



**SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
JANITORIAL SERVICES AT THE BEAVER COUNTY HUMAN SERVICES
AND COMMUNITY DEVELOPMENT BUILDINGS**

BEAVER COUNTY COMMISSIONERS

**BEAVER COUNTY COURTHOUSE
810 THIRD STREET
BEAVER, PA 15009**

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REQUEST FOR BIDS

The Board of Commissioners of the County of Beaver, Pennsylvania, is requesting sealed bid proposals for Janitorial Services at the Beaver County Human Services and Community Development buildings, in accordance with the terms and specifications hereinafter specified.

Bid Forms and Specifications may be obtained after 10:00AM, on TUESDAY, AUGUST 26, 2025, from Wayne Souffrant, Director of Central Services, Beaver County Courthouse, 810 Third Street, Beaver, PA 15009, or on the Beaver County website, at www.beavercountypa.gov, under Bids and Proposals.

All bids must be submitted on Bid Forms provided by the County of Beaver.

Each bid submitted must be accompanied by a bid security in the form of a Certified Check, Cashier's Check or Bid Bond, in the amount of ten percent (10%) of the bid submitted, the same payable to the "County of Beaver, Pennsylvania". No bid will be considered unless it is so guaranteed. The Bond face and the accompanying power of attorney must be signed and sealed in the original. Copies or facsimiles will not be accepted.

No bid or any portion thereof may be withdrawn after the bid opening date herein specified or during the ensuing forty-five (45) days thereafter.

Sealed bids will be received until 4:30PM, on MONDAY, SEPTEMBER 15, 2025, at the office of Maria Longo, Controller, in the Controller's office, Beaver County Courthouse, 810 Third Street, Beaver, PA 15009. All bids so received shall be opened and read aloud at or about 9:00AM, prevailing time, on TUESDAY, SEPTEMBER 16, 2025, at a duly convened meeting of the Board of Commissioners of the County of Beaver, in the Commissioners Public Meeting Room, the aforementioned, Beaver County Courthouse. Award of bid will be determined and proclaimed in accordance with Section 1802 of "the County Code" of Pennsylvania, as amended, 16 P.S. Section 1802.

The Board of Commissioners of the County of Beaver reserves the right to reject any and all bids, and to waive any informality(s) in the bids submitted, as public interest may require.

NOTE: A MANDATORY pre-bid meeting for all bidders will be held promptly at 10:00AM, on THURSDAY, SEPTEMBER 4, 2025, at the Beaver County Human Services building, 1040 Eighth Avenue, Beaver Falls, PA 15010. We will meet in Main Lobby.

COUNTY OF BEAVER
BOARD OF COMMISSIONERS

DANIEL C. CAMP III, CHAIRMAN
JACK MANNING, COMMISSIONER
TONY AMADIO, COMMISSIONER

Insert Dates: August 26 and 29, 2025

2.0 GENERAL SPECIFICATIONS

**COUNTY OF BEAVER
BEAVER COUNTY COURTHOUSE
810 THIRD STREET
BEAVER, PA 15009**

2.1 SCOPE OF WORK

The Board of Commissioners of the County of Beaver, Commonwealth of Pennsylvania, is requesting sealed bids for Janitorial Services at the Beaver County Human Services and Community Development buildings, in accordance with the terms and specifications hereinafter specified.

2.2 BID FORMS

All bids must be submitted on the Bid Form(s) attached. All bids shall be submitted in a sealed envelope prominently marked "Bid Proposal – Janitorial Services at the Beaver County Human Services and Community Development buildings". All bids must be received and in the hands of Maria Longo, Controller, in the Controller's office, First Floor, Beaver County Courthouse, 810 Third Street, Beaver, PA 15009, by 4:30PM, on MONDAY, SEPTEMBER 15, 2025. All bids so returned shall be opened and read aloud at or about 9:00AM, prevailing time, on TUESDAY, SEPTEMBER 16, 2025, at a duly convened meeting of the Board of Commissioners of the County of Beaver, to be held in the Commissioners Public Meeting Room, First Floor, the aforementioned, Beaver County Courthouse. Award of any bid will be determined and proclaimed following the opening of bids or at a subsequent public meeting of the Board of Commissioners of the County of Beaver, to be held within forty-five (45) days after the bid opening and for a period of forty-five (45) days thereafter. The time and place of any subsequent public meeting to determine and proclaim award of bid shall be publicly announced by the Board of Commissioners of the County of Beaver prior to adjournment of its meeting at which the bid opening shall have taken place.

2.3 AFFIDAVITS

All bids must be signed by the bidder or an authorized representative. When requested, satisfactory evidence of the authority of any officer or attorney-in-fact signing on behalf of a corporation or association shall be furnished. Each bid must be accompanied by the annexed "Affidavit of Non-Collusion", the "Beaver County Affidavit", and the "Affidavit of Worker's Compensation Act", properly executed by the aforesaid bidder or an authorized representative. Any bid not so accompanied by the affidavits shall not be considered.

2.4 TAXES

Bid prices quoted must include design, furnishing of materials, delivery and labor to install the items herein requested. All bid prices quoted for the finished project/product shall not include Federal and/or State taxes. The County of Beaver, being a governmental body is, by law, exempt from paying such taxes. However, the bidder is not exempt from paying any taxes on purchases made for equipment and materials required to complete the finished project/product. Therefore, when formulating a bid, the bidder should consider any taxes that may occur when purchasing equipment and/or materials for the project.

2.5 DISCREPANCIES / INTERPRETATIONS / CORRECTIONS

Should any bidder find discrepancies or omissions in the General or Detailed Specifications, or should any bidder be confronted with doubt as to the meaning of said General or Detailed Specifications, said bidder should notify in writing Wayne Souffrant, Director of Central Services, Beaver County Courthouse, 810 Third Street, Beaver, PA 15009, via email at wsouffrant@beavercountypa.gov, or by telephoning (724) 770-4461.

