COMMUNITY ACTION PARTNERSHIP OF LANCASTER COUNTY

REQUEST FOR PROPOSALS

For a vendor to provide custodial services to the Community Action Partnership of Lancaster County

For the period January 1, 2027, through December 31, 2027, based on performance, and with an option to extend

Issued

October 19, 2026

Deadline for Submission: November 30, 2026, by 3 p.m. Local Time

RFP reference: CAP Custodial Services 2026
The enclosed specifications may be modified without prior notice to Proposers.

CAP of Lancaster is an Equal Opportunity Employer

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INTRODUCTION

Community Action Partnership of Lancaster County seeks a qualified vendor of custodial services for its owned building and leased spaces at the following locations:

Name	Address	Owned/Leased
CAP Headquarters	601 S. Queen Street, Lancaster, PA 17603	Owned
Formula Warehouse	57 Laurel St., Lancaster, PA 17603	Leased
Crispus Attucks CC	404 & 407 Howard Avenue, Lancaster, PA 17602	Owned
Bridge House	639 Marietta Avenue, Lancaster, PA 17603	Owned
DVS	229 East Orange Street, Lancaster, PA 17602	Owned
PAT	1770 Lincoln Highway, Lancaster, PA 17602	Leased
Columbia Head Start	815 Wright Street, Columbia, PA 17512	Leased
Columbia Outreach	400 and 406 Chestnut St., Columbia, PA 17512	Leased
Ephrata Outreach	108 N. Reading Road, Ephrata, PA 17522	Leased
Thaddeus ELC	420 S. Broad Street, Lancaster, PA 17602	Leased

ORGANIZATION

Community Action Partnership has a 60-year history of serving low-income families and individuals across Lancaster County. We advance prosperity throughout Lancaster County by activating community, mobilizing resources, and amplifying partnership to ensure everyone thrives. Each year, CAP reaches nearly 30,000 low-income families through programs that support child development and education, health and nutrition, household stability, and public safety and violence prevention to help them not only meet their essential daily needs, but to work toward a brighter future of long-term financial self-sufficiency. Currently the organization operates an annual budget of $49 million, with nearly 300 employees who work across 25 locations. CAP is one of the largest community benefit organizations in Lancaster County.

Once contracts are executed, a designated CAP employee will oversee the work performed by the contractor.

PROCEDURES

It is essential that you read the entire package before preparing your response. Organizations interested in responding to the RFP must submit via email. Please include a cover letter signed by the individual authorized to bind the organization to the terms of the proposal and **include the RFP reference: CAP Custodial Services 2026**.

All proposals must be received in the CAP office by no later than **3:00 p.m. Local Time, November 30, 2026.** Proposals will be considered in final form upon submission to CAP. Therefore, no changes may be made unless requested by CAP during the review and/or negotiation process. Proposals received after this time and date will not be considered for the

first-round review.

CAP will accept written questions regarding the RFP through **5:00 p.m. Local Time, November 2, 2026**. Questions can be submitted to alishathomas@caplanc.org , with the following language in the subject line: **"Cleaning RFP Questions".** Responses will be provided to all interested bidders by **November 6, 2026**. This written question and answer period is the only opportunity for individuals to receive responses to complex questions. Questions and answers are considered a modification to the RFP.

Site inspections are available on the dates and times shown in **Attachment A**,

A committee comprised of CAP staff will review each eligible proposal and make recommendations to CAP's Executive Management Team. After approval, a contract between the successful Proposer and CAP will be executed. Review criteria can be found in the Evaluation Section.

SOLICITATION SCHEDULE

Action	Date
Release of RFP	October 19, 2026
Proposers' Written Questions Deadline	November 2, 2026, by 5:00 p.m.
Deadline for Receipt of Proposals	November 30, 2026, by 3 p.m. Local Time
Contract Awards Complete	December 15, 2026
Cleaning begins	January 1, 2027

WHO MAY APPLY

Proposers must be commercial cleaning services capable of providing after-hours custodial services as outlined in this RFP. Preference will be given to organizations with at least three (3) years of continuous cleaning experience.

GENERAL CONDITIONS

The release of this Request for Proposals does not constitute an acceptance of any offer, *nor does such release in any way obligate the execution of a contract with any Proposer*. CAP reserves the right to accept or reject proposals on the basis of the conditions set forth in this RFP and to evaluate all accepted proposals on the criteria included in this document. Proposers should note:

1. Specifications contained in this RFP are subject to change.

2. CAP will not be liable for costs incurred in the preparation of proposals or negotiation of contracts. CAP will not be liable for costs or purchases made prior to the execution of the contract.

3. Upon submission, all proposals, in their entirety, become the property of CAP.

4. The award of a contract for any proposed service is contingent upon the favorable evaluation of the proposal and successful negotiation of any changes to the proposal required by CAP.

5. CAP reserves the right to negotiate the final terms of all contracts with successful Proposers. CAP may require selected Proposers to attend a meeting to discuss their proposal and contract provisions. Items that may be negotiated include, but are not limited to, the type and scope of services, cost and fees, production schedules, and service levels. Likewise, CAP also reserves the right to accept any proposal without substantive negotiation. Therefore, proposers are advised to propose their most favorable terms with their initial submission.

6. CAP reserves the right to reject all proposals and re-issue the RFP at any time prior to the execution of a final contract; to require in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.

7. CAP further reserves the right:

    a. to reject the proposal of any Proposer that, in CAP's sole judgment, has been delinquent or unfaithful in the performance of any contract associated with CAP, is financially or technically incapable, or is otherwise not a responsible Proposer.
    b. to waive any informality, defect, non-responsiveness, and/or deviation from this RFP that

is not, in CAP's sole judgment, material to the proposal.

c. to permit or reject, at CAP's sole discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections to proposals by one or more of the Proposers following proposal submission.
d. to request that one or more of the Proposers modify their proposals or provide additional information.
e. to request additional or clarifying information from any Proposer at any time, including information inadvertently omitted by a Proposer.
f. to require that Proposers appear for interviews and/or presentations of their proposals at CAP offices.
g. to inspect projects similar in type and scope to the work sought in this RFP and/or to inspect the Proposer's facilities to be used in furnishing goods or services required by the RFP.
h. to conduct such investigations as CAP considers appropriate with respect to the qualifications of any Proposer and with respect to the information contained in any proposal.

8. In order to review proposal(s) quickly and efficiently, all proposals must be presented in the designated format with all budget and other forms completed thoroughly and accurately. CAP reserves the right to reject any proposal not formatted consistently with the proposal format requirements.

