



COUNCIL ROCK SCHOOL DISTRICT
Administration & Business Office
30 North Chancellor Street
Newtown, PA 18940
215-944-1000

Custodial Services Professional Service Agreement

Request for Proposals No. 25-18

February 7, 2025

Council Rock School District
30 North Chancellor Street
Newtown, PA 18940

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Section 1: Invitation to Bid

February 7, 2025

Prospective Bidders:

Attached herewith are instructions and proposal sheets covering the requirements for **Custodial Services Professional Services** that will be used within the Council Rock School District, Bucks County, Pennsylvania during the school years **2025/2026, 2026/2027, and 2027/2028**: Please submit two (2) copies of your request for proposal (RFP) and one (1) USB drive with a digital copy, clearly marked **Custodial Services Professional Services "Request for Proposals No. 25-18"** on or before **2:00 PM on Friday, March 14, 2025**, to:

Ashleigh Esteves
Purchasing Secretary
Council Rock School District
30 North Chancellor Street
Newtown, PA 18940

Council Rock School District is an equal opportunity education institution and will not discriminate on the basis of race, color, ethnicity, national origin, religion, ancestry, age, sex, sexual orientation, marital status, familial status or non-job-related disability in its activities, programs, contracts or employment practices.

For information regarding civil rights or grievance procedures, contact Dr. Andrew Sanko at Council Rock Administration Offices, 30 North Chancellor Street, Newtown, PA 18940. For information regarding services, activities and facilities that are accessible to and usable by handicapped or disabled persons, contact Anthony Devlin, Director of Special Services.

Notwithstanding anything contained herein expressly or implicitly to the contrary, the Council Rock School District reserves the right to reject any or all bid proposals submitted in response hereto. By submitting a bid proposal hereunder, a bidder acknowledges that this invitation for bid proposals does not constitute an offer to contract and, further, that no agreement between the Council Rock School District and any bidder shall be formed until and unless such agreement is reduced to a writing dated subsequent to the submission deadline for bids and in a form substantially similar to the Independent Contractor Agreement set forth below and signed by the President of the Board of the Council Rock School District.

Respectfully,
Council Rock School District
Jessica Binda
Supervisor of Facilities/Physical Plant

Council Rock School District
30 North Chancellor Street
Newtown, PA 18940

Section 2: Summary of School Facilities and Properties

The Council Rock School District (CRSD) invites professional firms to submit proposals for Custodial Services. The facilities and site properties included in the proposal include, but may not be limited to the following:

School and Ancillary Buildings	Approximate Square Footage	Approximate Site Acreage	Building History
Council Rock High School North and Network Operations Center	370,560	62	Built 1970, addtn & reno 2006
Council Rock High School South	379,780	160	Built 2002
Holland Middle School	184,500	67	Built 1975, addtn & reno 2018
Newtown Middle School	196,486	43	Built 2018
Richboro Middle School	88,824	39	Built 1963, currently unoccupied
Churchville Elementary School	81,742	20	Built 1959, addnt & reno 2010
Goodnoe Elementary School	97,775	15	Built 1963, addtn & reno 2015
Hillcrest Elementary School	65,025	11	Built 1989, addnt & reno 2022
Holland Elementary School	72,000	17	Built 1965, addnt & reno 2013
M.M. Welch Elementary School	96,800	32	Built 2000
Newtown Elementary School	83,000	97	Built 1994
Richboro Elementary School	77,532	41	Built 1989, addnt & reno 2024
Rolling Hills Elementary School	71,570	25	Built 1971, addnt & reno 2020
Sol Feinstone Elementary	97,014	37	Built 1951, addnt & reno 2024
Wrightstown Elementary School	52,217	23	Built 1958, addnt & reno 2019
Star Center	27,000	Site Shared w/ Richboro MS	Built 2021
Sail House	2,000	Site Shared w/ Goodnoe ES	1950's residential house
Total Instructional SF and Acres	2,043,825	689	
Chancellor Center (Admin. Building)	35,180	2	Built 1871, reno 2003
Council Rock Maintenance Facility	14,279	10	Built 1956
Total Non-Instructional SF and Acres	49,459	12	
Grand Total SF and Acres	2,093,284	701	