Interpretations and/or corrections will be made to all bidders of record in the form of an addendum to the Specifications. All addenda will be emailed to each bidder on record and will be placed on the Beaver County website, at www.beavercountypa.gov, under Bids and Proposals. It shall be the bidder's responsibility to make inquiry as to the addenda issued. All such addenda shall become part of each Contract and all bidders shall be bound by such addenda, whether or not received by the bidder.

2.6 DELIVERY / INSTALLATION / EXCEPTIONS ADDENDUM

Design, delivery, furnishing and installation of the items covered by the Specifications shall be made in the manner provided for in the Detailed Bid Specifications hereinafter set forth. In every case where the bidder cannot comply with the Specifications hereinabove contained and those hereinafter given in the Detailed Bid Specifications and Agreement which follow, the bidder shall list all exceptions thereto in the Exceptions Addendum attached to the Bid Form. Unless exception is made and so taken, the bid will be received in every remaining respect as in full conformity with the Specifications hereof.

2.7 METHOD OF AWARD

The County of Beaver reserves the right to accept or reject any or all bids and award a Contract which is deemed to be in its best interest, to the lowest qualified bidder, in accordance with available funds.

2.8 **BONDS**

2.81 **BID BOND**

Every bid shall be accompanied by a Certified Check, Cashier's Check or Bid Bond, of any surety company authorized to do business in the Commonwealth of Pennsylvania, the sum payable to the County of Beaver, in the amount of ten percent (10%) of the bid submitted, to guarantee the performance of the Contract. No bid shall be considered unless so guaranteed. Every Certified Check, Cashier's Check or Bid Bond will be held until the successful bidder has executed a written contract for the performance of the bid within ten (10) days after the written notice of the award of the Contract, whereupon all bid security received from all bidders shall be returned. The Bond face and accompanying power of attorney must be signed and sealed in the original. Copies or facsimiles will not be accepted.

In the event the successful bidder shall fail to execute the Agreement attached hereto within the ten (10) day period hereinabove provided, a default shall thereby occur and the County of Beaver reserves the right to retain the proceeds of the bid security accompanying as fixed, agreed and liquidated damages, and the further right within the forty-five (45) day period ensuing after the bid opening, to award the bid to the next lowest responsible bidder.

2.82 **PERFORMANCE BOND (a.k.a. CONTRACT BOND)**

At the time set for the execution of the Contract, the successful bidder shall be required to furnish a Performance Bond in an amount equal to one hundred percent (100%) of the full contract price, such bond to be executed by a surety company licensed to do business in the Commonwealth of Pennsylvania and acceptable to the Law Department of the County of Beaver. The Performance Bond shall serve as security for the faithful performance and completion of the work in strict accordance with the Contract to be executed and part thereof, according to the true intent and meaning of said Contract. The premiums on said Performance Bond shall be paid by the successful bidder. Failure to furnish such bond at the time of execution of said Contract shall result in said award being voided.

2.83 **FIDELITY BOND**

The successful bidder shall engage only competent, efficient and honest employees for the contracted work. Each employee engaged for this work shall be insured by a Fidelity Bond against losses to the County of Beaver, its officers, officials, employees or agents, resulting from any such successful bidder's employee engaging in larceny, embezzlement, dishonesty, fraud, wrongful abstraction, forgery or any other criminal act. A certificate of insurance evidencing the same shall be presented at the time of execution of the Contract. Failure to furnish such bond at the time of execution of said Contract shall result in said award being voided.

2.9 STATUTES

Each bidder shall be required to execute the "Affidavit of Non-Collusion", the "Beaver County Affidavit", and the "Affidavit of Worker's Compensation Act", attached to the Bid Form. No bid shall be considered unless accompanied by such executed affidavits.

NOTICE IS HEREBY GIVEN THAT THE FOLLOWING FEDERAL OR STATE STATUTES MAY BE APPLICABLE FOR THIS BID. ALL BIDDERS ARE REQUIRED TO MEET REQUIREMENTS OF THESE STATUTES AND ANY CONTRACT SO AWARDED WILL REQUIRE COMPLIANCE WITH THESE STATUTES, IF APPLICABLE: (Additional Laws, Codes, and Standards may be applicable and detailed in the Detailed Bid Specifications, attached).

2.91 Trade Practices Act (71 p.s. 773.101)

2.92 Steel Products Act (73 p.s. 1881)

2.93 Pennsylvania Worker's Compensation Act (77 p.s. 1)

2.94 The Worker and Community Right to Know Act (35 p.s. 7301 et seq.)

2.95 Pennsylvania Human Relations Act

2.10 BIDDER'S RESPONSIBILITY

Each bidder shall familiarize himself with all of the attached forms, advertisement, instructions, specifications, insurance requirements and bonds, as he will be held responsible to fully comply therewith.

The Detailed Bid Specifications contain the detailed provisions required for the performance of the project. No information obtained from any officer, agent or employee of the County of Beaver on any such matters shall in any way affect the risk or obligation assumed by the contractor/vendor, or relieves him from fulfilling any of the conditions of the Contract.

The County of Beaver reserves the right to waive any informality(s) in or reject any or all bids or accept any bid which it deems to be in its best interest. Qualifications attached to any bid or any other apparent deviations from the Specifications and may be automatic cause for immediate disqualification of any such bid received.

Proposals which are incomplete, unbalanced, conditional or obscure, or which contain additions for, erasures, alterations or irregularities of any kind or which do not comply with the instructions to bidders, may be rejected at the option of the County of Beaver.

2.11 ALTERNATE BIDS AND ADDENDA

Alternate bids, except as noted herein, will not be considered.

During the bidding period, bidders may be furnished addenda or bulletins for additions to or alterations of the Drawings or Specifications, which shall be included in the work covered by the proposal and become part of the Contract Documents. It shall be the responsibility of each bidder to make himself aware of all addenda issued prior to bid opening.

2.12 CONTRACT AGREEMENT / NO-LIEN AGREEMENT

The successful low bidder chosen for this project will be provided with copies of the Contract Agreement and No-Lien Agreement to sign and return along with the required bonds and insurance certificate(s) prior to execution of the Contract by the Board of Commissioners of the County of Beaver.