9. CAP reserves the right to negotiate with successful Proposers for the inclusion of services to groups and for the inclusion of activities other than those described. Changes may be instituted at any time during the contract period with advance notice to Proposers.

10. If a selected Proposer fails to provide the information required to begin negotiations in a timely manner, fails to negotiate in good faith or indicates they cannot perform the contract within the budgeted funds available for the project or, if a selected Proposer and CAP after a good faith effort, cannot come to terms, CAP may terminate negotiations with that particular Proposer and commence negotiations with any other Proposer.

11. CAP reserves the right to increase or decrease the areas and amount of space to be cleaned as well as the frequency of cleaning with notice to the successful bidder. Such increases and decreases will cause a change in the amount of the agreement. **For this reason, it is critical that the Proposer follow the instructions found in the Proposal Format and Content that requires the Proposer to submit costs by building address.**

12. Initially it is possible that a portion of the space will be cleaned by another provider during the initial phase of the agreement requiring a gradual implementation of the cleaning schedule for certain buildings.

CONTRACT AWARD

1. CAP shall award a contract to the responsible and responsive Proposer(s) whose proposal is determined to provide the best overall value to CAP as to the most favorable in terms of

apparent ability to perform the required services efficiently and effectively. CAP reserves the right to enter into an agreement with a provider whether or not the proposal contains the lowest cost.

2. Proposers must detail in their proposal their reasons for objection to any part of these terms and conditions and include in their proposal proposed alternate language. Time is of the essence in the award of a contract. Hindrance of the award process due to the extent of a Proposer's proposed modifications may have a negative impact on CAP's assessment of that Proposal.

3. No portion of these services may be subcontracted without prior CAP approval.

4. Contract Content - The contract resulting from the award of this RFP will consist of this RFP (which includes CAP's General Conditions), the Proposer's proposal, and any additional information deemed necessary as a result of the negotiations held with the successful Proposer.

5. Insurance - the successful Proposer, at its expense, shall carry and maintain, in full force at all times during the contract term:

   a. Carry insurance for Commercial General Liability, Business Automotive Liability and Workers Compensation.

   b. Maintain the following minimum coverage:
   Workers Compensation: As required by statute

   Employer's Liability: $100,000 each accident
   $500,000 Aggregate for Bodily Injury by Disease-Policy Limit
   $100,000 Each Employee-Bodily Injury by Disease

   Automotive Liability $1,000,000 Combined Single Limit

   Commercial General Liability with the following minimum coverage:

General Aggregate	$2,000,000
Products - Completed/Ops Aggregate	$2,000,000
Personal and Advertising Injury	$1,000,000
Each Occurrence	$1,000,000
Fire Damage	$ 50,000
Medical Expense (any one person)	$ 5,000

   Umbrella Liability: $1,000,000 Combined Single Limit

   c. Insurance must be purchased through companies which have been rated "A-" or greater by A.M. Best Rating Service.

   d. All required insurance will include CAP of Lancaster County as an additional insured on the Commercial General Liability coverage in the minimum amounts as indicated above

for all work/services performed by the contract. The Additional Insured coverage must be primary and non-contributory with respect to CAP of Lancaster County policies wherein they are listed a named insured. The successful Proposer will provide CAP of Lancaster County with proof of insurance prior to the commencement of

performance. Proposer shall provide at least 30 days' notice to CAP of Lancaster County of any applicable aforementioned insurance policy cancellation or any change in coverage of the aforementioned policies.

6. Proposer must agree to obey all OSHA, federal, state, county, and local laws or ordinances in any way pertaining to the requirements of the specification, and shall obtain any and all permits, etc. which may be necessary. The selected Proposer must notify CAP of any chemical switch within 10 business days and must submit the corresponding SDS.

7. The agreement for the custodial services will commence with the awarding of a contract on or about January 1, 2027 and end December 31, 2027 with an option to renew for an additional two-year period based on funding and performance. The agreement will be reviewed on an annual basis.

8. CAP, with advance written notice to provider, may terminate the agreement, all or in part, due to, but not limited to factors such as:
   a. CAP experiences a decrease in its funding of 10% or higher.
   b. unsatisfactory performance by the contractor.
   c. CAP loses an existing building site or relocates to a new building site.

9. CAP, with or without notice to the provider, may terminate the agreement due to serious issues such as, but not limited to:
   a. theft, tampering with or unauthorized use of equipment;
   b. unallowable use of funds;
   c. unsafe acts;
   d. breach of confidentiality (all financial, customer and employee information is considered confidential) and/or HIPAA violations;
   e. provider's employees or sub-contracted employees working in CAP facilities without the required background clearances.
   f. activities performed by employees or agents of the provider that are not directly related to the cleaning specifications outlined in this RFP and which constitute a breach of the agreement.

10. The provider must provide CAP with a ninety (90) day written notice if it wishes to terminate the agreement.

SPECIFICATIONS

1. Background

CAP currently has twelve (12) locations that require custodial services. The total square footage

to be cleaned is approximately 112,649 square feet. This number is subject to change and CAP reserves the right to either add or delete locations, square footage and/or frequency of service(s). The approximate square footage to be cleaned by location is as follows: CAP Headquarters (41,507 sq. ft.), Formula Warehouse (2,472 sq. ft.), Crispus Attucks Admin (3,729 sq. ft.), Crispus Attucks Gym (9,716 Sq ft). Bridge House (12.250 sq. ft.), DVS (10.040 sq. ft.), PAT (1700 sq. ft.), Columbia Head Start (12,080 sq. ft.), Grace ELC (12.183 sq ft), Thaddeus Head Start (2,852 Sq. ft.), Columbia Outreach/WIC/ELRC (2,000 sq. ft.), and Ephrata Outreach (2,120 sq. ft.). The successful Proposer will be expected to provide quality service with minimal service call backs.

Normal operating hours are 6:30 a.m. to 5:00 p.m. Monday through Friday. Cleaning is expected to occur before or after operating hours, in consultation with CAP's administration. The Proposer is expected to work around occasional fluctuations in this schedule.

2. The Proposer will base its proposal on the cleaning schedules contained in the Janitorial Specifications sheets for each building found in **Attachment B**.

3. Definitions:

The following definitions apply unless otherwise noted.

Daily: Shall mean five (5) days per week, Monday through Friday, excluding holidays when service need not be performed, unless otherwise noted.

Weekly: Shall mean one day per week.

T,Th,F: Shall mean on Tuesdays, Thursdays and Fridays

M,W,F: Shall mean on Mondays, Wednesdays and Fridays.