*Site acreage excludes Howes Tract 73 acres (No work at this location)

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Section 3: RFP General Requirements and Format

Council Rock School District will accept proposals for custodial services. The CRSD serves approximately 10,500 students, 1,500 staff members, and operates 19 school and administrative facilities ranging from approximately 2,000 square feet to 379,780 square feet. Most sites are composed of a single structure while three sites include multiple structures (GES/Sail House, HMS/HCES, and Former RMS and Star Center). All schools are located within the limits of the Council Rock School District (CRSD) 72 square mile parameters. Other buildings may be added at the discretion of the CRSD. See the Summary of School Facilities and Properties for additional information.

The CRSD currently utilizes contracted services to meet our custodial needs. The hours for custodial services commence at 6:30 AM and end at 11:00 PM daily, Monday through Friday (excluding custodial services required for outside events and other potential weekend activities).

Council Rock School District is seeking Proposals for Custodial Services. **Attendance at the Pre-bid Conference is mandatory to be eligible for award.** Floor plans of all schools will be shared at the pre-bid conference.

A sealed envelope clearly marked “*Council Rock School District Professional Services – Custodial Services RFP 25-18*” containing two (2) Proposals and one (1) USB drive with a digital copy must be submitted as noted on the invitation to bid. The CRSD may conduct interviews. Additional information may be requested, at the CRSD’s discretion.

Bid security in the form of a bid bond, certified check, or cash in an amount equal to 10% of the base proposal amount shall be submitted with the proposal. The Board of School Directors of Council Rock School District reserves the rights to reject any or all bids or parts thereof, to waive any irregularities or informalities in the RFP procedures, and to award the contracts in a manner serving the interest of the school district. All bidders must comply with the applicable federal, state and local laws and regulations.

All bidders must comply with the Pennsylvania Statutory Requirements regarding labor and bidding, including Equal Opportunity Laws.

The minimum scope of services desired is defined in this RFP. The Council Rock School District shall have the right to modify this scope, as it deems necessary. The terms of this Agreement between Owner and Professional shall be subject to review and modification by the district’s Solicitor. The Council Rock School District reserves the right to reject any or all Proposals and to waive technicalities.

The Request for Proposal will be on file and may be obtained from the Council Rock School District website (www.crsd.org)

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The Proposals shall contain all information requested within this RFP and must be tabbed as follows. The tabulation will be used to qualify Contractors, adherence to this request is critical when evaluating the responses.

Tab 1: Brief Overview of Company

Tab 2: Understanding of Services

1. The Contractor, in a clear and concise manner, shall state its understanding of the services and role of the Contractor in partnership with the District.
2. Through narrative discussion, show reason why this Contractor believes it is especially qualified to provide the services. Discuss any unique qualifications that this Contractor possesses which would benefit the District in the execution of the services.
3. The Contractor shall provide specific examples of how each service will be provided and examples of what is included in the scope and any service that may be additional services.

Tab 3: Organization, Staffing, and Staff Qualifications

1. Provide a project team organizational chart depicting team members, including names, titles, and specific responsibilities of the team members. Indicate the specific personnel that will provide expertise in all the Professional Services needs including Administrative Team, Day and Evening Managers, Staffing assigned to schools, etc. The Organizational Chart must include staffing assignments and management for all schools and facilities listed in the RFP.
2. Provide the following information for personnel:
 - a. The specific primary project manager and backup project manager assigned to the CRSD. Provide brief overview of their skills and experience in delivering the services and identify their availability.
 - b. Provide resumes for all personnel who will have major responsibilities on this project. Each resume must include a) name and title, b) the project assignment or role that the person will fulfill in relation to this project, c) years of relevant experience, and d) a synopsis of experience, training, or other experience which reflects upon the individual's potential to contribute to the services requested.
 - c. The address of the office that the specific personnel work from. Note: the CRSD provides district office space for management staff and supplies at the Twining Ford Maintenance Facility located in Richboro, PA.
 - d. Contractor will operate within the policies of the CRSD, as amended from time to time, and the goals, policies and procedures now or at some date established or approved by the CRSD. Contractor shall maintain a current Child Abuse History Clearance as provided by the Pennsylvania Department of Public Welfare and will provide a satisfactory criminal history background check to the District for each individual engaged by Contractor to provide services who will come in direct contact with children, including Contractor (if an individual). Clearance Forms to be provided by the successful firm only.

