in May and once in October. Wash outside windows once a year in June. In the Jail wash the first floor windows in the administrative area.

4 PROJECT SUMMARY

Include in your bid:

- a) The number of staff you will be utilizing (minimum: one full time and four part time).
- b) The projected number of hours required to complete the tasks (minimum: 160 hours per week).
- c) The supplies and equipment you will provide. Specify, what, if anything you will need from the County as it relates to supplies and equipment.
- d) The cost per month for these services (include cost per hour for staff and resulting total).
- e) The name and contact information of the administrative person for the firm who has decision-making authority
- f) The name and contact information for the individual who will serve as the dedicated working on-site supervisor and their 'resume' outlining their training and years of experience performing this type of work
- g) A summary of your organization's resources and financial ability to perform these services
- h) A listing of three references for whom you currently are providing custodial services for and the number of years you have provided this service. (include their name, address, and telephone numbers)

All employees shall be required to pass a background check before being permitted access to county property. The County Sheriff's Department will process criminal history checks on prospective employees on the vendor's behalf.

5. GENERAL CONDITIONS

- A. No verbal instructions or verbal information to perspective bidders will be binding on the County. The written specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness before the opening of the bids. Questions or concerns should be addressed at the Pre-Bid Conference that will be scheduled with all prospective bidders. Should any alterations to the specifications be made, written addenda will be mailed and/or faxed to all bidders. These addenda shall then be considered to be part of these specifications.

- B. Submission of a proposal will be considered as conclusive evidence of the bidder's complete examination and understanding of the specifications.
- C. The County reserves the right to reject any or all proposals; the right to request additional information from any vendor; the right in their sole discretion, to accept the proposal considered most favorable; and the right to waive minor irregularities in the procedures or bids if it is deemed in the best interest of the County of Venango.
- D. The award will be made to that responsive and responsible bidder whose bid, conforming to specifications, will be most advantageous to the County, price and other factors considered, such as quality of service. The award may or may not be made to the firm with the lowest cost.
- E. The County shall have the right, without invalidating the contract, to make additions to or deductions from the items or work covered by the specifications. In case such deductions or additions are made, an equitable price adjustment shall be made between the County and the Vendor. Any such adjustments in price shall be made in writing.
- F. The bidder will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or handicap. The bidder will take affirmative action to ensure that applicants are employed without regard to race, color, religion, sex, age, handicap, or national origin. Bidders will take steps to insure employees are treated during employment without regard to race, color, religion, sex, age, handicap or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Contract Termination

The initial contract will be for a 2-year period. A contract may be canceled by the County of Venango by giving the Vendor sixty (60) days written notice of intent to cancel.

Indemnification

The vendor shall assume the defense of and indemnify and hold harmless the County, their officers, agents and employees from and against all claims, demands, actions, suits and proceeding by others and against all liability, both negligent and non-negligent, arising directly or indirectly out of the actions of the vendor in their performance of this contract.

Insurance

The successful vendor shall procure, maintain, and provide proof of, insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the County by the vendor, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work, and such coverage shall be maintained by the vendor for the duration of the contract period; for occurrence policies. Claims made policies shall be in force or that coverage purchased for three (3) years after contract completion date.

General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

Minimum Limits

General Liability:

- \$3,000,000 General Aggregate Limit
- \$3,000,000 Products & Completed Operations
- \$3,000,000 Personal and Advertising Injury
- \$3, 000,000 Each Occurrence Limit
- \$ 100,000 Fire Damage Limit
- \$ 10,000 Medical Expense Limit

Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the vendor, his agents, representatives, employees or subcontractors.

Minimum Limits

Automobile Liability

- \$ 1,000,000 Combined Single Limit
- \$ 1,000,000 Each Occurrence Limit
- \$ 5,000 Medical Expense Limit

Worker’s Compensation

Limits as required by the Workers’ Compensation Act of Pennsylvania

Statutory Limits \$1,000,000

Owners’ and Contractors’ Protective Policy

Policy will be in name of the County.

Minimum limits: \$3,000,000

Coverage Provisions

All deductibles or self-insured retention shall appear on the certificate(s).

Venango County, its officers/officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.

The vendor's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.

The vendor shall provide thirty (30) days written notice to the County before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.

All coverage's for subcontractors of the vendor shall be subject to all of the requirements stated herein.

All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, either the insurer shall reduce or eliminate such deductible or self-insured retention; or the vendor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

Failure to comply with any reporting provisions of the policy (ies) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.

The insurer shall agree to waive all rights of subrogation against the County, its officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.

The vendor shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company (ies) to bind coverage on its behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage shall be attached.

All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A: VII. If A.M. Best rating is less than A: VII, approval shall be received from County's Risk Officer.

All coverage designated herein shall be as broad as the Insurance Services Office (ISO) forms filed for use with the Commonwealth of Pennsylvania.

