

**Request for Proposal**  
**Lackawanna County Board of Commissioners**  
**Cleaning, Disinfecting and Sanitizing Lackawanna County Magisterial Offices**

**RFP#212-20-160**

**1. INTRODUCTION:**

**NOTICE IS HEREBY GIVEN:** that pursuant to a fair and open process, sealed proposals will be received and reviewed by the County of Lackawanna ("COUNTY") for the cleaning, disinfecting, and sanitizing of the Nine (9) Magisterial Offices located in Lackawanna County. Cleaning, disinfecting, and sanitizing shall be specifically targeted to prevent and control the Covid-19 virus.

**2. PURPOSE:**

The purpose of this RFP is to solicit proposals from qualified vendors who can meet the specifications outlined in Section 6. The selected firm or firms will provide the best option for the County, in terms of cleaning, disinfecting, and sanitizing the Magisterial Offices.

**3. PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:**

Proposal documents and specifications will be available on-line at the County Website:  
[www.lackawannacounty.org](http://www.lackawannacounty.org)

Submission: Four (4) copies of the proposal must be provided. Proposals must be submitted to the:

Board of Commissioners  
c/o Brian Jeffers - Chief of Staff  
123 Wyoming Avenue, 6th Floor  
Scranton, Pennsylvania 18503

All Proposals shall be sent to the Lackawanna County Chief of Staff Office by courier (FedEx, UPS etc). No hand delivered proposals will be accepted. Proposal envelopes shall be plainly marked with the Project Title and the RFP Number for which the proposal is intended. All proposals must be received by the Lackawanna County Chief Staff Office, 123 Wyoming Avenue, 6th Floor, Lackawanna County Government Center at the Globe, Scranton, PA, 18503 not later than 1:00 PM, July 30, 2020. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service, causing the submission to be received after the required due date and time. Submissions by fax, telephone and email are prohibited.

Proposals received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, in its sole discretion, may accept the proposal of a respondent, may choose a respondent with which the Board will enter into negotiations, or may reject any or all proposals. A mandatory walk thru has been scheduled. Proposals shall not be accepted from firms that do not attend the mandatory walk thru.

Pricing and Proposer information shall be provided by completing the information requested on Addendum 3. Proposals are not required for all offices. Proposals may be submitted for individual offices or for all nine. Please beware that vendor selection shall be determined by which proposal/proposals provide the best value to County.

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**4. Mandatory Sample Office Walk Thru:**

Since service is requested for nine offices, it would be impractical to visit each office. Magisterial Office #45-3-02 has been selected as the office that best represents the facilities to be cleaned, disinfected and sanitized. A mandatory tour of the District Magistrate Office #45-3-02 located at 115 Main Street, Moscow, PA 18444 will be conducted on July 23, 2020 at 10:AM. Only vendors who attend the tour will be allowed to submit proposals. Due to social distancing requirements you must register for the tour. Registration requests must be sent to [WechslerJ@lackawannacounty.org](mailto:WechslerJ@lackawannacounty.org) by 4PM July 21, 2020.

**5. QUESTIONS:**

Questions must submitted via email to: [WechslerJ@lackawannacounty.org](mailto:WechslerJ@lackawannacounty.org)

Final questions pertaining to this RFP must be submitted by 4:00PM Friday July 24, 2020.  
Answers shall be published on the County Website by 2:00PM Monday July 27, 2020

**6. SPECIFICATIONS:**

- The awarded firm shall be required to provide and/or furnish required materials, equipment, transportation, machinery, supplies, tools, incidentals, labor and supervision necessary to perform cleaning and disinfecting for Magisterial Offices. The supplies and materials shall be of a good commercial quality, environmentally friendly whenever possible suitable for the purpose intended, and shall deliver results necessary to provide high standards of cleanliness. The contractor shall not use any material that the County determines unsuitable for the purpose or harmful to the surface to which applied.
- The required services will include but not limited to, cleaning, dusting, mopping, vacuuming, disinfecting, sanitizing, and deodorizing.
- The required services shall be specifically targeted to prevent and control the Covid-19 virus.
- The awarded firm shall be responsible for providing all necessary cleaning supplies and as requested by the County, shall submit a list of all chemicals/supplies that are to be used and furnished during the performance of the contract. The supplies shall be quality products, recognized, and acceptable brands for commercial use. The awarded firm shall supply Material Safety Data Sheets for all products use in the performance of the contract to the County. Disposable paper supplies, such as paper towels and toilet paper shall be provided by the County. Additionally soaps, hand sanitizer and trash can liners shall be provided by the County.
- The awarded firm shall provide all necessary equipment and tools to perform all work under this contract, including brooms, dustpans, mops, buckets, gloves, wiping cloths and sponges, squeegees, scrapers, and ladders. All necessary cleaning equipment, including power driven scrubbing machines, waxing polishing machines, and industrial type vacuum cleaners needed for the performance of the work specified shall be furnished by the successful contractor.
- Equipment and electrical cords shall be in good condition and be safe to use. Equipment failure will not constitute an acceptable reason for failure to provide service.

