

Jefferson-Clarion Head Start, Inc.

REQUEST FOR PROPOSAL

For

Janitorial/Cleaning Services

INQUIRES AND PROPOSALS SHOULD BE DIRECTED TO:

Name: Nathan Conway

Title: Chief Financial Officer

Entity: Jefferson-Clarion Head Start, Inc.

Address: 18 Western Avenue, Suite C

Brookville, PA 15825

Phone: 814-849-3660 ext. 1124

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I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is to contract for janitorial/cleaning services at the Jefferson-Clarion Head Start, Inc. Central Office location (18 Western Avenue, Brookville PA, 15825) year around.

B. Who May Respond

Individuals and Janitorial/Cleaning Companies may respond to this RFP.

C. Bidder's Conference

Proposals will be opened and reviewed on April 18, 2025, at 9:00 A.M. EST. at the Central Office of Jefferson-Clarion Head Start, Inc. at 18 Western Ave., Suite C, Brookville, PA.

D. Instructions on Proposal Submission

1. Closing Submission Date

Proposals must be submitted no later than 4:00 P.M. EST. on April 16, 2025.

2. Inquiries

Inquiries concerning this RFP should be directed to Nathan Conway, 814-849-3660 ext. 1124

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Jefferson-Clarion Head Start, Inc.

4. Instructions to Prospective Contractors

Your proposal should be addressed as follows:

Name: Nathan Conway

Title: Chief Financial Officer

Entity: Jefferson-Clarion Head Start, Inc.

Address: 18 Western Ave. Suite C

Brookville, PA 15825

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Cleaning Services Request for Proposal

4:00 P.M. April 16, 2025

SEALED PROPOSAL

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to ensure that the proposal is received by Jefferson-Clarion Head Start, Inc. by the date and time specified above. Late proposals will not be considered.

5. Right to Reject

Jefferson-Clarion Head Start, Inc. reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

6. Small, Minority-Owned, Women-Owned and/or Veteran-Owned Business

Efforts will be made by Jefferson-Clarion Head Start, Inc. to utilize small businesses and minority-owned businesses (2 CFR Part 200.321). An Offeror qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201), by having average annual receipts for the last three fiscal years of less than 7.5 million dollars.

7. Notification of Award

It is expected that a decision selecting the successful firm will be made within two (2) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful firm.

E. Description of Entity

Jefferson-Clarion Head Start, Inc. is a nonprofit organization which serves two (2) counties in Pennsylvania. Jefferson-Clarion Head Start, Inc. is a private, nonprofit corporation and has been determined to be exempt from Federal Income tax under Section 501 (c)(3) of the Internal Revenue Code. It is governed by a seven (7) member volunteer Board of Directors. Administrative offices are located at 18 Western Ave., Suite C, Brookville, PA 15825.

II. SPECIFICATION SCHEDULE

A. Goods or Services Required

The purpose of this RFP is to obtain janitorial/cleaning services at the Jefferson-Clarion Head Start, Inc. Central Office location (18 Western Avenue, Brookville PA, 15825) year around, starting in April 2025.

B. Price

The Offeror's proposed price should be submitted separately. Include information indicating how the price was determined. Any out-of-pocket expenses should also be indicated. The pricing information should be in a separate sealed envelope.

C. Payment

Payment will be made monthly by Jefferson-Clarion Head Start, Inc. based on the agreed services to be rendered.

III. OFFEROR'S TECHNICAL QUALIFICATIONS

The Offeror, in its proposal, shall, at a minimum, include the following:

A. Prior Experience

The Offeror should describe its prior experience including the names, addresses, contact persons, and telephone numbers of prior organizations serviced.

B. Organization, Size, and Structure

The Offeror should describe its organization, size (in relation to the service to be performed) and structure. Indicate, if appropriate, if the firm is a small or minority-owned business.

C. Qualifications

The Offeror should describe the qualifications of any individuals who may be assigned to this contract. Position in the firm, years and types of experience, etc. will be considered.

D. Understanding of Needs

The Offeror should describe its understanding of the needs of Jefferson-Clarion Head Start, Inc. and other pertinent information.

E. Clearances

The Offeror should have any individuals to be assigned to the contract required to have current and up-to-date Act 34, 151 & 114 clearances.

F. Certification

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP.