Hold Harmless Clause

The vendor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the County, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or

from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

At no time shall the vendor permit any mechanics or similar liens to attach to the County's premises on account of labor or material furnished to the Contractor or claimed to have been furnished to the vendor, in connection with its work hereunder.

6. DEBARMENT CLAUSE

Vender must certify that neither it nor any of its employees or affiliates providing services hereunder currently under suspension or debarment by the Commonwealth of Pennsylvania or the Federal Government. Provider shall not enter into any subcontract for any work under this contract with any subcontractor who is currently suspended or debarred by the Commonwealth of Pennsylvania or the Federal Government. A list of suspended and debarred individuals or contractors may be obtained by contacting the following: Department of General Services, Office of Chief Counsel, 603 North Office Building, Harrisburg, PA 17125; Phone: 717-763-7472, and Fax: 717-787-9138.

7. BID SPECIFICATIONS/INSTRUCTIONS

- Bid specifications may be obtained at the Office of the Chief Clerk, Courthouse Annex Building, 1174 Elk Street, Franklin, PA, 16323, Monday through Friday, 8:30 a.m. to 4:30 p.m., except on legal holidays. Bid packets may be requested by phone at 814/432-9508; by fax at 814/432-4741 or via email at: djones@co.venango.pa.us.
- Bids must be signed by an official authorized to bind the bidder, and contain a statement ensuring that the proposal is firm for a period of at least 90 days from the date of receipt.
- Bids must be submitted in sealed envelopes, clearly marked on the outside "Custodial Services for County Facilities Bid". Bids will be accepted in the Chief Clerk's Office **until 10:00 a.m. on July 23, 2014** after which immediately thereafter bids will be publicly opened and read aloud in Room 103 in the Courthouse Annex.
- Bids must be submitted in triplicate (3 copies). All bids shall be accompanied by cash, a certified check, cashier's check, bank good faith check, made payable to the County of Venango, or other irrevocable letter of credit drawn upon a bank authorized to do business in the Commonwealth or by a bond with corporate surety equal to 10% of the bid total.
- The County reserves the right to conduct personal interviews of any or all bidders after bids have been received and publicly opened, prior to selection. The County

will not be liable for any costs incurred by the bidder in connection with such an interview.

- Any bid received after the date and time specified will not be considered.
- Bids may be withdrawn or modified in person by a bidder or their authorized representative, provided that their identity is made known and they sign a receipt for the bid before the July 23rd 10:00 a.m. deadline.
- The County will not be liable for any costs incurred in the preparation of the bids or attendance at the pre-bid conference.
- Each bidder shall be expected to furnish the County with additional information as may be reasonably required.
- The County will not be responsible for any costs not included in the bids and any subsequent contracted-for costs.
- The Venango County Board of Commissioners reserves the right to reject any or all proposals, and to waive any defects or irregularities in the best interest of the County.
- **A MANDATORY PRE-BID CONFERENCE** will be held on Thursday, July 17th beginning at 10:00 a.m. in Room 103 of the Courthouse Annex. Tours of each building will also be available at that time.

County contact people for this project are:

Mike Johnson, Property Manager
Courthouse
1168 Liberty Street
PO Box 831
Franklin, PA 16323
(814) 657-7236
mjohnson@co.venango.pa.us

Denise Jones, Chief Clerk/County Administrator
Courthouse Annex Building
1174 Elk Street
P.O. Box 831
Franklin, PA 16323
(814) 432-9508
djones@co.venango.pa.us

BID FORM

We submit the following costs in response to the Request for Bids from Venango County for the provision of Custodial Services:

<u>BUILDING</u>	<u>COST PER MONTH</u>	<u>ANNUAL COST</u>
Court House	_____	_____
Courthouse Annex	_____	_____
Jail Administrative Offices	_____	_____
District Judge's Office	_____	_____
911 Center	_____	_____
TOTALS:	\$ _____	\$ _____

COST PER HOUR FOR STAFF:

SUPERVISOR	\$ _____
FULL TIME STAFF	\$ _____
PART TIME STAFF	\$ _____
TOTAL	\$ _____

ATTACH DETAILED INFORMATION REGARDING:

- ✓ STAFFING PATTERNS for the tasks outlined in the bid packet
- ✓ YOUR EXPERIENCE
- ✓ YOUR REFERENCES
- ✓ RESUME' OF THE WORKING ON-SITE SUPERVISOR AND/OR OTHER CONTACTS FOR YOUR FIRM
- ✓ YOUR INSURANCE COVERAGES
- ✓ A 10% BID BOND, CASH OR CERTIFIED CHECK EQUAL TO THE TOTAL DOLLAR AMOUNT OF YOUR BID
- ✓ EXPLANATION OF ANY OTHER COSTS FOR SERVICES OR SUPPLIES REQUIRED TO PROVIDE THESE SERVICES

Submit this page and the following page as part of your proposal, in addition to the information requested above.

CONTACT INFORMATION

Vendor: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

Contact Person: _____

Title: _____

Authorized Signature: _____

Date: _____