CITY OF WILLIAMSPORT, PA
RESOLUTION

RESOLUTION # R31 **DATE** 2-1-24

TITLE

A RESOLUTION AWARDING AN AGREEMENT BETWEEN THE CITY OF WILLIAMSPORT AND CHOICE CARPET CLEANERS, INC.

BE IT HEREBY RESOLVED, by the City Council of the City of Williamsport, that the City enter into a contract agreement with Choice Carpet Cleaners, Inc., of Williamsport for Cleaning Services at the following City locations:

- Trade and Transit 1 (City offices only)
- Trade and Transit 2 (City offices only)
- 810 Nichols Place (City Police Dept)
- 1550 West Third Street (City Public Works)

Services to begin January 19, 2024 until December 31, 2025, for a not to exceed amount of **$100,456.00.** Funding source will be Facility Maintenance.

BE IT FURTHER RESOLVED, that the attached agreement is approved and the appropriate city officials are authorized and directed to execute the agreement, and that a copy of this executed agreement then be forwarded to **Choice Carpet Cleaners, Inc.**

ATTEST:

By: Janice M. Frank
City Clerk

CITY OF WILLIAMSPORT

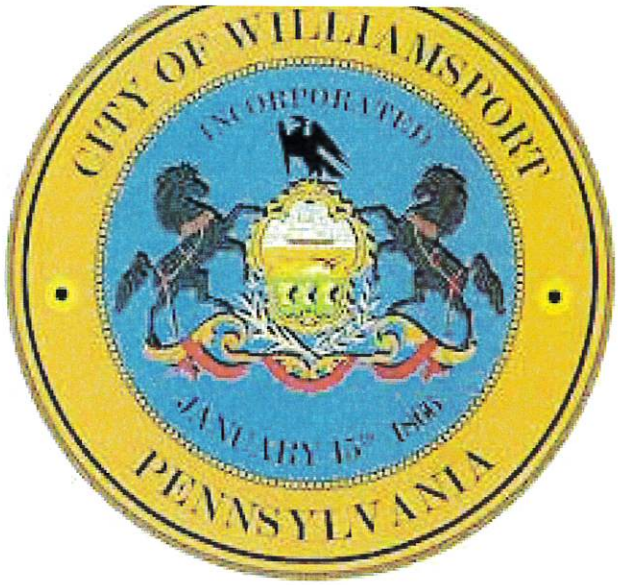
By: _____
Mayor

By: Margaret E. Goodrich
City Controller

Approved

Janice M. Frank
City Clerk

President



Invitation for Bids

FOR

2024-2025 Cleaning Services

Specifications

January 19, 2024 to December 31, 2025

Due back at 1550 W 3rd St at 2pm, Jan 16
Late Proposals will not be accepted

INVITATION FOR BIDS

Sealed proposals will be received by the City of Williamsport, at the Streets and Parks Office, 1550 West Third St, Williamsport, PA 17701, until 2:00pm, January 16th, 2024. All bids will be opened immediately thereafter on January 16th, 2024, for 2024-2025 Cleaning Services for the City of Williamsport as specified. The contract award shall be for a period of 2 years-time from January 19, 2024 to December 31, 2025 as stated in the specifications. Any bid(s) received after the deadline will not be accepted and will be returned unopened.

Specifications are on file and may be secured at the Public Works office, 1550 West Third Street, Williamsport, PA 17701 or by calling (570) 326-4684.

A certified cashier's check, or approved bidders' bond, payable to the City of Williamsport, in an amount of not less than five percent (5%) of the largest possible total for the bid; and must accompany the bid. If this is not included with the bid documents, this shall be considered incomplete and not accepted and returned to the bidder.

Bids shall be sealed and clearly marked on the outside of the envelope "2024-2025 Cleaning Services for the City of Williamsport".

In case of ambiguity or lack of clearness in stating prices in the proposal, the City of Williamsport reserves the right to accept the most advantageous proposal thereof to the City of Williamsport or to reject the proposal.

The City of Williamsport reserves the right to reject any or all bids to waive irregularity in the bids and in the bidding. No bid may be withdrawn until the expiration of ninety (90) days from the date bids are opened.

Bill Scott, PE
City Engineer

Specifications for
"Cleaning Services for the City of Williamsport"

Preparation of Bid

Bids must be printed in ink or typewritten and must be submitted on the forms issued. All bid prices must be specified on the proposal form. Bidders are expected to examine all instructions, specifications, drawings, sites, installations etc. Failure to comply with the above listed, shall be at the bidder's risk. Erasures or other changes must be initialed by the person submitting the bid.