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- As requested, by the County, the proposer shall submit a list of all power driven equipment, including but not limited to vacuums, buffers, and carpet shampoo machines. The title for all equipment, materials, or machines of any kind or nature furnished and used by the awarded firm must remain in the firm's name and such equipment or materials of any kind or nature must be removed promptly upon completion or termination of the contract.
- The County will provide water and electricity to allow the awarded firm to perform the required services. Where possible, a storage closet will be available to the awarded firm to store equipment and supplies. The County shall cooperate with the awarded firm to provide methods or facilities to secure equipment and supplies. Flammable chemicals shall be stored in accordance with Federal, State, and Local requirements.
- There are nine (9) Magistrate Offices that will be serviced under the contract from this proposal request. The locations are identified below:

|   | Office   | Address               | Town         | Zip   |
|---|----------|-----------------------|--------------|-------|
| 1 | #45-3-03 | 38 N. Main Street     | Carbondale   | 18407 |
| 2 | #45-3-04 | 400 Church Street     | Archbald     | 18403 |
| 3 | #45-1-08 | 901 Enterprise Street | Dickson City | 18579 |
| 4 | #45-3-01 | 104 Shady Lane Road   | Chinchilla   | 18410 |
| 5 | #45-3-02 | 115 N. Main Street    | Moscow       | 18444 |
| 6 | #45-1-06 | 2012 West Pine Street | Dunmore      | 18512 |
| 7 | #45-1-03 | 1629 Pittston Avenue  | Scranton     | 18505 |
| 8 | #45-1-05 | 1600 Farr Street      | Scranton     | 18504 |
| 9 | #45-1-01 | 1 Maxson Drive        | Old Forge    | 18518 |

- Cleaning, disinfecting, and sanitizing shall occur twice per week. Cleaning, disinfecting and sanitizing shall occur on the days that hearings and procedures take place in the office. Cleaning, disinfecting, and sanitizing shall be performed in the evening after the office has closed and completed before 8AM. Days of operation vary within the magisterial system. Normal office hours are 9:00AM to 4:00PM. Daily cleaning, disinfecting, and sanitizing requirements shall be in accordance with Addendum 1.
- The awarded firm shall assure that personnel employed by them shall be competent, sober and drug free, trustworthy, physically capable and properly trained for the work assignments. Any personnel showing up for work that is unfit for duty shall be immediately dismissed from the work and not allowed re-entry. All employees shall be respectful to County employees and community members that they come in contact with. Personnel are subject to surveillance equipment and cameras both inside and outside of the Magisterial Office. Only those personnel employed by the contractor shall be allowed in the building. Guests and children shall not be allowed.
- The awarded firm shall submit records of background checks for personnel that will provide contract services to the County prior to beginning any service. The awarded firm shall provide background check records for any new employee that begins working under the contract. Background checks shall be accordance with Pennsylvania State requirements.
- The awarded firm must provide the County with records, by individual, indicating that all personnel performing contact service have passed a five panel NIDA drug screening prior

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to beginning contract services. The County reserves the right to request drug tests for contractor personnel that appear to be under the influence of drugs or alcohol.

- Personnel from the awarded firm shall be neat in appearance and shall wear identification (i.e. badge) that clearly shows the employee name and the contractor's name. Proper attire, safety shoes, and personal protective equipment shall be worn as necessary.
- Subcontracting is not permitted unless authorized by the County. Requests for subcontracting must be presented to the County Deputy Director of Purchasing for approval.
- Personnel from the awarded firm shall be prohibited in the use or possession of the following item while working County facilities: guns, knives, other weapons, alcohol and/ or controlled substances.
- The awarded firm shall provide instructions to its personnel that they are prohibited to read or disclose information that they may be exposed to while providing contract services. Personnel shall be prohibited from using County property such as telephones, copy machines, and computers. Personnel shall not disturb papers on desks, tables, or cabinets and shall not open desk drawers or cabinets and shall not sit at employee's desks.
- Upon award of the contract, essential keys, and/or entry cards shall be assigned to the awarded firm by the County. The awarded firm must sign for all keys or entry cards. If keys or cards are lost or damaged, the County will charge for replacements. Keys and cards shall be returned to the County when the contract is completed or terminated. Copies of keys or cards are permitted.
- Federal, State, and Local employment, wage, and safety laws shall apply to this contract.