2.13 BEAVER COUNTY STABILIZATION AGREEMENT (construction projects only)

It is the responsibility of interested bidders to read and understand the Beaver County Stabilization Agreement, included in the Attachments section of this bid package. If the bidder's Base Bid Price exceeds \$25,000.00, then the bidder, including all his subcontractors, must be able to meet all of the requirements of Addendum "A" included in the Stabilization Agreement prior to submission of a bid for this project. If all nine (9) requirements cannot be met, please do not submit a bid for this project. In the event the apparent low bidder cannot provide written documented proof of compliance and qualifications to the Addendum "A" requirements, the County of Beaver shall reject that bid and consider the next lowest bid.

2.14 TERM

The Janitorial Services to be provided at the Beaver County Human Services and Community Development buildings will be for two (2) years, commencing on October 1, 2025 and continue through September 30, 2027. The County of Beaver shall have the option to renew the Contract for an additional two (2), one (1) year options. Option Year 1 will run from October 1, 2027 through September 30, 2028. Option Year 2 will run from October 1, 2028 and run through September 30, 2029. The County of Beaver shall have the sole discretion to exercise its right to renew the Contract at the designated anniversary date(s) and shall provide a sixty (60) day notice to the successful bidder of the intent to exercise any option.

In any event, the County of Beaver exclusively reserves the right to terminate this agreement and cancel any orders for service to be furnished and executed pursuant to the terms hereof upon thirty (30) days written notice.

4.0 DOCUMENTS SUPPLIED BY CONTRACTOR / VENDOR

4.1 BID PROPOSAL FORM

BID LETTING OF SEPTEMBER 16, 2025

For: Janitorial Services at the Beaver County Human Services and Community Development buildings To: County of Beaver

Except as may be modified by the Exceptions Addendum attached hereto, the undersigned bidder proposes and agrees to furnish and provide labor, cleaning materials (excluding hand soap, paper towels and toilet paper) and equipment to perform Janitorial Services at the Beaver County Human Services and Community Development buildings, for the following costs:

<u>Adult Probation / District Magistrate</u>	<u>Behavioral Health</u>	<u>Children/Youth Services</u>	<u>Common Areas</u>	<u>Community Development</u>
<u>Base Bid (Two (2) Years)</u>				
<u>Oct 1 2025-Sept 30 2027</u> \$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<u>Alternate Bid (One (1) Year)</u>				
<u>(Carpet Cleaning)</u>				
<u>Oct 1 2025-Sept 30 2026</u> \$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<u>Alternate Bid (One (1) Year)</u>				
<u>(Carpet Cleaning)</u>				
<u>Oct 1 2026-Sept 30 2027</u> \$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<u>Option Year 1 (One (1) Year)</u>				
<u>Oct 1 2027-Sept 30 2028</u> \$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<u>Alternate Bid-Carpet Cleaning</u>				
<u>Oct 1 2027-Sept 30 2028</u> \$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<u>Option Year 2 (One (1) Year)</u>				
<u>Oct 1 2028-Sept 30 2029</u> \$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<u>Alternate Bid-Carpet Cleaning</u>				
<u>Oct 1 2028-Sept 30 2029</u> \$ _____	\$ _____	\$ _____	\$ _____	\$ _____

4.1 BID PROPOSAL FORM (cont.)

Please calculate the **TOTAL** for the Janitorial Services at the Beaver County Human Services and Community Development buildings. This total is to be used to calculate the ten percent (10%) Bid Bond for this bid.

TOTAL FOR BASE BID (Two (2) Years – Oct 1 2025-Sept 30 2027) \$ _____

_____ Bidder (Company Name)	_____ Name of Authorized Bidder (Print)
_____ Address	_____ Signature of Authorized Bidder
_____ City / State / Zip Code	_____ Telephone Number
_____ Date	_____ Email Address

() Bid Bond or () Cashier's Check or () Certified Check, in the amount of \$ _____, (ten percent (10%), of the two (2) year Base Bid Total (Oct 1 2025-Sept 30 2027), attached hereto.

3.2 **EXCEPTIONS ADDENDUM**

The following Addendum, to be completed in full compliance with the provisions of the Specifications of this Proposal, shall constitute all the exceptions which the undersigned bidder has taken to the Specifications of this Proposal; in every other respect the bids herewith submitted are made in full conformity with the Specifications of the Proposal:

Bidder

_____, 2025

By _____
Authorized Representative

COMMONWEALTH OF PENNSYLVANIA)
) SS:
COUNTY OF BEAVER)

who submits to the Board of Commissioners of the County of Beaver and hereby declares:

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3.3 AFFIDAVIT OF NON-COLLUSION (cont.)

I state that _____
(Name of my Firm)

understands and acknowledges that the above representations are material and important, and will be relied on by the County of Beaver in awarding the Contract(s) for which this bid is submitted. I understand, and my firm understands, that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the County of Beaver of the true facts relating to the submission of bids for this Contract.

Bidder
By _____
Authorized Representative

(CORPORATE SEAL)

SWORN TO and subscribed before me
this _____ day of _____, 2025.

Notary Public

My Commission Expires:

3.4 BEAVER COUNTY AFFIDAVIT

AS AN AUTHORIZED REPRESENTATIVE OF _____,
I DO HEREBY SWEAR AND AFFIRM THAT NEITHER _____
OR ANY OF ITS AGENTS OR EMPLOYEES HAS GIVEN OR ASSIGNED OR HAS
AGREED TO GIVE OR ASSIGN ANY AFFILIATED WORK OR AGREED TO GIVE ANY
ASSISTANCE IN RECEIVING ANY AFFILIATED WORK TO ANY OFFICER, AGENT OR
EMPLOYEE OF BEAVER COUNTY OR TO ANY CONCERN THAT IS IN ANY WAY
AFFILIATED WITH ANY OFFICER, AGENT OR EMPLOYEE OF BEAVER COUNTY,
WITH AN AGREEMENT OR UNDERSTANDING TO RECEIVE CONSIDERATION FOR
COUNTY BUSINESS IN CONNECTION WITH ABOVE PROJECT AND CONTRACT.