T,TH: Shall mean Tuesdays, Thursdays

F: Shall mean Fridays

Monthly: Shall mean once per calendar month.

Four months: Shall mean every four (4) calendar months.

Six months: Shall mean every six (6) calendar months.

Yearly: Shall mean once a year.

As Needed: Shall mean when cleaning that is not regularly scheduled is needed, such as an emergency, special event or other circumstance.

CAP Holidays: Holidays include –
New Year's Day
MLK Day
President's Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Indigenous Peoples' Day
Veterans Day
Thanksgiving Holiday
Christmas Holiday

CAP will provide the contractor with a list of the actual day(s) each holiday falls on prior to the beginning of each calendar year. Contractor shall be notified in advance if certain CAP buildings have additional closure dates.

STANDARDS

The following standards shall be used in evaluating custodial services. The contractor must maintain a staffing level sufficient to accomplish all tasks that meet or exceed these standards.

1. Emptying trash and recycling receptacles: All waste receptacles, recycling containers, and other trash containers within each building shall be emptied each night and returned to their original locations. Trash receptacle plastic liners shall be replaced as needed, when dirty, wet or torn. Transporting of trash within and from the buildings to outside trash dumpsters shall be accomplished using leak-proof plastic transports with wheels. Carry or roll all trash/recycle containers to exterior dumpster and dispose trash/recycle into dumpster. DO NOT DRAG TRASH BAGS. Liquid leaking from plastic bags being moved from trash receptacles shall be immediately cleaned.

2. Cleaning restrooms: This work includes cleaning and disinfecting all plumbing fixtures, lavatories, toilet bowls, dispensers, doors/knobs/handles, and stall partitions as required, and all trash and sanitary napkins disposal containers. All trash and sanitary napkins disposal containers will be emptied, including the removal and disposal of the liners. All stains or spots shall be removed from stall partitions, using a damp cloth with detergent. Mirrors shall be cleaned and left streak-free. Floors shall be dry-swept and damp mopped using a germicide. Baby Changing Stations are to be cleaned with a germicide. Stopped up toilets shall be plunged free of obstructions. Only if obstructions cannot be dislodged completely shall it be reported along with other inoperable or broken fixtures to the CAP maintenance person. Paper products and soap dispensers shall be refilled with the proper product for that dispenser and at appropriate levels to meet the daily usage. DO NOT

PLACE PRODUCT ON TOP OF DISPENSER OR ON TOP OF SINK COUNTER. The dispensers shall be checked for proper operation after filling and inoperable devices shall be reported daily to the CAP maintenance person.

3. Interior/Exterior to Entrance Glass: Interior/Exterior entrance glass (door glass and any adjacent glass) shall be cleaned on both sides with an appropriate glass cleaning method. Glass is clean when all glass surfaces are without streaks, film deposits, and stains and has a uniformly bright appearance and adjacent surfaces have been wiped clean. Extreme care and correct materials must be used to avoid damage and scratching on all surfaces.

4. Interior Glass Cleaning: Clean all interior windows both sides and the inside of exterior windows. Glass is clean when all accessible interior glass surfaces are without streaks, film deposits and stains and has a uniformly bright appearance and adjacent surfaces have been wiped clean. Extreme care and correct materials must be used to avoid damage and scratching on all surfaces.

5. Wall and Baseboard Cleaning: After cleaning, the surface of all walls and baseboards will have a uniformly clean appearance, free from dust, stains, streaks and cleaning marks.

6. Doors/knobs/handles, Trim, Furniture and Stall Partitions: After cleaning, the surface of these items will have a uniformly clean appearance, free from dirt, stains, streaks and cleaning marks.

7. Sweeping: All hard surface floors, stairways, landings and stoops shall be swept with brush or mop or mechanical brush-vacuum sweeping without damage or disfigurement of furniture, doors or base trim. Oil treated mops or sweeping compounds shall not be used. Dust, dirt and debris shall be removed to dumpsters provided for this purpose on the building exterior. Reset furniture upon completion of sweeping.

8. Vacuuming: Carpeting and furniture shall be vacuumed and the dirt, dust and debris removed to receptacles.

9. Drinking fountains: Remove all streaks, smudges, stains, scales and other obvious soil from drinking fountains and entire cabinet. Disinfect all porcelain and metal services including the orifice and drain. Stainless steel sections shall be polished with an appropriate cleaner.

10. Mat Cleaning: Remove mats at entrances and remove all dirt and dust deposits underneath. Clean mats and replace in proper location.

11. Damp Mopping Floors: Damp mop all hard surface floors, including stairs and landings using a commercial quality mop, water and detergent, using as small amount of water as possible. Follow with clean water rinse and pick up again using as small amount of water as possible.

12. Cleaning Elevators: Includes wiping down elevator car walls, sanitizing buttons both

interior and exterior; and vacuum the carpet.

13. Dusting: A properly dusted surface is free of all dirt and dust, dust streaks, lint and cobwebs.

14. Vertical/horizontal blinds: Dust all vertical and horizontal blinds with a treated cloth or yarn duster. A properly dusted blind shall be free of all dust, dirt, lint, and cobwebs.

15. Cleaning & Polishing Furniture: Wood and finished metal surfaces shall receive furniture polish with rubbing as necessary for cleaning. All spillage shall be wiped clean with a damp cloth.

16. Spot Cleaning: A surface adequately cleaned is free of all stains, deposits and is substantially free of cleaning marks.

17. Chair Mat Cleaning: Mats will be free of all dirt, dust, grit, lint and debris as will the floor under the mat.

18. Bright Metal Cleaning: When cleaned, all surfaces are without deposits or tarnish, and with a uniformly bright appearance. Cleaner is removed from adjacent surfaces.

19. Light Fixture Cleaning: Light fixtures are clean when all components, including bulbs, tubes, globes and lenses are without insects, dirt, lint, film and streaks. All articles removed must be replaced immediately.

20. Machine Scrubbing Hard Surface Floors: Machine scrubbing (if applicable) is satisfactorily performed when hard surface floors are without embedded dirt, film, debris, stains, marks and standing water in all areas and the floor has a uniformly clean appearance. A plain water rinse must follow the scrubbing process immediately.

21. Floor Stripping and Waxing/Refinishing: Removal or stripping of all finish down to flooring material, using compound specifically prepared for this purpose, with clean pad or brush agitation as required, followed by rinsing with plain water to remove all finish material, solution, dirt and film from baseboard edge to baseboard edge. Apply at least one (1) coat of quality brand floor wax/finish product compatible with the floor on which applied and shall be applied in accordance with manufacturer's recommendations.