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Tab 4: Project Experience and References

The Contractor shall identify at minimum, three (3) clients where similar scope of services are being provided for each client. List the following:

1. Current client references, including name, title, and telephone number.
2. How many years the service has been provided.
3. Specific list of services that are provided.
4. Specific examples of solutions or services provided that have resulted in improved custodial services for the client.

Tab 5: Public Project Experience

1. The Contractor shall identify how it specializes in public projects and facilities/educational Custodial Services. Provide examples as appropriate.
2. The Contractor shall indicate whether, as a single entity or as a member of a joint venture, it has been the subject of any litigation through the discharge of its professional services. If so, provide a detailed description of the litigants, the subject matter, and the disposition of the arbitration or lawsuit.

Tab 6: Attachments and Exhibits

Provide all attachments and exhibits requested within this RFP – B through T (excludes Fee Proposal Form).

Tab 7: Fee Proposal

Provide Fee Proposal Form (Exhibit A) attached to this RFP.

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Section 4: Instructions to Bidders and General Conditions

1. Bid Term

Notice is given that proposals for a three (3) year contract for Custodial Services (Bidder, Contractor) will be received by the Council Rock School District (CRSD, District). Proposals are due as listed in the advertisement. The initial contract period (administrative tasks and onboarding) will begin May 19, 2025. Current services expire June 30, 2025. The new custodial services vendor must assume full custodial role on July 1, 2025 through June 30, 2028, with additional successive 1-year terms (July 1, 2028 – June 30, 2029 and July 1, 2029 – June 30, 2030).

2. Bid Delivery

The Proposals should be delivered with two (2) hard copies and one USB with digital copy to Council Rock School District Administration Building (Chancellor Center) prior to the date and time listed on advertisement for Proposals. Proposals received after said designated time will not be considered. The bidder assumes the risk of any delay in handling or delivery of mail. No Proposals delivered by facsimile or electronic means will be considered.

3. Bid Submission

Each Proposal **must be submitted on the Proposal forms provided (do not alter bid forms)**.

Two (2) copies of Exhibit A through Exhibit R, with these specifications along with other documents as called for in this RFP and must be contained in a sealed envelope which shall be endorsed on the outside thereof with the following information:

- a. Professional Services Proposal Services for Custodial Services
- b. Name, address, and contact information of firm.
- c. Envelope should be address to:

Ashleigh Esteves
Purchasing Secretary
Council Rock School District
30 North Chancellor Street
Newtown, PA 18940

Note: Proposals must be typed or written in ink. Pencil proposals are not permitted.

4. Bid Validation and Tentative Schedule

All Proposals submitted are valid for a minimum period of 180 days after the date set for bid opening. The tentative schedule for the selection process is as follows:

- a. February 7, 2025 Issue Request for Proposal (RFP)
- b. February 24, 2025 Mandatory Pre-Proposal Conference at 10:00 AM
- c. March 5, 2025 Deadline for written questions at 2:00 PM
- d. March 7, 2025 Response to questions posted to CRSD website
- e. March 14, 2025 Request for Proposals due to CRSD by 2:00 PM
- f. April 3, 2025 Potential Review at Facilities Committee Meeting
- g. April 17, 2025 Potential Recommendation to the Board of School Directors

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- h. May 19, 2025 Prepare for mobilization, submit written plan, schedule, etc.
- i. June 1, 2025 One (1) month overlap with current custodial vendor (ABM)
- j. July 1, 2025 Manage services with full staffing, equipment materials, products

Note: The above dates are subject to change at the discretion of the CRSD.