SIGNED: _____

TITLE: _____

DATE: _____

WITNESS: _____

3.5 WORKER'S COMPENSATION ACT

ACCEPTING PROVISIONS OF THE WORKER'S COMPENSATION ACT

State of _____

SS:

County of _____

Name of Officer, if Corporation

Title of Officer

_____, being duly sworn
(Corporation)

according to law, depose and says that he/they/it has/have accepted the provisions of the Worker's Compensation Act of 1915 of the Commonwealth of Pennsylvania, with its supplement amendments, and has/have insured his/their/its liability thereunder in accordance with the terms of said Act with _____ Company.

By _____
Signature of Officer or Agent

SWORN TO and subscribed before me
this _____ day of _____, 2025.

Notary Public

My Commission Expires:

3.6 **INSURANCE**

The successful bidder shall be responsible for all injury(s) to person(s), or damage to property, either directly or indirectly, that may result from his operations. The successful bidder shall obtain and pay for such insurance as will protect him from claims to damages for personal injury, including death, or from damages to property, either real or personal, which may arise from operations under this Contract, whether such operations be by himself or by anyone directly employed by him. The successful bidder shall affect and maintain the following insurance policies for the duration of this Contract and any extensions thereof:

1. Worker's Compensation Insurance, including Employer's Liability Insurance, in the amounts required by the applicable laws of the Commonwealth of Pennsylvania, but in any event not less than \$1,000,000.00.
2. Public Liability and Property Damage Insurance, acceptable to the Law Department of the County of Beaver, covering work contracted for and all operations under the Contract hereby which may arise from operations under the Contract hereby awarded. The policy(s) shall include explosion and building collapse hazard and the certificate of insurance to be furnished shall state that such hazards are included. The insurance policy maintained shall provide coverage limits of not less than \$500,000.00/\$1,000,000.00 for Bodily Injury Liability and not less than \$500,000.00/\$1,000,000.00 for Property Damage Liability.
3. Comprehensive Automobile Liability Insurance for all owned, non-owned and hired vehicles, with a combined single limit of \$1,000,000.00.
4. Contractual Insurance

The County of Beaver shall be named as an additional insured on the policy(s). The successful bidder shall deliver to the County of Beaver, before commencing work under this Contract, certificate(s) from insurance companies or their agents, certifying that such insurance is in effect and will not be cancelled during the conduct of the work, without thirty (30) days written notice to the County of Beaver. **Said certificate(s) shall name the County of Beaver, 810 Third Street, Beaver, PA 15009, as Certificate Holder.** The successful bidder shall report and pay all Old Age benefits and Social Security taxes and other insurance, as required by State and Federal law.

In every case where circumstances shall not permit the County of Beaver to be named as an additional insured on the insurance policy(s) above, and to the extent of every deductible therein, the successful bidder shall be required to indemnify, defend and save harmless the County of Beaver, its officers, officials and employees or agents, for or on account of any injury(s) or damage(s) to persons or property received or sustained by any person, firm or corporation caused by or rising out of any act or omission done under the scope of work of the Contract herein provided for.

4.0 PROJECT SPECIFICATIONS

4.1 SCOPE OF WORK

The items to be furnished under this Contract shall be in accordance with these Contract Specifications for **Janitorial Services at the Beaver County Human Services and Community Development buildings.**

All items not expressly mentioned in the Detailed Bid Specifications, but obviously necessary for the proper execution of the Contract, shall be furnished by the successful bidder, as it is not the intent of these Specifications to delineate or describe every detail and features of items as provided by the Contract.

4.2 LOCATION

The locations for the two (2) buildings for this bid are:

1. Beaver County Human Services building, 1040 Eighth Avenue, Beaver Falls, PA 15010 (consisting of three (3) floors).
2. Beaver County Community Development building, 1013 Eighth Avenue, Beaver Falls, PA 15010 (consisting of one (1) floor).

4.3 PAYMENT

There are six (6) separate departments between the two (2) buildings (and the common area of the Human Services building). These departments are:

Human Services building

- a. Adult Probation
- b. Beaver Falls Magisterial District Office
- c. Beaver County Office on Aging (common area / restrooms only)
- d. Beaver County Behavior Health (BCBH)
- e. Beaver County Children and Youth Services (CYS, area off elevator only)

Community Development building

- a. Beaver County Community Development

Five (5) departments within the bid will be invoiced separately and may have differing requirements and schedules. In addition, the common area of the Human Services building will be invoiced separately.

4.4 SCHEDULE

The successful bidder shall furnish each department with a cleaning schedule within ten (10) days after the execution of the Contract. The schedule must identify, in detail the time of cleaning of all items that are required to be cleaned on a periodic basis. It is hereby understood and mutually agreed by and between the successful bidder and the County of Beaver, that the work embraced in this Contract shall be completed in a timely basis and on the day(s) specified within this proposal.

4.5 **GENERAL SPECIFICATIONS**

It is the intent of these Specifications to ensure that the Beaver County Human Services and Community Development buildings are maintained in a clean condition at all times. It shall be the responsibility of the successful bidder to ensure that all areas are free from easily detectable dirt/dust at all times and the County of Beaver shall have the right to inspect any and/or all areas at times of it's choosing for this purpose. The County of Beaver shall have the right to withhold payment for any area not cleaned in conformance with this general provision. The successful bidder must insure that sufficient workers are employed in an efficient manner to meet this performance standard.