GENERAL REQUIREMENTS

1. The fees quoted by the contractor shall include the cost to furnish all labor, equipment, supplies and supervision to satisfactorily perform the services outlined in the proposal.

2. The contractor is responsible for purchasing all cleaning supplies necessary to properly clean CAP’s facilities, including, but not limited to floor cleaner, floor wax, toilet-bowl

cleaner, bleach, disinfectants, deodorizers, furniture polish, cleaning cloths, etc. The contractor is responsible for providing all of its own equipment necessary to perform the services outlined in this proposal. CAP is responsible for purchasing all dispenser supplies such as toilet tissue, paper towels, toilet seat covers, soaps, sanitizers, spoons, forks, knives, napkins, trash bags, and trash receptacle liners. Proposer will restock dispensers and submit weekly/monthly availability of inventory stock based on the master inventory list provided by CAP at onset of the agreement. CAP will be responsible for re-ordering needed supplies.

3. The contractor must provide proof of Pennsylvania Act 33, Act 34, and FBI fingerprint clearances for anyone cleaning in any CAP building. All contractor and sub-contractor employees must have necessary clearances prior to performing work at any CAP facility. Clearances should be submitted to CAP's designated representative.

4. The contractor and its employees shall follow all reasonable and manufacturers' recommended safety procedures in the use and the storage of all cleaning agents and must be in compliance with applicable OSHA regulations. The selected contractor shall give CAP a copy of its written Hazardous Communication Policy and shall respond immediately to all inquiries and post required Safety Data Sheets (SDS) for products used in each facility.

5. Employees shall wear clean and tidy work clothes, which identify themselves as an employee of the contractor, or a badge that makes this identification visible. All employees assigned by the contractor shall be fully capable, experienced and trained in the work they are employed to perform.

6. Contractor's employees are not to read or disturb papers on desks, open desk or file drawers, disturb or attempt to use office telephones, radios, computers (desktop or laptop) for their private use. All financial, customer and employee information is considered confidential. Information written on whiteboards (dry/wet erase boards) is considered confidential and shall not be cleaned off by contractor unless specifically requested by CAP.

7. CAP is a Tobacco-Free facility. Smoking AND/OR the use of tobacco products within 1 block or 500 feet (whichever is greater) from the perimeter of CAP facilities or buildings leased by CAP is prohibited.

8. Cleaning personnel may not start cleaning facilities less than 15 minutes before the close of business and only after meeting rooms are clear of meeting participants.

9. All lights will be turned off when leaving designated work areas and suites should be locked.

10. The cleaning crew is responsible for securing the building when work is completed. The contractor must name a specific individual responsible for this task at each CAP location, along with that individual's contact information-Name, Phone Number.

11. All building entry and office keys provided to the contracted firm will be maintained and

accounted for by the firm. In the event of their loss or theft, the vendor is to notify CAP immediately. In the event of such loss or theft, CAP reserves the right, at its sole discretion, to immediately replace the entire existing lock system and re-keying the entire affected building, solely at the contractor's expense. No keys shall be duplicated.

12. Cleaning personnel shall not leave entrance doors unlocked or open when cleaning, unless classes or a meeting is being held and cleaning personnel are explicitly instructed not to keep the door locked. Cleaning personnel shall never leave offices unlocked. Secure wings must remain secure even while cleaning, such as the Child Care wing and Mechanical Room. **DO NOT PROP OPEN** doors for convenience.

13. Emergency conditions, brought about by plumbing, electrical, mechanical or other failure, shall be reported promptly in accordance with instructions to be furnished by CAP. The contractor's employees shall be diverted from their regular assignment to temporarily clean up as the emergency dictates, such as leaks as a result of rain, snow and ice. No additional charges shall be made for diversions unless extra labor is required to meet normal assignments.

14. CAP will periodically inspect the facility before opening for business. Should the quality of work not meet the listed standards to a reasonable degree, the contractor will be notified and will be expected to correct any problems to the satisfaction of CAP by the next business day. If the contractor fails to meet the frequency requirements of listed standards of duties performed, to a reasonable degree, on a recurring or prolonged basis, CAP may at its discretion withhold, in full or in part, payment for services on those given days or terminate the contract for cause.

15. Contractor will ensure that all its employees, subcontractors, and all participants are covered by all applicable insurance; contractor will provide for the bonding of its staff to the amount of the largest invoice submitted or anticipated to be submitted under this Agreement.

16. CAP and contractor agrees that all employees of contractor, its subcontractors and all participants hired by contractor or subcontractor pursuant to this Agreement are all employees of contractor or subcontractor and are not employees of CAP. Contractor or subcontractor is responsible for all benefits, taxes, payroll deductions and workers' compensation costs for these employees and participants. Contractor shall assume responsibility for all federal, state and local taxes as well as social security payments for its cleaning employees.

17. CAP pays its employees a minimum wage of $15.00 per hour. The successful Proposer shall pay all employees assigned to perform services at CAP-owned or CAP-leased sites no less than $15.00 per hour. Proposers must factor this wage requirement into their cost proposals.

18. CAP makes positive efforts to utilize small and diverse businesses, including minority-owned enterprises (MBE), women-owned enterprises (WBE), veteran business

enterprises and service-disabled veteran business enterprises whenever possible. The Proposer must provide proof that it qualifies as a small or diverse business enterprise.

PROPOSAL FORMAT AND CONTENT

1. Submission of Proposal

   Care should be taken to present the proposal in a clear, concise manner and to follow the proposal format as follows. Proposals are limited to single spaced print with a font size of no less than 12, margins no smaller than one inch. Attachments are not included in the page limit. **Submit the proposal via email to: alishathomas@caplanc.org**.

   Include a cover letter signed by the individual authorized to bind the organization to the terms of the proposal and **include the RFP reference number: 01-*27*** (see instructions below).

2. Proposal Format

   The objective of the proposal is to demonstrate the qualifications, competency and capacity of the firms seeking to perform the cleaning services for CAP in conformance with the specifications outlined in the Request for Proposals. The proposal should demonstrate the qualifications of the firm and of the Project Manager and Project Supervisor to be assigned to this project.

   CAP discourages overly lengthy and costly proposals and Proposers must follow the prescribed format and provide all of the information requested. For a proposal to be considered, proposers must follow the instructions outlined in this RFP.