5. CRSD Reservation of Rights

Council Rock School District reserves the right to reject any and all bids, to accept bids either in whole or in part, and to waive any irregularities or defects in any proposal should it be deemed to be in the best interest of Council Rock School District to do so. Proposal awards will not necessarily be made on the basis of price alone: suitability to purpose, design, quality, past service including past performance on behalf of the Council Rock School District, date of delivery, responsibility, industry reputation, and other factors deemed to be in the best interest of Council Rock School District may also be considered. The District shall be the sole judge of these factors. In determining same, the actual dollar cost of the proposal as submitted by each bidder will not be the sole criterion. In all instances, the decision rendered by the School Board shall be final and not subject to contest by others. A contract will be awarded with the understanding that the contractor shall, at all times, comply with all applicable laws governing the issuance of contracts in the State of Pennsylvania and as further indicated in the bid package.

It is finally understood that by requesting this Proposal, the Council Rock School District is not incorporating the public bid process into this solicitation and nothing contained herein shall create any contractual rights or obligations by and between the Council Rock School District and any person or entity responding hereto.

6. Site Investigations and Visits

It is the responsibility of the bidder to field survey all facilities prior to proposal submission. All requested site visits must be coordinated in advance. Unauthorized visits to the District's buildings could result in disqualification. To coordinate site visits, please contact:

Christine DiEgidio, Assistant to Supervisor of Facilities at CDiEgidio@crsd.org

7. Pre-Proposal Conference

All prospective bidders must attend the pre-bid conference, which will be held on date and time listed in bid advertisement at Council Rock School District, Administration Building, Chancellor Center, 30 North Chancellor Street, Newtown, PA 189404. If, as a result of the pre-bid conference, it is necessary to modify these instructions or the specifications, an addendum will issued and made available to signed-in pre-bid conference attendees as well as, upon request, to any other interested parties. Failure to attend the pre-bid conference shall be grounds for the rejection of a proposal.

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8. Questions and Additional Information

For further information or clarification of specifications for this portion of the RFP, please contact:

Jessica Binda, Supervisor of Facilities at JBinda-Rischow@crsd.org

Christine DiEgidio, Assistant to Supervisor of Facilities at CDiEgidio@crsd.org

Ashleigh Esteves, Purchasing Secretary at Ashleigh.Esteves@crsd.org

All questions must be submitted in writing no later than the date listed in the RFP. Response to relevant questions shall be included in addenda and posted to the CRSD website by the date listed in the RFP.

9. Laws and Regulations

Contractor shall be in compliance with current and future local, state, and federal laws and regulations during the Proposal phase and the performance of the contract.

10. Taxes

The successful bidder will be liable for the payment of any and all sales, use and other taxes on the materials, which it purchases for fulfilling this contract.

11. Exceptions

Any exceptions to these conditions or deviations from the specifications must be submitted in writing and attached to the bid form.

12. Exemption from Taxes

The Council Rock School District is exempt from Federal, State, and Municipal taxes.

13. Statement of Qualifications

Special Requirements: Bidder shall provide a qualifications statement which is as thorough and detailed as possible so Council Rock School District may properly evaluate the Bidder's capabilities to provide the required services. Bidders are required to submit completely the following items:

- a. The return of a complete proposal, fully responsive as requested.
- b. Evidence of significant experience in providing custodial services and management thereof of the size and scope in a public K-12 school district as described herein; including but not limited to experience in providing quality personnel, staff training and development programs, and clean, safe and efficient facilities, effective and responsible cleaning products, well maintained equipment, etc.
- c. Information about Company organization and background.
- d. Demonstrate the experience of the company in providing quality supportive management services in a public school K-12 environment including, but not limited to, the following areas of emphasis:
 - i. Evidence of satisfactory performance and operation in other similar K-12 institutions.

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- ii. Experience in providing highly trained and skilled custodial personnel.
 - iii. Motivation programs and other educational program support systems.
 - iv. Training and in-service custodial services education in K-12.
 - v. Computerized Maintenance Management Systems for K-12 custodial services.
 - vi. Written K-12 custodial management standards, procedures, schedules and records.
- e. Present any other pertinent information, which demonstrates the Bidder's capability to successfully provide these services.
 - f. Identify those capabilities and resources to be provided directly by the contractor's organization as compared to a specified service, provided by a subcontractor. All regular workers must be employees of the Contractor. No subcontracted workers without express written consent of Council Rock School District.
 - g. Provide a list of at least three (3) K-12 customers in size similar to District for whom the company is currently providing custodial services where employees on the Bidder's payroll are actually providing the custodial and other services.