- A. All bidders shall disclose, at the time of bid submittal, at least five (5) clients to whom the bidder is currently providing similar custodial service. Such clients must be similar to the square footage and nature to the Beaver County Human Services and Community Development buildings, and must be able to give positive affirmation as to the quality and consistency of the bidder's work. Bidder's must disclose any circumstance within the past five (5) years where the bidder's Contract was cancelled prior to the expiration date and any circumstance within the past five (5) years where the bidder was sued on any matter arising from a cleaning engagement. Failure to provide this information with the bid proposal, and/or any reports of client dissatisfaction, and/or any past record of poor performance, may be grounds to reject the bid.
- B. The bidder must have been in the Janitorial Services business for a minimum of five (5) years. **Written certification of this must be included in your bid proposal.**
- C. Bidders must show proof of a training regimen and orientation for each employee prior to the employee beginning work in a location. Such training curriculum must include safety, protection of clients real and personal property, methods of cleaning different surfaces and fixtures, and application of various cleaning agents for different cleaning purposes. Such training must be conducted by a person on the bidder's staff who has successfully completed a recognized training course in the field or is otherwise qualified by education or experience. **Such training qualifications must be noted at the time of bid submission.**
- D. All bidders must submit with a bid, a work schedule and employee compliment schedule which discloses:
 - 1. The full work compliment to be fully utilized for work at the two (2) buildings. The schedule must identify the areas in the buildings, noted by office, which are assigned to each individual employee and the hours of work nightly that each employee will work. Meal and rest breaks must be depicted on the schedule. This schedule will extend only to nightly routines. Workers assigned any other periodic work must be given additional hours. It is the intent of this section to require the successful bidder to provide a minimum number of employees and a minimum number of hours for each to insure sufficient time for work to be done.

4.5 GENERAL SPECIFICATIONS (cont.)

It shall be a basis for non-payment if the successful bidder:

- a. Fails to provide the specified number of employees each night on the submitted schedule.
 - b. Fails to keep these employees actively engaged in cleaning work during this time, with the exception of defined break periods.
 - c. Assigns workers to periodic work during the time that is scheduled for nightly duties.
2. All non-routine work including periodic cleaning such as mini-blinds, carpets, shampooing, window, wall and ceiling washing, etc. by location.
 3. All workers must be given break times, in accordance with applicable laws or collective bargaining agreement. Breaks must be of fixed duration and scheduled in advance. All workers on break must report to an area to be established and may not break in any other areas of the building. The break schedule must be submitted to the designated County of Beaver official. All workers not on break must be actively engaged in completing their work assignment.

All work required by these Specifications must be included in parts 1 and 2 (above), and bidders must identify how each job is to be accomplished and when.

Failure to have contracted compliment of workers on location each night and failure to complete work as specified shall be basis for terminating the Contract.

- E. A supervisor is required to be present at all times between the two (2) buildings during work hours (after 4:30PM). The supervisor must have the authority to direct the work force, must have knowledge to know if any custodian is working improperly, must be familiar enough with the bidder's company to be able to acquire a replacement immediately for any defective equipment and must be responsible to provide sufficient supplies for all work to be accomplished. Such supervisor shall be responsible to monitor and supervise all "break" times or nonproductive times and must be able to report at all times to the designated County of Beaver officials any breakage, damage or other problems associated with this custodial Contract.

The supervisor must be the key contact person for designated County of Beaver officials and as such must be available to be contacted by telephone each morning and be available to attend meetings at the Beaver County Human Services and Community Development buildings any afternoon prior to the start of work.

The supervisor may not supervise at any other County of Beaver site.

4.5 **GENERAL SPECIFICATIONS (cont.)**

The supervisor must not employ on this site any blood relative or relative by marriage.

It shall be the duty of the supervisor to train, monitor and occasionally assist and supervise all workers engaged under this Contract. In addition, it shall be the duty of the supervisor to inspect all areas of the buildings as work progresses and at the end of the nightly shift to ensure that all aspects of this Contract are satisfied. In addition, the supervisor must be responsible to ensure that all surfaces are cleaned nightly and that the general appearance of all areas of the two (2) buildings are neat and clean. A designated County of Beaver official may require the supervisor to accompany him/her on an unscheduled inspection tour at which time all areas will be viewed. It shall be a basis for nonpayment if at any time during this inspection should any area is discovered that has not been cleaned or that the cleaning is insufficient or resulted in an unsatisfactory level. It is anticipated that no horizontal surface, including furniture, equipment and fixtures, will have easily detectable dirt or dust after cleaning.

The supervisor must inform the designated County of Beaver official, of every instance where areas cannot be cleaned due to physical impediments, routines or preferences, in particular, offices which preclude a thorough cleaning.

The supervisor must report to the Beaver County Human Services and Community Development buildings **DAILY**. **Prior to the start of the work shift, the supervisor must meet with the Property Manager and review the level of satisfaction with the cleaning work in the building.** This should be done no less frequently than one (1) time per week. The supervisor should also learn of preferences of each department head regarding such things as privacy of records and other security matters, cleaning routines on or around computers and other electronic equipment, and the work schedule of County of Beaver employees that may affect the cleaning schedule.

- F. **Uniform apparel MUST be worn at all times by employees while on duty within the two (2) buildings, identifying workers associated with the cleaning company.**
- G. The successful bidder will be required to have each employee engaged for the contracted work sign a Confidentiality Security and Integrity Statement.
- H. All employees cleaning the Adult Probation office **MUST** have a fingerprint on file with the Beaver County Sheriff's office.

4.6 DETAILED SPECIFICATIONS

Whenever any of these terms hereinbelow are listed in the description of the performance duties hereinafter set forth in these Detailed Specifications, the following definitions shall be applicable:

Dusting – The cleaning method whereby a chemically treated cloth frees the surface of dust. Laundering and treating of dust mops is to be included in these Janitorial Services.

Dust Mopping – A cleaning process used to remove surface dirt from a floor by use of a damp bacteriostatic treated mop. Laundering and treating of dust mops is to be included in these Janitorial Services.

Floor Stripping – A specialized cleaning process used to remove all foreign matter, including the floor surface by using a floor machine with a stripping pad.

Refinishing a Floor – The process by which floor finish is re-applied to the floor surface after all foreign matter has been removed from its surface.

Sanitizing – A cleaning process whereby the worker uses a germicidal detergent to clean and disinfect.

Spot Cleaning – A cleaning method whereby a trained worker uses a special spray solution with a cloth or sponge.

Spray Buffing – A process whereby a trained worker uses a floor machine with a buffing pad and a spray container to remove scuff marks, floor blemishes and abrasions from resilient tile floors resulting in a highly finished surface.

Vacuuming – The cleaning step used by a worker to remove dirt from a carpet with a vacuum cleaner.

Washing – The cleaning job whereby the item to be washed is wet down with a prescribed solution, rinsed and dried.