3. Cover Letter

   Proposals shall include a brief letter which provides the company's name; address of the main office and any branch offices; telephone and fax number for each office; name, title, telephone number, fax number, and email address of the company's contact person for this project; a statement that the proposal is in response to this solicitation; and the signature, typed name, and title of an individual who has the authority to commit the Proposer to the proposal. The cover letter shall also include an acknowledgment that the cost proposal is valid for a minimum of ninety (90) days from the proposal opening date.

   Proposals by individuals must be signed and witnessed with names typed below the signatures. A complete address and trade name must be provided. Proposals by partnerships must include the typed names and business address of all partners and the trade name of the company. The proposal must be signed by at least one general partner, whose signature must be witnessed. Proposals by corporations must include the typed name of the corporation, the State of incorporation, and the principal officer of the corporation.

The proposal cover letter must be signed by the President or Vice-President (or by an officer or agent duly authorized to bind the corporation to a contract, proof of whose corporate authority shall be attached), and attested by the Secretary, Assistant Secretary, or Treasurer of the corporation.

4. Qualification Statement

Each proposal shall include, at minimum, the following information:

General Data

Name of firm and address.
Name, title, email address and telephone number of principal contact.
Local address of office and phone, if different than above.

Experience of the Firm - provide a brief history and chronology.

Business Capability

Attach appropriate financial references to assure CAP that the firm has the financial capacity to carry out the assignment.

Listing of cleaning equipment to be used at each location.

Staffing

Include brief work history of key personnel to be assigned to this account.
Indicate the number and longevity of all employees on current payroll.

Methods of Supervision and Management

Explain your plan to supervise this project.
Will a supervisor be present at all times? If not, how will work performance be monitored?
Provide the name and qualifications of the person, or persons who would supervise the work, if different than individuals identified above.

Explain how work assignments will be scheduled and controlled.

Safety and Security

Explain training provided to employees
Explain steps to ensure that there are no instances of theft, tampering with or unauthorized use of equipment, unsafe acts, breaches of confidentiality (all financial, customer and employee information is considered confidential), activities performed by employees or agents of the provider that are not directly related to the cleaning specifications outlined in this RFP.

5. Conflict of Interest

Each proposal shall include a conflict-of-interest statement indicating whether or not any principals in the company, their spouse, or their child is employed by CAP, and whether or not the company or any individuals working on the contract has a possible conflict of interest, and, if so, the nature of that conflict.

To preserve the integrity of CAP, CAP prohibits the solicitation or acceptance of anything of value by a CAP employee from any person seeking to initiate or maintain a business relationship with CAP departments, boards, commissions, and agencies.

The Provider agrees that it shall not, in connection with this or any other agreement with CAP, directly or indirectly, offer or agree or promise to give to anyone any gratuity for the benefit of or at the direction or request of any officer or employee of CAP.

CAP reserves the right to disqualify a Proposer or cancel the contract award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the project to be performed by the Proposer. CAP's determination regarding any question of conflict of interest shall be final.

6. Subcontractors

CAP expects that the Proposer will provide all staff and resources necessary to carry out the proposal. Subcontractors may not be used to perform portions of the work on this project unless approved in advance by CAP. If a Proposer intends to use subcontractors the Proposer must identify, in their proposal, the names of the subcontractors and the portions of the work the subcontractors will perform. **All terms and conditions of the RFP, including insurance provisions apply to subcontractors**.

Proposals must contain the following information concerning each prospective subcontractor:

a. complete name of the subcontractor
b. complete address of the subcontractor
c. type of work the subcontractor will be performing
d. percentage of work the subcontractor will be performing
e. evidence that the subcontractor holds a valid Pennsylvania business license
f. a written statement, signed by each proposed subcontractor, that clearly verifies that the subcontractor is committed to render the services required for the project

A Proposer's failure to provide this information in its proposal may cause CAP to consider the proposal non-responsive and reject the proposal. The substitution of one subcontractor for another may be made only at the discretion of CAP and with prior written approval of CAP. Such approval shall not be unreasonably withheld.

7. Insurance

   Proposers must provide with their proposals a sample certificate of insurance.

8. Counter Terms

   Proposers must identify any section of the proposed requirements with which they disagree and detail specific language of their counter terms. Any exceptions to the terms, conditions, or other requirements in any part of this RFP must be clearly stated in the proposal. Otherwise, CAP will consider that all proposals offered are in strict compliance with this RFP and the successful Proposer will be responsible for compliance.

9. Cost Proposal

   Proposer's cost proposal must be submitted on a separate page, clearly labeled as "Cost" and include the total cost (includes labor, equipment and material) to meet the performance requirements of this proposal. The fee must be broken down as a monthly charge, and a total charge based on contract award for the period January 1, 2027 through December 31, 2027, and annually thereafter.

   Due to the nature of this proposal and funding sources, it is imperative that costs be broken out in the following manner:

   1. **Cost per building location**
   2. **Total monthly cost**
   3. **Include a per-hour fee to be used in the event CAP requests custodial work that is beyond the scope of the services outlined in this proposal.**
   4. **Cost to clean blinds on a monthly basis is to be broken out as a separate cost from the total cost.**

10. Include at least three (3) reference letters from comparable Lancaster County facilities listing the work site and location, size of building and nature of business conducted at that site; date engagement commenced; and each firm's contact, email, mailing address and telephone number. These facilities must be accessible if CAP chooses to call and/or conduct an on-site visit. An individual within the company must be willing to speak to the Proposer's performance. Because of the timeframe involved, it is recommended that Proposers contact the references in advance to facilitate the reference check.

EVALUATION CRITERIA AND PROCESS

1. A committee of CAP personnel will review and evaluate proposals submitted in response to this RFP. The proceedings of the Evaluation Committee are confidential. Members of the Evaluation Committee are not to be contacted by the Proposers.

2. Proposals will be evaluated against the following criteria using a pass/fail determination.
   - Financial stability of the Proposer;
   - Essential minimum experience and qualifications of the Proposer;
   - Essential minimum experience and qualifications of the project team members.

3. Proposals passing the first-tier evaluation will be evaluated based on the criteria described below:

   25% Management and Staffing

   The Proposer's ability to meet the cleaning standards outlined in this proposal as evidenced by the quality and experience of the management and supervisory staff assigned to the project and plans to supervise, schedule and monitor the work to be performed.

   25% Experience

   The Proposer's experience providing similar project services to clients with comparable size facilities, and individual traffic flow. Preference will be given to organizations with at least three (3) years of continuous cleaning experience.

   20% Past Performance

   The Proposer's past performance on similar projects. If CAP cannot verify references based on the information submitted by the proposer, the scoring for this criteria factor will be affected.