14. Investigation of Bidders

Bidders shall provide evidence of having owned and operated a contract cleaning service serving public school districts for at least the last five (5) years. Three (3) references to be provided shall be School Districts that are currently being serviced by bidder's Custodial Services where the bidder's personnel currently has production employees on the bidder's payroll. At least two of the references must be from K-12 School Districts where the Bidder provides current services of a similar volume. For each district listed, indicate the type of service provided, number of buildings in the district, total square footage, full time equivalents, current contact name and phone number. List each District as one (1) reference. **Do not list each school within a district as a separate reference.** Include the date(s) when service was performed, the school's name, address, contact person's name, email, and telephone number of the client contract administrator.

15. Department of Human Rights Regulations

The Contractor acknowledges application of the Pennsylvania Human Relations Act, 43 P.S. 951, et seq., prohibiting discrimination based on race, color, ethnicity, national origin, religion, ancestry, age, sex, sexual orientation, marital status, familial status or non-job-related disability, by employers, employment agencies, labor organizations, contractors and others. The Contractor shall comply with the provisions of the Act, as amended, which is hereby made a part of these specifications.

16. Non-Collusion Affidavit

The Non-Collusion Affidavit as attached must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the Proposal.

17. Criminal Background Investigations

Contractor will operate within the policies of the District and the goals, policies and procedures now or at some date established or approved by the District's administration with regard to the safety of pupils, the security of the District's grounds and buildings and the District's operations generally. Contractor shall maintain a current Child Abuse History Clearance as provided by the Pennsylvania Department of Public Welfare (Act 111), provide a satisfactory criminal history background check (Act 34 PA), FBI fingerprinting clearance (Act 114), and Arrest/Conviction Form (Act 24) to the District for each individual engaged by Contractor to provide services who will come in direct contact with children in providing such services, including Contractor. The costs for background checks and associated administrative task are by the Contractor.

18. Contractor Employee Turn-Over

The parties recognize that work force stability is essential to perform promptly and adequately contractor's obligations hereunder and that contractor is responsible for minimizing employee turnover to the extent possible to affect that end. Contractor shall submit with his proposal a sworn statement regarding the contractor's employee turnover rate for the years 2022, 2023, and 2024.

19. Non-Discrimination

Pursuant to 62 Pa.C.S.A. §3701, the Contractor agrees as follows:

- a. In the hiring of employees for the performance of Work under the Contract or any subcontract, no Contractor, subcontractor, or any person acting on behalf of the Contractor or subcontractor shall by reason of gender, race, creed, or color discriminate against any citizen of this Commonwealth who is qualified and available to perform the Work to which the employment relates.
- b. No Contractor or subcontractor or any person on their behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under the Contract on account of gender, race, creed, or color.
- c. The Contract may be canceled or terminated by the District, and all money due or to become due under the Contract may be forfeited for a violation of the terms or conditions of that portion of the Contract.

20. Insurance Requirements

All insurers and sureties underwriting Contractor's or any subcontractor's insurance and bonds must be licensed in the Commonwealth of Pennsylvania and have a minimum rating of "A" (financial strength rating) and "VII" (financial size category) in the latest edition of Best's Insurance Reports, unless otherwise approved by the CRSD. (Such insurers and sureties shall also meet such additional requirements and qualifications as may be set forth in the Supplementary Conditions.)

The Contractor shall not start work under this Contract until Contractor has obtained, at its own expense, all of the insurance called for hereunder and such insurance has been approved by the CRSD; nor shall Contractor allow any subcontractors to start work on any

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subcontract until all insurance required of the subcontractor has been so obtained and approved by the Contractor. Approval of insurance required of Contractor and subcontractors by the CRSD will be granted only after submission to the CRSD of original, signed certificates of insurance or, alternately, at the CRSD's request, certified copies of the required insurance policies. Approval of insurance required shall not be unreasonably withheld.