Wet Mopping – A cleaning method whereby the workers use a cleaning solution with a mop to remove all dirt and debris from floors after vacuuming.

Unless otherwise hereinafter indicated, all janitorial Services for the two (2) buildings are to be provided with the following frequency:

- a. All public areas, i.e. entrances, lobbies, halls and stairwells, five (5) days per week.
- b. All administrative office areas, five (5) days per week (except where noted).
- c. Other areas, including restrooms, five (5) days per week, or as directed.

4.6 DETAILED SPECIFICATIONS (cont.)

Unless otherwise hereinafter indicated, all public areas and administrative office floors are to be serviced in the following manner and frequency:

Hard Surface Floors – All non-carpeted areas are to receive a dust mopping/wet mopping and machine polishing, five (5) days per week. These areas are to be scrubbed, stripped and re-waxed on a quarterly basis.

Carpeted Floors – All such public and administrative areas are to be spot vacuumed thoroughly, five (5) days per week.

Walls – Walls are to be scrubbed, one (1) time per month (1st Floor).

Glass Cubicles – Front and back of any glass enclosed cubicle are to be wiped down monthly, but the inside of the cubicle is **NOT** to be touched. If the cubicle has glass walls, but wooden doors with no windows, the glass should be wiped down, one (1) time per month.

Blue Recycling Bins – The successful bidder shall dispose of all glass and bottles in the recycling dumpster provided by the County of Beaver Department of Sustainability and Waste Management.

The successful bidder must make every effort to reduce or eliminate any slippery condition on hard surface floors. The County of Beaver may ask for a change of wax or cleaning product or for a change in the application method when the use of a product produces a slippery condition. The successful bidder is expected to review his/her intended floor products with the County of Beaver in an effort to avoid any slippery conditions. **The successful bidder is responsible for any unnecessary slippery condition that arises due to the selection of floor cleaner or wax, and if any such condition arises, the successful bidder must take all necessary steps immediately to eliminate the condition.**

NOTE: All work must be done in an obtrusive fashion as not to disturb the activities of the various offices and staff, nor in any manner to obstruct or endanger the general public, clients or employees of the County of Beaver.

The successful bidder shall be responsible for cleaning and maintaining equipment and the janitorial closet on a daily basis. Any damage caused by cleaning carts, vacuums and any/all other equipment used by workers must be reported and may be deemed the responsibility of the successful bidder to repair.

The successful bidder shall furnish all labor, cleaning materials, supplies (excluding paper towels, toilet paper and hand soap) and all necessary equipment to perform all the services hereby requested. The County of Beaver will provide locked storage areas in which to store supplies, cleaning material and equipment. These areas must be kept neat and clean at all times.

4.6**DETAILED SPECIFICATIONS (cont.)****BEAVER COUNTY HUMAN SERVICES BUILDING****ADULT PROBATION / MAGISTERIAL DISTRICT OFFICES**

The successful bidder shall provide continuous cleaning service from 9:00AM to 11:00AM, every Friday (excluding County of Beaver holidays), in the manner and frequency as herein directed. The following services, as applicable, are to be provided, one (1) day per week, in all administrative office areas and restrooms and in all other areas, entrances, reception areas, halls, conference and break rooms, except where a different frequency is requested:

1. Empty all wastebaskets and garbage cans and replace all trash can liners, daily.
2. Clean, sanitize and deodorize all wastebaskets and garbage cans (those in offices, kitchens and hallways), as needed.
3. Vacuum upholstered chairs, one (1) time per month.
4. Vacuum all exposed floor areas, including offices (when doors are left open), daily. Any vacuum cleaner used should not leave or have an odor.
5. Dust all mini-blinds, monthly.
6. Remove all defacing marks and/or graffiti from walls as they occur, using the prescribed method for that surface finish, to also include light switches.
7. Wash all baseboard areas, at least one (1) time annually.
8. Kitchenettes – Wipe down counters and disinfect sinks, wipe down refrigerator and microwave, clean table with disinfectant cleaner and wipe down front of cabinets, daily. **No abrasive products should be used.**
9. Spot clean carpet spills and stains, as needed.
10. Take out garbage break down all cardboard boxes, daily. Discard into appropriate dumpster.
11. Wipe top of file cabinets, table tops, partitions and work surfaces with the appropriate cleaning product, two (2) times per week.
12. Clean glass door panels throughout the suite, monthly.

NOTE: Fresh, clean and sanitized cloths should be used at all times.

SPECIAL PROVISION

The above Specifications are considered the base bid. The following is an additional alternate option which is a separate bid that will be considered:

4.6

DETAILED SPECIFICATIONS (cont.)

BEAVER COUNTY HUMAN SERVICES BUILDING

ADULT PROBATION / MAGISTERIAL DISTRICT OFFICES (cont.)

- A. An annual or more frequent deep cleaning of all carpeted surfaces. The cleaning must be done after 4:30PM, weekdays and/or weekends, and scheduled in advanced. All carpets must be deep cleaned in the manner recommended by the manufacturer. In any event, such method must be a modern and acceptable practice within the industry. The price to be quoted on the Bid Form must be the annual cost of such carpet cleaning. This option **MUST** be bid.
- B. Payment will be made on a monthly basis with the successful competition of all terms of the Specifications and upon the submission of a monthly invoice from the successful bidder. The invoice must detail the monthly expenses covered. In addition, this work must be invoiced separately in the same manner.

GENERAL INFORMATION

The area of the 1st floor of the Beaver County Human Services building that houses the Adult Probation and Magisterial District Office consists of approximately 5,157 square feet. The office area that needs to be cleaned will be a little less than that number.