   30% Cost

   MBE/WBE

   Certified minority-owned (MBE), women-owned businesses (WBE), veteran business enterprises and service-disabled veteran business enterprises shall be granted an additional 3 points to their total scores. Non-certified MBE, WBEs, veteran business enterprises and service-disabled veteran business enterprises shall be granted an additional 2 points to their total scores. The Proposer must provide proof that it qualifies as one of these four categories.

4. During the evaluation process, the selection committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any question the Selection Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

ATTACHMENT A
Custodial Services RFP Walk Through Dates

Monday, October 26
9:00 am - 10:00 am Columbia Outreach/
WIC/ELRC/UA
10:30 am - 12:00 pm, Columbia Head Start
2:00 pm – 3:00 pm – Ephrata Outreach

Tuesday, October 27
9:00 am - 11:00 am, CAP Queen Street
12:30 pm - 2:00 pm, DVS
2:00 pm - 3:00 pm, Bridge House

Wednesday, October 28
9:00 am - 11:00 am, Crispus Attucks
1:00 pm – 2:30 pm, Grace ELC

Thursday, October 29
9:30 am - 10:30 am, PAT
11:00 am – 12:00pm, Formula Warehouse
2:00 pm – 3:00 pm – Thaddeus ELC

Monday, November 2
9:30 am - 11:00 am, CAP Queen Street
1:00pm – 2:30pm, Crispus Attucks

Tuesday, November 3
9:00 am - 10:30 am, DVS
10:30 am – 12:00 pm, Bridge House
1:00 pm – 2:00 pm, Grace ELC

Wednesday, November 4
9:00 am - 10:00 am, Columbia Outreach/
WIC/ELRC
10:00 am – 11:30 am, Columbia Head Start
1:00 pm – 2:00 pm, Formula Warehouse
2:30 pm – 3:30 pm – Thaddeus ELC

Thursday, November 5
9:30 am - 10:30 am, PAT
1:30 pm – 2:30 pm – Ephrata Outreach

Please RSVP for walk-throughs by emailing alishathomas@caplanc.org with the dates, times and locations you plan to visit.

ATTACHMENT B

Janitorial Specifications

Name	Address	Owned/Leased
CAP Headquarters	601 S. Queen Street, Lancaster, PA 17603	Owned
Formula Warehouse	57 Laurel St., Lancaster, PA 17603	Leased
Crispus Attucks	404 & 407 Howard Avenue, Lancaster, PA 17602	Owned
Bridge House	639 Marietta Avenue, Lancaster, PA 17603	Owned
DVS	229 East Orange Street, Lancaster, PA 17602	Owned
PAT	1770 Lincoln Highway, Lancaster, PA 17602	Leased
Columbia Head Start	815 Wright Street, Columbia, PA 17512	Leased
Grace ELC	517 N Queen Street, Lancaster, PA 17602	Leased
Thaddeus ELC	420 S Broad Street, Lancaster, PA 17602	Leased
Outreach/WIC/ELRC	400 and 406 Chestnut St., Columbia, PA 17512	Leased
Outreach/WIC/ELRC	108 N. Reading Road, Ephrata, PA 17522	Leased

CAP HEADQUARTERS

601 South Queen Street, Lancaster, PA 17603

Janitorial Specifications

Cleaning	Daily	Weekly	Monthly	Four Months	Six Months	Yearly	As Needed	Other
Sweep all Head Start classrooms	X							
Sweep administrative areas, client areas, common areas & offices on first and second floors	X							
Dry or wet mop all Head Start classrooms	X							
Dry or wet mop all administrative areas, client areas, common areas & offices	X							
Sweep and clean childcare classrooms and offices	X							
Wet mop childcare classrooms	X							
Sweep and Wet mop kitchen floor	X							
Empty trash cans and remove trash. Deposit trash and recyclables in appropriate dumpsters in parking lot	X							
Clean and sanitize adult rest rooms	X							
Clean and sanitize children’s restrooms and classroom sinks	X							
Vacuum carpets, including Child Care carpets	X							
Pick up trash around the exterior of building and parking lot	X							
Clean elevator		X						
Wipe down railings and door handles/knobs		X						
Wipe down lobby furniture		X						
Clean air vents			X					

Clean lighting			X					
Clean interior windows			X					
Clean interior of exterior Windows						X		
Thoroughly clean entrance doors	X							
Clean window glass on inside and outside of entrance doors and reception area	X							
Dust windowsills and ledges			X					
Dust and clean vertical/horizontal blinds			X					
Buff floors in hallways, client areas and common areas				X				
Buff floors in administrative areas and offices						X		
Buff Child Care classroom floors				X				
Buff Head Start classroom floors						X		Winter Break December
Strip and wax all floors in hallways, Head Start classrooms, Child Care classrooms, administrative areas, client areas, common areas & offices						X		Summer Break June
Clean break room drawers/cabinets interior and exterior				X				
Wipe down conference room & break room tables/chairs		X						
Disinfect all counter surfaces, sinks and tabletops in break room	X							
Clean break room microwaves/toaster ovens/refrigerators			X					
Clean janitor's sink and neatly store cleaning equipment and supplies in designated locations	X							

Formula Warehouse, Ground Floor

57 Laurel Street, Lancaster, PA 17603

Janitorial Specifications

Cleaning	Daily	Weekly	Monthly	Four Months	Six Months	Yearly	As Needed	Other
Sweep common areas & CAP offices on ground floor.	X							
Dry or wet mop all common areas & CAP offices	X							
Empty trash cans and remove trash. Deposit trash and recyclables in appropriate dumpsters at loading dock.	X							
Clean and sanitize adult rest rooms	X							
Vacuum hallway floor mats	X							
Wipe down railings and door handles/knobs		X						
Clean air vents			X					
Clean lighting			X					
Clean interior windows			X					
Clean interior of external windows			X					
Thoroughly clean entrance doors	X							
Clean window glass on inside and outside of entrance doors (660 Lafayette Street Entrances) and reception area	X							
Dust windowsills and ledges			X					
Clean janitor’s sink and neatly store cleaning equipment and supplies in designated locations	X							