Contractor shall require all subcontractors to maintain, during the term of this agreement, commercial general liability insurance, business auto liability insurance and workers' compensation and employers' liability insurance in the same manner as specified for Contractor. Contractor shall furnish subcontractor's certificates of insurance to the CRSD immediately upon request.

All insurance policies required hereunder shall be endorsed to provide that the policy is not subject to cancellation, non-renewal, material change or reduction in coverage until sixty (60) days prior written notice has been given to the CRSD.

Each insurance policy required by this Contract, except for the workers' compensation policy, shall contain the following clause:

"The CRSD, its board members, employees, agents, officials and volunteers are hereby added as additional insureds as respects the operations and activities covered by this policy."

Any insurance maintained by the CRSD shall apply in excess of the insurance required by this Contract.

No acceptance and/or approval of any insurance by the CRSD shall be construed as relieving or excusing Contractor, or the surety, or its bonds, from any liability or obligation imposed upon either or both of them by the provisions of the Vendor.

CONTRACTOR'S INSURANCE

Contractor shall secure and maintain, at its own expense, the following insurance:

Commercial general liability insurance which insures against claims for bodily injury and property damage arising out of or in connection with any operations or work under the Contract Documents whether such operations be by Vendor, its employees or subcontractors or their employees. The policy shall provide minimum limits of coverage as follows:

\$1,000,000 combined single limit - each occurrence
\$2,000,000 general aggregate
\$2,000,000 products/completed operations aggregate

Any aggregate limit shall apply per project and per location.

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This insurance shall name the CRSD, its board members, employees, agents, officials and volunteers as additional insureds. The commercial general liability policy shall afford coverage for explosion, collapse and underground hazards, contractual liability and liability arising from independent contractors. Products and completed operations insurance shall be maintained for two years after completion of the Project.

Business auto liability insurance that insures against bodily injury and property damage claims arising out of the maintenance, use or operation of any "auto". The minimum limit shall be a combined single limit of \$1,000,000 per accident. This policy shall include the Motor Carrier Act endorsement if applicable.

Workers' compensation insurance and employers' liability insurance which satisfies Vendor's legal obligation to its employees in the states in which they operate on the CRSD's behalf. In any event, employers' liability insurance shall be secured by Contractor with minimum limits of \$100,000 per employee for bodily injury by accident, \$100,000 per employee for bodily injury by disease and a \$500,000 aggregate policy limit for bodily injury by disease. Coverage for Pennsylvania benefits must be specifically referenced on certificates and certified policies provided to the CRSD.

21. Force Majeure

The parties to any contract shall be excused from performance during the time and to the extent that they are prevented from obtaining goods or performing services by acts of God, fire, or power failure or reduction, provided that: satisfactory evidence thereof is presented to District, and provided further that it is satisfactorily established that the non-performance was not due to the fault or negligence of the party not performing. The scheduled completion date stipulated in these specifications shall be adjusted by a period of time equal to such time lost because of the stated condition where applicable.

22. Signature Constitutes Acceptance

The signing of the Proposal form shall be construed as acceptance of all the provisions contained herein.

23. Bid Bond

Each Proposal shall be accompanied by a bid bond in the amount of 10% of the annual cost for the first year of the contract issued by a properly licensed commercial surety having a "Best" rating of A- or better. The bid bond shall be given as a guarantee that the bidder will supply the items in accordance with specifications and prices bid. Bid security in the form of a Cashier Check will be accepted in lieu of a bid bond. Alternatively, a cashier's check or an irrevocable letter of credit without contingency from bidder's bank on their letterhead signed by authorized bank officer must be in the amount equal to 10% of the bid. The successful bidder's bond will be retained by District until a contract is signed and services have commenced and been satisfactorily performed, to the District's satisfaction, for a period of sixty (60) days.

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24. Performance Bond and Labor and Material Payment Bond

Proposals shall include 100% performance and payment bonds for the term of the contract in an amount reflecting the value of the “base bid”. The Bond must be issued by a properly licensed commercial surety having a “Best” rating of A- or better. Council Rock School District will consider proposals to provide an institutional letter of credit in lieu of a performance and payment bonds. Such proposals must include disclosure of the terms of the letter of credit for review and consideration by Council Rock School District. Under no circumstances shall the District be obligated to accept a letter of credit rather than proper performance and payment bonds. Costs to comply with this requirement are by the Contractor.