4.6**DETAILED SPECIFICATIONS (cont.)****BEAVER COUNTY HUMAN SERVICES BUILDING****BEAVER COUNTY BEHAVIOR HEALTH OFFICE (BCBH)**

The successful bidder shall provide a continuous cleaning service from 4:30PM to competition, Monday through Friday (excluding County of Beaver holidays) in the manner and frequency as herein directed. The following services, as applicable, are to be provided, five (5) days per week, in all administrative office areas and restrooms, and in all other areas such as entrances, reception areas, halls, conference and break rooms, except where a different frequency is requested:

1. Empty all wastebaskets and garbage cans and replace trash can liners, five (5) days per week.
2. Clean, sanitize and deodorize all wastebaskets and garbage cans, to include those found in offices, kitchens and hallways, as needed.
3. Dust window ledges and all other horizontal surfaces, one (1) time per week.
4. Vacuum upholstered chairs, one (1) time per week.
5. Scour and sanitize all drinking fountains, five (5) times per week.
6. Wipe down water coolers and clean drip trays, five (5) times per week.
7. Scour/shine all restroom fixtures, hardware and drain pipes using a cleanser containing polishing and disinfecting compound, as needed. Keep all restroom stainless steel polished.
8. Complete positive restroom sanitization, wash and disinfect toilet seats, sides of bowls, bowls and urinals in all restrooms, five (5) days per week. Provide deodorizing agents when necessary.
9. Mop all restroom floors with disinfectant cleaner, five (5) days per week. Mop heads are to be laundered and/or changed with enough frequency so as to not have or leave an unsanitary odor.
10. Wipe down private partitions in restrooms and clean all restroom mirrors, one (1) time per week.
11. Sanitize all restroom wash bowls inside and outside, using a scouring cleanser with polishing and disinfecting compounds, five (5) days per week.
12. Maintain a daily supply of soap, toilet paper and paper towels in all restrooms and maintain sanitary supplies for women's restrooms, including liners in waste disposals.
13. Spot clean windows off elevator on the 2nd floor, one (1) time per week.
14. Remove all defacing marks and/or graffiti from walls, as they occur, using a prescribed method for that surface finish. This includes light switches.

4.6

DETAILED SPECIFICATIONS (cont.)

BEAVER COUNTY HUMAN SERVICES BUILDING

BEAVER COUNTY BEHAVIOR HEALTH (cont.)

15. Wash baseboard areas, one (1) time per year.
16. Kitchenette – Wipe down and disinfect counters, wipe down refrigerator and microwave, clean and disinfect tables and maintain a supply of paper towels, five (5) days per week. Wipe down front of cabinets, one (1) day per week.
17. Spot clean carpet spills and stains, as needed.
18. Take out garbage, break down cardboard boxes and discard in appropriate dumpster, five (5) days per week.
19. Clean glass door panels though out the suite, one (1) time per month.
20. Vacuum carpets, five (5) days per week.
21. Dust window blinds, as needed.

SPECIAL PROVISION

The above Specifications are considered the base bid. The following is an additional alternate option which is a separate bid that will be considered.

- A. An annual or more frequent deep cleaning of all carpeted surfaces. This cleaning must be done after 4:30PM weekdays or on weekends, and scheduled in advance. All carpets must be deep cleaned in the manner recommended by the manufacturer. In any event, such method must be a modern and acceptable practice within the industry. The price to be quoted on the Bid Form must be the annual cost of such carpet cleaning. This option **MUST** be bid, however, BCBH shall have the exclusive option of selecting this option each year. In the event BCBH selects this option for any year, it shall give written notice to the successful bidder and same shall require compliance with the option within sixty (60) days of receipt of the notice.
- B. Payment will be made on a monthly basis with the successful completion of all terms of the Specifications and upon the submission of a monthly invoice from the successful bidder. The invoice must detail the monthly expenses covered. In addition, when BCBH selects the carpet/upholstery cleaning option, this work must be invoiced separately in the same manner.

GENERAL INFORMATION

The 2nd floor area where Beaver County Behavior Health office is located is approximately 19, 712 square feet.

4.6**DETAILED SPECIFICATIONS (cont.)****BEAVER COUNTY HUMAN SERVICES BUILDING****BEAVER COUNTY HUMAN SERVICES BUILDING COMMON AREAS**

The successful bidder shall provide a continuous service from 4:30PM to completion, Monday through Friday (excluding County of Beaver holidays), in the manner and frequency as herein directed. The following services, as applicable, are to be provided five (5) days per week in all restrooms, public and other areas, i.e. entrances, lobbies, halls and stairwells, except where a different frequency is requested:

1. Wet mop all tile floors, five (5) days per week.
2. Empty all wastebaskets and garbage cans, both interior and exterior, and replace trash can liners, five (5) days per week.
3. Clean, sanitize and deodorize all wastebaskets and garbage cans, as needed.
4. scour and sanitize all drinking fountains, five (5) days per week.
5. Clean and vacuum inside elevators and lobby area on all three (3) floors, five (5) days per week.
6. Scour/shine all restroom fixtures, hardware and drain pipes using a cleanser containing polishing and disinfecting compounds. Keep all restroom stainless steel polished.
7. Complete and positive restroom sanitization, was and disinfect toilet seats, sides and bowls, bowls and urinals in all restrooms, five (5) days per week. Provide deodorizing agents when necessary.
8. Mop all restroom floors with disinfectant cleaner, five (5) days per week. Mop heads are to be laundered and/or changed with enough frequency so as to not have or leave an unsanitary odor.
9. Wipe down private partitions and clean restroom mirrors, one (1) day per week.
10. Sanitize all restroom wash bowls inside and outside, using a scouring cleanser with polishing and disinfecting compounds, five (5) days per week.
11. Maintain a daily supply of hand soap, paper towels and toilet paper, in restrooms.
12. Remove all defacing marks and/or graffiti from walls, including elevators, as they occur, using the prescribed method for that surface finish.
13. Wash baseboard areas, one (1) time per year.
14. Clean and mop interior stairs and stairwells, one (1) time per week.
15. Spot clean carpet spills and stains, as needed.
16. All areas to be dusted must be done with new or clean cloths.

4.6

DETAILED SPECIFICATIONS (cont.)

BEAVER COUNTY HUMAN SERVICES BUILDING

BEAVER COUNTY HUMAN SERVICES BUILDING COMMON AREAS (cont.)