Delivery of Proposal

It will be the bidder's responsibility for the delivery of their proposal at the proper place and by the time stated in the Invitation to Bid. No bid may be considered if received after the date and time shown on the Invitation to Bid. The mere fact that a proposal was dispatched will not be considered. Each proposal shall be submitted in a sealed envelope plainly marked with the name or description of the project or item.

Bid Security

Each bid must be accompanied by a certified or cashier's check or an approved bid bond with corporate surety drawn to "the City of Williamsport" in an amount equal to five percent (5%) of the largest possible total of the bid (i.e., the gross amount bid) as a guarantee that, if awarded the contract, the bidder shall enter into a contract.

Bidders Knowledge of Conditions

Prior to submission of a proposal, bidders shall have made a thorough inspection of the site(s) of the work and a thorough examination of the specifications and shall become informed as to the nature of the work, labor conditions and all other matters that may affect the cost and time of completion of the work. Failure to do so will be at the bidder's risk.

Interpretation of Documents

If any person contemplating submitting a bid is in doubt as to the meaning of any part of the plans, specifications or other proposed contract documents, he/she may submit to the City Clerk of the City of Williamsport, a written request for an interpretation thereof prior to seven (7) days of the time of opening bids. The person submitting the request will be responsible for its prompt delivery. Any interpretation of these documents will be made only by addendum duly issued and a copy of such addendum will be mailed or delivered to each person receiving a set of such documents. The owner will not be responsible for any other explanations or interpretations.

Award of Contract

The award will be made to the lowest responsive, responsible offeror or whose proposal confirming to the invitation will be most advantageous to the City of Williamsport, price and other factors considered such as delivery time, quality, service, operating and maintenance cost, etc. The City of Williamsport reserves the right reject any and all bids and to waive formalities and irregularities. The City of Williamsport will notify all bidders of the award and return bid sureties to all but the successful bidder. The successful bidder, after receiving the contract documents, has fourteen (14) days in which to sign and return the documents.

Quantities

The quantities set forth in the proposal are estimated. Awards may be made for more or less. The City of Williamsport may make an award for all or some of these items set forth in the proposal and reserves the right to reject any or all bids.

Vendor Status Information

Instructions: Please fill in the appropriate section below completing all blanks within the section(s). This information is necessary to insure that the contract and bonds are in the correct form.

Section 1

If the vendor is a sole proprietor, fill out the section below. If not skip to the next section.

Business Name or d.b.a: _____
Owner Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email: _____

Section 2

If the vendor is a partnership, fill in this section. If not skip to the next section.

Business Name or d.b.a: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email: _____

Partner A Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email: _____

Partner B Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email: _____

Section 3

If the vendor is a corporation, fill in this section. If not skip to the next section.

Name of corporation: **Choice Carpet Cleaners, Inc.**
State of corporation: **PA**
Location of principal office: **1613 Heather Lane Williamsport, PA 17701**

Representative executing on behalf of corporation: *Please Print*

Name: **Tim E. Montgomery**
Title: **President**
Address: **1613 Heather Lane Williamsport, PA 17701**

Proposal/Schedule of Prices
2024-2025 Cleaning Services
Effective January 19, 2024 to December 31, 2025

County: Lycoming
Municipality: Williamsport

Proposal of: **Choice Carpet Cleaners, Inc.**

TOTAL COST (all 4 locations) : $100,456.00
(4 locations noted below)

To the City of Williamsport:

In compliance with the advertisement and the Invitation to Bid, the bidder hereby proposes to supply all equipment, supplies and services as per the bid specifications and at the prices stated below:

This is a twenty-four month (24) month contract for cleaning services as outlined below:

100 West Third Street – Trade and Transit Centre I – Loc 1

Please provide a price specifically for each location as outlined below

Loc 1 Cost $54,092.00

Administrative Offices – 1st Floor, 2nd Floor and 3rd Floor

This includes the following areas: entrance/lobby area, conference room, hallways, kitchen(s) and all offices. *(Offices include, but not limited to Controller's office, Treasurer's Office, Finance Office, Mayor's Office and Police Department Administrative Offices)*

A. Steam cleaning of all carpets is to be done twice (2 times) a year. Once in the spring and once in the fall.
B. Once a year, all tile, wood, ceramic/tile floors are to be stripped, waxed and buffed.

C. Cleaning Supplier is to provide all mops, buckets, vacuums, cleaning/chemicals supplies etc. to be used to complete the above listed items.