25. Payment Terms

The successful bidder shall submit invoices for services on a monthly basis due by the 25th day of each month accompanied by certified payroll confirming the FTE counts for the invoiced month. Payment to the contractor shall be made within forty-five (45) days after receipt of invoice.

26. Examination of Site

Before submitting a Proposal, the contractor should visit the site and is responsible for knowing the conditions affecting the work. Failure to visit the site(s) shall not be accepted as a valid reason for any changes by the successful bidder. All requested site visits must be coordinated in advance. Unauthorized visits to the District’s buildings could result in disqualification.

27. Safety

The contractor is responsible for making sure that all conditions created by the Custodial Services work are safe for building occupants and workers. Any precautionary measures such as warning signs, barricades, etc., that might be necessary shall be at the expense of the contractor and provided for in the bid price. The contractor shall fully comply with all applicable OSHA regulations while working at the District.

28. Change in Scope

Contractors and sub-contractors must receive prior written approval from the designated District Representative(s) before proceeding with any work which is a change in scope and / or additional cost to District including overtime for special events.

29. Safety Data Sheets

All Contractors performing work in Council Rock School District Buildings shall submit of Safety Data Sheets (SDS) on all cleaning chemicals to be used in accordance with the OSHA and Pennsylvania Department of Labor’s Hazardous Communication Program Regulations prior to the commencement of work. Contractors must maintain four (4) legible bound, inventoried and indexed set of these SDS sheets on file at each School District facility (Office, Nurse, Custodial and Maintenance Office) at all times during the term of the Custodial Service contract. Periodic District checks may be performed,

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Contractor must be able to furnish information on demand. In addition, all Contractors who are to perform work in the District's buildings & facilities must make their employees aware of Council Rock School District's Hazardous Communication Program. The District's buildings have a copy of all SDS sheets on products at the building which the District has purchased. The binder containing those SDS sheets is in the Custodial office of each building. If any contractor's employee would like a copy of the District's Hazardous Communication Plan procedure or a particular SDS sheet of a particular material the District has delivered to the site from a source other than the contractor, please contact the Property Services Manager to get a copy duplicated.

30. Notice to Cure

The work shall be performed to the satisfaction of the District. If, in the sole opinion of the District, the Contractor is not satisfactorily performing the services in accordance with the requirements of this Agreement, the District shall exercise the commencement of a ten (10) day cure period during which time the Contractor is required to cure the deficiency(s) and provide proof of cure satisfactory to District. The District reserves the right to simultaneously commence a thirty (30) day notice of termination. Both the exercise of the cure period as well as the termination provisions shall be in writing. On or before the end of the ten (10) days Cure Period, District shall reasonably determine that either (1) the service deficiencies have been corrected, in which case the Agreement will continue in full force and effect subsequent to the Cure Period, or (2) the service deficiencies have not been corrected, in which event District may terminate this agreement in accordance with the thirty (30) day termination notice. The District's option to terminate is without prejudice to any other rights the District may have under the contract or at law in equity. Also see special notice to cure procedures for summer cleaning program performance in Section 7. Reference the Sample Agreement for Performance Guarantee and Annual Measurement Period.

Joint Review and Annual Reconciliation: The parties' representatives will meet at minimum, once per quarter, to review and discuss the SUCCESSFUL BIDDERS quarterly report and ongoing operational matters relevant to the SUCCESSFUL BIDDERS meeting or exceeding APPA Level 2 Services. The SUCCESSFUL BIDDERS quarterly report shall include, but not limited to inspection results by trending, APPA Scores, action item counts and results. The parties agree to apply and evaluate the key performance indicators (APPA Level 2) in good faith and on a commercially reasonable basis, including objective criteria for the targets, goals and the evaluation of achievement or failure of the same. Should any school or ancillary building fail to meet APPA Level 2 exceeding fifteen (15) days on metrics mutually agreed to by the parties, the SUCCESSFUL BIDDER will have a ten (10) day cure period to correct the level of cleanliness. Should the SUCCESSFUL BIDDER fail to cure the deficiency within the ten (10) day cure period, the SUCCESSFUL BIDDER will place Ten Thousand Dollars (\$10,000) at risk for the Annual Measurement Period. The penalty will apply per building per cure period up to the annual maximum performance guarantee program penalty set forth below.