17. Take garbage and break down all cardboard boxes, five (5) days per week, and discard in appropriate dumpster.
18. Clean entrance doors and windows, five (5) days per week.
19. Any stainless steel in elevators are to be polished, one (1) day per week.
20. Sanitize and scrub thoroughly bathroom floors and private partitions, one (1) day per week.

NOTE: Children and Youth Services Department (CYS) is located on the 3rd floor. The office area of CYS is **NOT** part of this bid package. The common area outside the elevator on the 3rd floor **IS** part of this bid package.

SPECIAL PROVISIONS

The above Specifications are considered the base bid. The following is an additional alternate option which is a separate bid that will be considered:

- A. An annual or more frequent deep cleaning of all carpeted surfaces. This cleaning must be done after 4:30PM weekdays or on weekends and scheduled in advance. All carpets must be deep cleaned in the manner recommended by the manufacturer. In any event, such method must be a modern and acceptable practice within the industry. This price to be quoted on the Bid Form **MUST** be bid; however, the County of Beaver shall have the exclusive option of selecting this option each year. In the event the County of Beaver selects this option for any year, it shall give a written notice to the successful bidder and same shall require compliance with the option within sixty (60) days of receipt of the notice.
- B. Payment will be made on a monthly basis with the successful competition of all terms of the Specifications and upon the submission of a monthly invoice from the successful bidder to the designated building representative. This invoice must detail the monthly expenses covered.

GENERAL INFORMATION

The common area of the Beaver County Human Services building for this section of the bid is approximately 2,947 square feet.

4.6**DETAILED SPECIFICATIONS (cont.)****BEAVER COUNTY COMMUNITY DEVELOPMENT BUILDING**

The successful bidder shall provide a continuous cleaning service from 4:30PM, to completion, Monday through Friday (excluding County of Beaver holidays) in the manner and frequency as herein directed. The following services, as applicable, are to be provided, five (5) days per week, in all administrative office areas, restrooms, all public and other areas, entrances, lobbies, halls and stairwells, except where a different frequency is requested:

1. Wet mop all tile floors, five (5) days per week.
2. Empty all wastebaskets and garbage cans, five (5) days per week.
3. Clean, sanitize and deodorize all wastebaskets and garbage cans, to include those in offices and hallways, five (5) days per week.
4. Dust desks, chairs, lounges, window ledges (paying special attention to all horizontal surfaces), five (5) days per week.
5. Dust desktops, one (1) day per week. Employees will be instructed to arrange their desktops to facilitate this.
6. Vacuum upholstered chairs, one (1) day per month.
7. Scour and sanitize all drinking fountains, five (5) days per week.
8. Clean and disinfect kitchen counters, microwave, toast oven and sink bowl areas, five (5) days per week.
9. Scour/shine all restroom fixtures, hardware and drain pipes using a cleanser containing a polishing and disinfecting compound, as needed. Keep all restroom stainless steel polished.
10. Complete and positive restroom sanitation, wash and disinfect toilet seats, sides of bowls, bowls and urinals in all restrooms, providing deodorizing agents when necessary, five (5) days per week.
11. Mop all restroom floors with disinfectant cleaner, five (5) days per week. Mop heads are to be laundered and/or changed with enough frequency so as not have or leave an unsanitary odor.
12. Sanitize all restroom wash bowls inside and outside, using a scouring cleanser with polishing and disinfecting compounds, five (5) days per week.
13. Clean all restroom mirrors, five (5) days per week.
14. Clean all kick plates on restroom doors, as needed.
15. Maintain a supply of hand soap, toilet paper and paper towels in all restrooms, five (5) days per week.

4.6**DETAILED SPECIFICATIONS (cont.)****BEAVER COUNTY COMMUNITY DEVELOPMENT BUILDING (cont.)**

16. Wash interior and exterior of all windows, two (2) times per year.
17. Remove all defacing marks and/or graffiti from walls and light switches, as needed, using the prescribed method for that surface finish.
18. Wash all washable walls, ceilings and baseboards, no less than one (1) time per year.
19. Spot clean spills and stains, as needed.
20. Take out garbage and break down cardboard boxes and discard in the appropriate dumpster, five (5) days per week.
21. Janitorial closets and any equipment shall be kept neat and clean, five (5) days per week.

SPECIAL PROVISIONS

The above Specifications are to be considered the base bid. The following is an additional alternate option which is a separate bid that will be considered:

- A. An annual or more frequent deep cleaning of all carpeted surfaces. This cleaning must be done after 4:30PM weekdays or on weekends, and scheduled in advance. All carpets must be deep cleaned in the manner recommended by the manufacturer. In any event, such method must be modern and acceptable practice within the industry. The price to be quoted on the Bid Form must be the annual cost of such carpet cleaning. This option **MUST** be bid; however, the Community Development department shall have the exclusive option of selecting this option for any year, shall give a written notice to the successful bidder and same shall require compliance with the option within sixty (60) days of receipt of the notice.
- B. Payment will be made on a monthly basis with the successful completion of all terms of the Specifications and upon the submission of a monthly invoice from the successful bidder. This invoice must detail the monthly expenses covered. In addition, when the Community Development department selects the carpet cleaning option, this work must be invoiced separately in the same manner.

GENERAL INFORMATION

The Community Development building consists of approximately 3,000 square feet.

5.0 REFERENCES

Please list five (5) current contracts your company is performing similar work as herein required. The requirements of these referenced contracts should be similar in square footage and contract cost to the requirements for the County of Beaver. In addition, at least one (1) reference should be able to attest to your company's ability to supply workers who can work in and around offices which utilize confidential information.

COMPANY #1: _____
CONTACT PERSON / TITLE: _____
PHONE NUMBER / EMAIL: _____

COMPANY #2: _____
CONTACT PERSON / TITLE: _____
PHONE NUMBER / EMAIL: _____

COMPANY #3: _____
CONTACT PERSON / TITLE: _____
PHONE NUMBER / EMAIL: _____

COMPANY #4: _____
CONTACT PERSON / TITLE: _____
PHONE NUMBER / EMAIL: _____

COMPANY #5: _____
CONTACT PERSON / TITLE: _____
PHONE NUMBER / EMAIL: _____

**** References must be supplied at time of Proposal Submission ****