Office Areas

- Clean all office areas and break rooms
- Dust all horizontal surfaces
- Wipe clean all entryway glass once (1 time) per week

- Wipe clean any exposed surfaces areas including, but not limited to, desks, filing cabinets and window sills etc.
- Wipe and disinfect all water coolers/water fountains
- Daily vacuum of all carpeted areas
- Dry mop and wet mop all other exposed floor surfaces
- Empty all trash cans

All rest rooms are to be cleaned and disinfected including the following:

- Clean sinks and counter tops
- Replenish all toilet paper/ hand drying products as needed
- Daily cleaning of all toilets, inside and out
- Clean mirrors
- Empty trash
- Dry mop and wet mop all floors

Cleaning company may be asked to clean specific items not listed above and shall not be considered above and beyond the general cleaning scope of work.

Terms

Cleaning company accepts are terms as outlined above and any services agreements agreed to which is guaranteed for time starting **January 19, 2024 to December 31, 2025.**

Any contract/agreement may be terminated by either party for anything other than non-performance with sixty (60) days' notice. This may be terminated by either party for non-performance with notice and cure procedures in thirty (30) days' notice. The terminating party must give the non-performing party written notice specifying the detailed nature of performance defect. The non-performing party will have five (5) days to cure the defect to the reasonable satisfaction of the notifying party. If satisfaction is not achieved at the end of five (5) days, the notifying party shall notify the non-performing party, in writing, of failure. The agreement shall terminate thirty (30) days from the original date of the complaint.

144 West Third Street – Trade and Transit Centre II - Loc 2

Please provide a price specifically for each location as outlined below

Loc 2 COST $11,552.00

Administrative Offices – 1st Floor

This includes the following areas: entrance/lobby area, hallways, kitchen(s) and all offices. *(Offices include, but not limited to IT department and City Clerk's Office)*

D. Steam cleaning of all carpets is to be done twice (2 times) a year. Once in the spring and once in the fall.

E. Once a year, all tile, wood, ceramic/tile floors are to be stripped, waxed and buffed.

F. Cleaning Supplier is to provide all mops, buckets, vacuums, cleaning/chemicals supplies etc. to be used to complete the above listed items.

Office Areas

- Clean all office areas and break rooms
- Dust all horizontal surfaces
- Wipe clean all entryway glass & partition glass once (1 time) per week
- Wipe clean any exposed surfaces areas including, but not limited to, desks, filing cabinets and window sills etc.
- Wipe and disinfect all water coolers/water fountains
- Daily vacuum of all carpeted areas
- Dry mop and wet mop all other exposed floor surfaces
- Empty all trash cans

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810 Nichols Place – Peter Hertic Transportation Museum
Williamsport Bureau of Police Headquarters - Loc 3

Loc 3 COST $15,012.00

Main Offices

This includes the following areas: entrance/lobby area, waiting room, restrooms, locker rooms and any other designated office(s) located within the facility.

A. Once a year, all tile, wood, ceramic/tile floors are to be stripped, waxed and buffed.

B. Cleaning Supplier is to provide all mops, buckets, vacuums, cleaning/chemicals supplies etc. to be used to complete the above listed items.

Common Areas

- Clean general/public waiting area all offices etc.
- Dust all horizontal surfaces
- Wipe clean all entryway glass & partition glass once (1 time) per week
- Wipe clean any exposed surfaces areas including, but not limited to, desks, filing cabinets and window sills etc.
- Wipe and disinfect all water coolers/water fountains
- Daily vacuum of all carpeted areas
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1550 West Third Street – Public Works Facility - Loc 4

This is to be performed on Monday/Wednesday and Friday of each week.

Loc 4 COST $19,800.00

Main Offices

This includes the following areas: entrance/lobby area, waiting room, restrooms and any other designated office(s) located within the facility.

A. Once a year, all tile, wood, ceramic/tile floors are to be stripped, waxed and buffed.
B. Cleaning Supplier is to provide all mops, buckets, vacuums, garbage can liners, cleaning/chemicals supplies etc. to be used to complete the above listed items.

Common Areas

- Clean general/public waiting area all offices etc.
- Dust all horizontal surfaces
- Wipe clean all entryway glass & partition glass once (1 time) per week
- Wipe clean any exposed surfaces areas including, but not limited to, desks, filing cabinets and window sills etc.
- Wipe and disinfect all water coolers/water fountains
- Daily vacuum of all carpeted areas
- Dry mop and wet mop all other exposed floor surfaces
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