Columbia Head Start

815 Wright Street, Columbia, PA 17512

Janitorial Specifications

Cleaning	Daily	Weekly	Monthly	Four Months	Six Months	Yearly	As Needed	Other
Sweep all classrooms	X							
Sweep common areas & offices	X							
Dry or wet mop all classrooms	X							
Dry or wet mop all common areas & offices	X							
Sweep and Mop Kitchen Floor	X							
Empty trash cans and remove trash. Deposit trash and recyclables in appropriate dumpsters in parking lot.	X							
Clean and sanitize and mop adult rest rooms	X							
Clean and sanitize children's restrooms and classroom sinks	X							
Vacuum floor mats; do not vacuum area rugs	X							
Pick up trash around the exterior of building and parking lot	X							
Clean window glass on inside and outside of entrance doors and reception area	X							
Wipe down railings and door handles/knobs	X							
Clean air vents			X					
Clean interior windows and inside surface of exterior windows			X					
Buff floors in hallways, client areas, common areas and offices						X		Winter Break December
Strip and wax all floors						X		Summer Break June
Clean janitor's sink and neatly store cleaning equipment and supplies in designated locations		X						

SUMMER SCHEDULE

Mid-June through first week in August

- No cleaning is needed for classrooms during summer.
- During August, the classroom floors should be swept and mopped weekly as staff is working and meeting with clients. Trash should be taken out daily.
- The kitchen does not need daily cleaning.
- The adult restrooms, offices, breakroom and hallways should continue to be cleaned daily.
- Meeting rooms should be inspected and cleaned as needed; at least once or twice per month.

WINTER SCHEDULE

- No cleaning is needed during winter break (8 days in December).

Grace Head Start

517 North Queen Street, Lancaster, PA 17602

Janitorial Specifications

Cleaning	Daily	Weekly	Monthly	Four Months	Six Months	Yearly	As Needed	Other
Sweep all classrooms	X							
Sweep common areas & offices	X							
Dry or wet mop all classrooms	X							
Dry or wet mop all common areas & offices	X							
Sweep and Mop Kitchen Floor	X							
Empty trash cans and remove trash. Deposit trash and recyclables in appropriate dumpsters in parking lot.	X							
Clean and sanitize and mop adult rest rooms	X							
Clean and sanitize children's restrooms and classroom sinks	X							
Vacuum floor mats; do not vacuum area rugs	X							
Pick up trash around the exterior of building and parking lot	X							
Clean window glass on inside and outside of entrance doors and reception area	X							
Wipe down railings and door handles/knobs	X							
Clean air vents			X					
Clean interior windows and inside surface of exterior windows (windowsills/frames)	X							
Buff floors in hallways, client areas, common areas and offices						X		Winter
Strip and wax all floors						X		Summer
Clean janitor's sink and neatly store cleaning equipment and supplies in designated locations		X						

SUMMER SCHEDULE

Mid-June through first week in August

- No cleaning is needed for classrooms during summer.
- During August, the classroom floors should be swept and mopped weekly as staff is working and meeting with clients. Trash should be taken out daily.
- The kitchen does not need daily cleaning.
- The adult restrooms, offices, breakroom and hallways should continue to be cleaned daily.
- Meeting rooms should be inspected and cleaned as needed; at least once or twice per month.

WINTER SCHEDULE

- No cleaning is needed during winter break (8 days in December).
- Floors are to be buffed during winter break

Columbia Outreach – WIC & ELRC/Utility Assistance

400 & 406 Chestnut Street, Columbia, PA 17512

Janitorial Specifications

Cleaning	Daily	Weekly	Monthly	Four Months	Six Months	Yearly	As Needed	Other
Sweep common areas & offices		F						
Wet mop all common areas & offices		F						
Dust and wash horizontal surfaces (desktops, bookcases, file cabinet tops, shelving, tables, etc.)		F						
High dusting-tops of dividers, bookcases & air vents, door frames, etc.			X					
Empty trash cans and remove trash. Deposit trash and recyclables in appropriate dumpsters.		F						
Clean and sanitize rest rooms		F						
Clean inside surface of exterior windows				X				
Thoroughly clean entrance doors			X					
Clean window glass on inside and outside of reception area			X					

Please break out costs for each address separately. WIC and ELRC/Utility Assistance

Ephrata Outreach – WIC & ELRC/Utility Assistance

108 North Reading Road, Ephrata, PA 17522

Janitorial Specifications

Cleaning	Daily	Weekly	Monthly	Four Months	Six Months	Yearly	As Needed	Other
Vacuum common areas & offices		F						
Sweep and wet mop WIC room floor and clean surfaces		F						
Dust and wash horizontal surfaces (desktops, bookcases, file cabinet tops, shelving, tables, etc.)		F						
High dusting-tops of dividers, bookcases & air vents, door frames, etc.		F						
Empty trash cans and remove trash. Deposit trash and recyclables in appropriate dumpsters.		F						
Clean and sanitize rest rooms		F						
Clean inside and outside surface of all glass window panels		F						
Clean window glass on inside and outside of entrance door		F						
Clean window glass on inside and outside of reception area		F						

Parents As Teachers Office

1770 Lincoln Highway East, Lancaster, PA 17602

Contact:

Janitorial Specifications

Cleaning	Daily	Weekly	Monthly	Four Months	Six Months	Yearly	As Needed	Other
Sweep common areas & offices		X						
Wet mop all common areas & offices		X						
Dust and wash horizontal surfaces (desktops, bookcases, file cabinet tops, shelving, tables, etc.)		X						
High dusting-tops of dividers, bookcases & air vents, door frames, etc.		X						
Empty trash cans and remove trash. Deposit trash and recyclables in appropriate dumpsters.		X						
Clean and sanitize rest rooms		X						
Clean inside surface of exterior windows		X						
Thoroughly clean entrance doors		X						
Clean window glass on inside and outside of reception area		X						
Empty large exterior trash can		X						

DVS Bridge House

639 Marietta Avenue, Lancaster, PA 17603

Contact: Jennifer DiCola

Janitorial Specifications

Cleaning	Daily	Weekly	Monthly	Four Months	Six Months	Yearly	As Needed	Other
Sweep administrative areas, client areas, common areas & offices on first and second floors		Every 2 Weeks						
Dry or wet mop all administrative areas, client areas, common areas & offices		Every 2 Weeks						
Sweep and clean offices		Every 2 Weeks						
Empty trash cans and remove trash. Deposit trash and recyclables in appropriate dumpsters in parking lot.		Every 2 Weeks, when cleaning happens						
Clean and sanitize adult rest rooms		Every 2 Weeks						
Vacuum carpets,		Every 2 Weeks						
Pick up trash around the exterior of building and parking lot		X						
Clean elevator		Every 2 Weeks						
Wipe down railings and door handles/knobs		Every 2 Weeks						
Clean air vents			X					
Clean lighting			X					
Clean stairwell walls		Every 2 Weeks						
Clean interior of exterior Windows				X				
Thoroughly clean entrance doors		Every 2 Weeks						