IV. PROPOSAL EVALUATION**A. Submission of Proposals**

All proposals shall include two copies of the Offeror's proposal, two copies of the pricing information (in a separately sealed envelope), and two copies of the signed Certifications. These documents will become part of the contract.

B. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.
4. The individuals assigned to the contract will not obtain Act 34, 151 & 114 clearances

C. Evaluation

Evaluation of each proposal will be based on the following criteria:

Factors		Point Range
1.	Prior experience Jefferson-Clarion Head Start, Inc. will contact the prior Customers to verify the experience provided by the Offeror	0 - 30
2.	Organization, size, and structure of Offeror's firm.	0 – 10
3.	Qualifications of Offeror to complete this contract.	0 – 25
4.	Offeror's understanding of Jefferson-Clarion Head Start, Inc. needs and objectives	0 – 5
5.	Price.	0 - 30
MAXIMUM POINTS		100

D. Review Process

Jefferson-Clarion Head Start, Inc. reserves the right to enter into a contract without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose. Jefferson-Clarion Head Start, Inc. contemplates award of the contract to the responsible Offeror with the highest total points.

CERTIFICATIONS

On behalf of the Offeror:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.
- G. The individual signing certifies that the Offeror, and any individuals to be assigned to the contract, does not have a record of substandard work and has not been debarred or suspended from doing work with any government organization.
- H. The individual signing certifies that the Offeror, and any individuals to be assigned to the contract, will have current and up-to-date Act 34, 151 & 114 clearances at the start of the contract.

Dated this _____ day of _____, 20 _____

(Offeror's Firm Name)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)

ATTACHMENT A

JEFFERSON-CLARION HEAD START, INC.

REQUEST FOR PROPOSAL Janitorial/Cleaning Services

Contact Person: Nathan Conway, Chief Financial Officer
Jefferson-Clarion Head Start, Inc.
18 Western Avenue, Suite C
Brookville, PA 15825
(814) 849-3660 ext. 1124

- Contract will be from April 2025 and terminate June 30, 2028. Before the end of services in June 2028, a subsequent RFP will occur for a new contract period.
- The contractor must provide proof of liability insurance with the coverage noted below and will be in effect for the duration of the contract. The limit of insurance is as follows:
 - General Liability – \$1,000,000
- Jefferson-Clarion Head Start, Inc. will provide the following supplies (if needed) for the cleaning tasks to be completed: Trash bags (both small and large) and access to the borough dumpster
- All cleaning tasks are to be done at a minimum once a week. Increased frequencies may be necessary based on need. Preferred cleaning timeframe is between 4:00 PM Thursday and 7:00 AM Monday:

Office cleaning

- Vacuum floors in 25 offices
- Clean bathrooms: sinks, mirrors, and toilets (most rooms have adjoining bathrooms)
- Sweep/mop floors in bathrooms
- Empty office garbage (check under desks, sinks, and in bathrooms for additional cans)
- Wipe off windowsills

Conference room (outside Room 412)

- Vacuum floor
- Wipe down conference room tables
- Empty garbage – 2 large cans plus bathroom
- Clean bathroom: sink, mirror, and toilet in all offices (most rooms have adjoining bathrooms)

Copier Room 415

- Sweep/mop floor
- Empty garbage

Head Start Hallways

- Vacuum two head start wing hallway floors
- Empty garbage can outside room 415
- Take out cardboard boxes marked "TRASH".

Head Start Kitchenette (beside Room 504)

- Vacuum floor
- Wipe down the counter and tables (2 tables)
- Empty garbage
- Clean sink – if there are no dishes in it. (Dirty dishes in the sink are our responsibility.)
- Wipe off windowsills

Early Head Start Kitchenette (Across from Room 101)

- Vacuum/sweep floor
- Empty garbage
- Clean sink if there are no dishes in it. (Dirty dishes in the sink are Jefferson-Clarion Head Start, Inc's responsibility.)
- Wipe off windowsills

JCSHI Rooms/Areas to be Cleaned		
Head Start Wing		
402	404	406
407	408	409
410	411	412
413	500	501
502	503	504
505	HS Kitchenette	415
HS Hallways	HS Conference Room	
Early Head Start Wing		
100	101	103
105	107	109
111	202	300
	EHS Kitchenette	