**7. Insurance**

- The vendor shall carry, in a solvent company authorized to do business in the Commonwealth of Pennsylvania: (a) Commercial Auto Insurance in amount of \$1,000,000.00 single limit bodily injury/ property damage; (b) Workmen's Compensation Insurance, as required by the Commonwealth of Pennsylvania, for vendor's employees in the performance of the Contract; (c) General Liability Insurance covering vendor and its employees in the amount of \$1,000,000.00 single limit bodily injury/property damage including Products Liability.
- Concurrent with the execution of the Contract, the Vendor shall provide proof of insurance coverage by providing a certificate of Vendor's insurance coverage, a copy of the declaration page of the insurance policy, and a copy of all endorsements applicable to the insurance required herein. The certificates of insurance, or endorsements attached thereto, shall provide that (a) the insurance coverage shall not be cancelled, changed in coverage, or reduced in limits without at least thirty (30) days prior written notice to the Lackawanna County Risk Management Deputy Director, (b) the County is named as additional insured, (c) the limits of liability required therein are on an occurrence basis, (d) the policy shall be endorsed with a severability of interest or cross-liability endorsement against whom a claim is or may be made in a manner as though a separate policy had been written for each insured or additional insured: however, nothing contained herein shall act to increase the limits of liability of the insurance company, and (e) Vendor's insurance shall

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apply separately to each insured against whom claims are made or suit is brought, except with respect to the limit of the insurance liability.

**8. CRITERIA FOR EVALUTION OF PROPOSAL:**

The Board will independently evaluate each submission and selection will be made upon the following criteria:

- Experience and reputation with respect to providing similar services to commercial or governmental organizations;
- Other factors determined to be in best interest of the County based on the Board's sole discretion;
- The vendor must submit a certified copy of a current financial report of the company;
- The vendor shall submit a list of three (3) references, including name of institution, address, and contact person and phone number.

**9. PROPOSAL:**

Each proposal must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Proposals must include the information that is specifically requested herein, as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the proposal submitted constitutes a firm offer to the County that cannot be withdrawn for thirty (30) days from the proposal due date. Addendum 2 of this RFP must be completed entirely and included with the proposal submission.

- Prior Experience - All proposals must include documentation that demonstrates that the proposer is currently performing the required services or has successfully provided these services within the last two years.
- Documented references from three companies or organizations that can attest to the proposer's past performance or ability to provide the required services.
- The Certification of Assurance that the firm is not currently in violation of any regulatory rules and regulations that may have any impact on the firm's operations.
- The Certification of Non-Litigation that the firm or its principals are not involved in any current or pending litigation involving Lackawanna County or any of its Departments or Authorities.

**10. CONFLICT OF INTEREST:**

All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested services on behalf of the County.

**11. COMMUNICATION WITH ELECTED OR APPOINTED OFFICIALS:**

All communications during this process should be directed to the appropriate contact listed in this Request for Proposals. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be **EXCLUDED** from

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consideration.

**12. RESPONSIBILITIES:**

The Successful Proposer shall have primary responsibility for the following for the life on the contract:

- The Vendor will, whenever on the County's premises, obey all instructions and County policies, which are provided to them with respect to performing services on the County's premises.
- The Vendor shall assure that its employees interact with County employees and with the public in a respectful, courteous, helpful and impartial manner. All employees of the Vendor in both the field and the office shall refrain from belligerent behavior and/or profanity. Correction of any such behavior and language shall be the responsibility of the Vendor.
- In the event that the Vendor or any of its employees cause damage to the County's equipment or facilities, the Vendor shall, at its own expense, promptly repair or replace such damaged items to restore them to the same level of functionality that they possessed prior to the actions of the Vendor or the Vendor's employees.
- The County is committed to promoting equal opportunities for all. The Vendor agrees to abide by the County's non-discrimination policy. The County will not tolerate or condone acts of discrimination based upon race, gender, religion, ethnicity, national origin, color, age, disability or any other unlawful form of discrimination.
- All Lackawanna County buildings are DRUG-FREE. The Vendor and all of its employees agree to comply with this DRUG-FREE policy while performing services on County property.
- No advertising, sales promotion or other materials of the Vendor may identify or reference this contract with the County without written consent from the County.

**PROPOSERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE PROPOSAL SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS(S) -- NO EXCEPTIONS.**

**13. CONFIDENTIALITY:**

This RFP, and all proposals received in response, will remain confidential (with the exception of information that was previously public information) and will not be used for any purpose other than the evaluation of the proposals received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document.

**14. Contract Term:**

The successful proposal will result in a one (1) year contract beginning with contract approval. There shall be an additional one (1) year renewal option, upon mutual agreement of the County and Contractor.