Dust windowsills and ledges		Every 2 Weeks						
Dust and clean vertical/horizontal blinds		Every 2 Weeks						
Buff floors in hallways, client areas and common areas					X			
Strip and wax all floors in hallways, administrative areas, client areas, common areas & offices						X		
Wipe down conference room & break room tables/chairs		X In Children's Playroom						

DVS Safe House

229 East Orange Street, Lancaster, PA 17602

Contact: Nelly Badillo or Christine Gilfillan

Janitorial Specifications

Cleaning	Daily	Weekly	Monthly	Four Months	Six Months	Yearly	As Needed	Other
Sweep administrative areas, client areas, common areas & offices on first and second floors		T, TH						
Dry or wet mop all administrative areas, client areas, common areas & offices		T, TH						
Clean Kitchen Sink and Wipe down Counter Tops		M, W, F						
Oven and Stove cleaning		Every 2 Weeks,						
Fridge cleaning			X					
Sweep and Wet mop kitchen floor		M, W, F						
Empty trash cans and remove trash. Deposit trash and recyclables in appropriate dumpsters in parking lot.		M, W, F						
Clean and sanitize adult rest rooms		M, W, F						
Vacuum carpets,		X						
Pick up trash around the exterior of building and parking lot		X						
Clean elevator		M, W, F						
Wipe down railings and door handles/knobs		M, W, F						
Wipe down lobby furniture		X						
Clean air vents			X					
Clean lighting			X					
Clean stairwell walls				X				
Clean interior windows					X			

Clean interior of exterior Windows					X			
Thoroughly clean entrance doors				X				
Dust windowsills and ledges			X					
Dust and clean vertical/horizontal blinds			X					
Buff floors in hallways, client areas and common areas				X				
Buff floors in administrative areas and offices				X				
Strip and wax all floors in hallways, administrative areas, client areas, common areas & offices					X			
Clean break room drawers/cabinets interior and exterior				X				
Wipe down conference room & break room tables/chairs			X					
Clean break room microwaves/toaster ovens/refrigerators			X					
Clean janitor's sink and neatly store cleaning equipment and supplies in designated locations			X					

CACC Admin Building

404 Howard Avenue, Lancaster, PA 17602

Janitorial Specifications

Cleaning	Daily	Weekly	Monthly	Four Months	Six Months	Yearly	As Needed	Other
Sweep administrative areas, client areas, common areas & offices on first and second floors		X						
Dry or wet mop all administrative areas, client areas, common areas & offices		X						
Sweep and Wet mop kitchen floor		X						
Empty trash cans and remove trash. Replace trash bags. Deposit trash and recyclables in appropriate dumpsters in parking lot.		T, TH, F						
Clean and sanitize adult rest rooms, including wiping down the sink, toilet, and mirror.		X						
Vacuum carpets,		X						
Pick up trash around the exterior of building and parking lot		X						
Clean elevator			X					
Wipe down railings and door handles/knobs			X					
Wipe down lobby furniture			X					
Clean air vents			X					
Clean lighting			X					
Clean stairwell walls				X				
Clean interior windows			X					
Clean interior of exterior Windows				X				
Thoroughly clean entrance doors				X				

Clean window glass on inside and outside of entrance doors and reception area				X				
Dust windowsills and ledges			X					
Dust and clean vertical/horizontal blinds				X				
Buff floors in hallways, client areas and common areas				X				
Buff floors in administrative areas and offices				X				
Strip and wax all floors in hallways, administrative areas, client areas, common areas & offices					X			
Clean break room drawers/cabinets interior and exterior					X			
Wipe down conference room & break room tables/chairs		X						
Disinfect all counter surfaces, sinks and table tops in break room		X						
Clean break room microwaves/toaster ovens/refrigerators			X					
Clean janitor's sink and neatly store cleaning equipment and supplies in designated locations			X					

CACC Gym

407 Howard Avenue, Lancaster, PA 17602

Janitorial Specifications

Cleaning	Daily	Weekly	Monthly	Four Months	Six Months	Yearly	As Needed	Other
Sweep administrative areas, client areas, common areas & offices on first and second floors		X						
Dry or wet mop all administrative areas, client areas, common areas & offices		X						
Sweep and Wet mop kitchen floor		X						
Empty trash cans and remove trash. Deposit trash and recyclables in appropriate dumpsters in parking lot.		X						
Clean and sanitize adult rest rooms on first and second floor		X						
Vacuum carpets		X						
Pick up trash around the exterior of building and parking lot		X						
Wipe down railings and door handles/knobs			X					
Wipe down lobby furniture			X					
Clean stairwell walls				X				
Thoroughly clean entrance doors			X					
Dust windowsills and ledges			X					
Buff floors in hallways, client areas and common areas					X			
Buff floors in administrative areas and offices					X			
Strip and wax all floors in hallways, administrative areas, client areas, common areas & offices						X		

Clean volunteer space rooms		X						
Disinfect all counter surfaces, sinks and table tops in kitchen		X						
Sweep/mop lower-level hallway/ Church room and Café area		X						
Clean janitor's sink and neatly store cleaning equipment and supplies in designated locations		X						

Thaddeus Stevens ELC

420 South Street, Lancaster, PA 17602

Janitorial Specifications

Cleaning	Daily	Weekly	Monthly	Four Months	Six Months	Yearly	As Needed	Other
Sweep all classrooms	X							
Sweep common areas & offices	X							
Dry or wet mop all classrooms	X							
Dry or wet mop all common areas & offices	X							
Sweep and Mop Kitchen Floor	X							
Empty trash cans and remove trash. Deposit trash and recyclables in appropriate dumpsters in parking lot.	X							
Clean and sanitize and mop adult rest rooms	X							
Clean and sanitize children's restrooms and classroom sinks	X							
Vacuum area rugs in classrooms	X							
Vacuum floor mats	X							
Pick up trash around the exterior of building and parking lot	X							
Clean window glass on inside and outside of entrance doors and reception area	X							
Wipe down railings and door handles/knobs	X							
Clean air vents		X						
Clean janitor's sink and neatly store cleaning equipment and supplies in designated locations							X	

Cleaning	Daily	Weekly	Monthly	Four Months	Six Months	Yearly	As Needed	Other
Clean interior windows and inside surface of exterior windows			X					
Buff floors in hallways, client areas, common areas and offices						X		
Strip and wax all floors						X		
Clean janitor's sink and neatly store cleaning equipment and supplies in designated locations	X							

WINTER SCHEDULE

- No cleaning is needed during winter break (8 days in December).