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**ADDENDUM 1 Daily Cleaning, Disinfecting and Sanitizing Service Requirements**

- Clean, disinfect, and sanitize all restroom facilities, including sinks, basins, urinals, toilets, and commodes.
- Replenish all paper products, soaps, and trash liners.
- Clean, disinfect, and sanitize all partitions, restroom walls, door and sill handles, and fixtures.
- Clean and polish all mirrors.
- Clean, disinfect, and sanitize all countertops and tables in break rooms/kitchen areas and wipe down chairs.
- Clean and clear all drains.
- Clean, disinfect, and sanitize the outside of all refrigerators, microwaves, coffee machines, and other appliances.
- Clean, disinfect, sanitize, sweep and clear debris at all landings and hallways.
- Empty all garbage and trash receptacles and replace liners.
- Properly dispose of recyclable materials
- Remove all garbage and trash from the premises to bulk collection locations.
- Dust mop all hard surface floors with treated dust mop.
- Damp mop or wet mop floors to remove stains and spills as necessary.
- Damp mop or wet mop floors when necessary due to inclement weather.
- Wet mop, disinfect, and sanitize all restroom and kitchen floors.
- Vacuum carpeted areas.
- Vacuum floor mats and wipe walls behind trash containers
- Sweep and or vacuum stairs as necessary.

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**ADDENDUM 2 Proposal Required Information and Certifications**

**Prior Experience**

In the space provided below please describe your company's experience in performing commercial cleaning, disinfecting, and sanitizing. Include the amount of years that the company has been in operation.

|  |
|--|
|  |
|--|

**References**

Identify below three references of commercial clients that you have provided service to within the past two years.

Commercial    Reference 1

|         |  |
|---------|--|
| Name    |  |
| Address |  |
| City    |  |
| Contact |  |
| Phone # |  |



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**Addendum 2 Continued**

Commercial Reference 2

|         |  |
|---------|--|
| Name    |  |
| Address |  |
| City    |  |
| Contact |  |
| Phone # |  |

Commercial Reference 3

|         |  |
|---------|--|
| Name    |  |
| Address |  |
| City    |  |
| Contact |  |
| Phone # |  |

**Certification of No Conflict of Interest**

I certify that the \_\_\_\_\_ (Company Name) that there are no conflicts of interest to which the firm would be subject if it were to provide the requested services.

\_\_\_\_\_  
 Signature Title Date

**Certification of Assurance**

I certify that the \_\_\_\_\_ (Company Name) is not currently in violation of any regulatory rules and regulations that may have any impact on the firm's operations

\_\_\_\_\_  
 Signature Title Date

**Certification of Non-Litigation**

I certify that the \_\_\_\_\_ (Company Name) or its principals are not involved in any current or pending litigation involving Lackawanna County or any of its Departments or Authorities.

\_\_\_\_\_  
 Signature Title Date

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**Addendum 3 Pricing**

Complete the Pricing Form below.

Include your *estimated hours* to complete **ONE DAILY CLEANING**. Complete the cost per hour and the total daily cost. You do not need to submit a proposal for all offices. You may submit proposals for individual offices or on all nine. Please beware that the vendor selection shall be determined by which proposal/proposals provide the best value to County.

**Pricing Form RFP#212-20-160**

| Office     | Address               | Town         | Zip   | Estimated Hours Per Day | Cost Per Hour | Total Cost Per Day |
|------------|-----------------------|--------------|-------|-------------------------|---------------|--------------------|
| 1 #45-3-03 | 38 N. Main Street     | Carbondale   | 18407 |                         |               |                    |
| 2 #45-3-04 | 400 Church Street     | Archbald     | 18403 |                         |               |                    |
| 3 #45-1-08 | 901 Enterprise Street | Dickson City | 18579 |                         |               |                    |
| 4 #45-3-01 | 104 Shady Lane Road   | Chinchilla   | 18410 |                         |               |                    |
| 5 #45-3-02 | 115 N. Main Street    | Moscow       | 18444 |                         |               |                    |
| 6 #45-1-06 | 2012 West Pine Street | Dunmore      | 18512 |                         |               |                    |
| 7 #45-1-03 | 1629 Pittston Avenue  | Scranton     | 18505 |                         |               |                    |
| 8 #45-1-05 | 1600 Farr Street      | Scranton     | 18504 |                         |               |                    |
| 9 #45-1-01 | 1 Maxson Drive        | Old Forge    | 18518 |                         |               |                    |

Complete the form below to provide Proposer information.

|                |  |        |  |
|----------------|--|--------|--|
| Company        |  | Phone  |  |
| Address        |  | E-Mail |  |
| City,State,Zip |  | Fax    |  |
| Name           |  |        |  |
| Signature      |  |        |  |

Date

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