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Annual Measurement Period: The Performance Guarantee Program is assessed at the end of each Contract Period (Annual Measurement Period). If during the Annual Measurement Period, the SUCCESSFUL BIDDER fails to achieve the key performance indicator (APPA LEVEL 2) within the documented cure period. The District shall receive a refund or a credit against future invoices, at its discretion. The District can impose a maximum of two (2) cure period requests per building, per month. The maximum Performance Guarantee Program penalty is \$240,000 annually.

31. Rate for Services Additional to Contract Scope

Special request rates shall be included in the RFP as prepared by the Custodial Contractor. The hourly rates for any additional services will be considered when awarding the proposal for this work.

32. Right to Cancel the Contract

As a condition of all Proposals, the successful contractor shall enter into a written agreement as prepared by the School Board which agreement shall incorporate these specifications including but not limited to a provision, which would permit the School Board or Contractor to cancel this agreement upon one-hundred and twenty (120) days written notice for convenience.

33. Contract

Successful bidder must execute a contract with the District in the form provided in the sample with this document. The contract incorporates, but may not be limited to all provisions of the instruction to bidders and general conditions.

34. Council Rock School District Forms and Information to be Submitted

As part of a complete bid, all Exhibits enumerated in Section 2 shall be provided with the Proposal in fully executed, original form along with the documents which shall be furnished by the bidder on the bidder's form as a part of a complete Proposal:

- a. Exhibit A – Bid Form (Include in Tab 8 of the Proposal)
- b. Exhibit B – Bid Security Bond
- c. Exhibit C – Non-Collusion Affidavit
- d. Exhibit D – Equipment and Materials List
Enclose a complete listing of the supplies and equipment to be used in the cleaning maintenance program.
- e. Exhibit E – Reference List as described
- f. Exhibit F – Contractor's Sworn Statement Certifying Employee Turnover Rate for 2022, 2023, and 2024.
- g. Exhibit G – Contractor's Organization Chart Including FTE's for all Phases of the Proposed Work
- h. Exhibit H – Contractor's Operations Chart

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Enclose a copy of a diagram/flow chart showing the number of custodians / supervisors (including evening supervision), etc., and the number of hours that each will work per day/night shift.

- i. Exhibit I – Training Program
Enclose a copy of the training policies and sample of manuals that will be utilized for all production employees, on-the-job supervisors and managers assigned to the District’s buildings.
- j. Exhibit J – Contractor’s Certificate of Insurance
- k. Exhibit K – Contractor’s Statement of Qualifications.
- l. Exhibit L – SDS sheets for chemicals intended for use as a part of the contract offer.
- m. Exhibit M – Equipment Specifications for all types equipment to be provided by the contractor in fulfillment of the required services as a part of the contract offer (Including age/hours)
- n. Exhibit N – Evidence of Completion IICRC-approved Carpet Cleaning Technician (CCT) course or equivalent by supervision for District’s project.
- o. Exhibit O – Outline of Contractor Quality Control Program Reports and Tools to be utilized in performance of the Custodial services contract if awarded to the bidder.
- p. Exhibit P – Copy of Electronic Building Inspection Forms Currently in Use
Provide a daily building inspection report currently being utilized by your Company. (The Contractor shall utilize an electronic inspection system which can be easily accessed by the District for monitoring purposes.)
- q. Exhibit Q – Customer Contact Procedure
Enclose copy of the procedure that will be used for weekly customer contact, and monthly Formal Customer Reviews.
- r. Exhibit R – Financial Information including:
 - i. Dunn and Bradstreet Rating
 - ii. Bank References (Include Contact Name). (A bidder may be requested to submit the most recent annual audit including Income Statement and Balance Sheet or Schedule C from most recent U.S. Income Tax Return after the bid opening.)
- s. Exhibit S – W-9 Form
- t. Exhibit T – Vendor Information Form

Attachments

- a. Attachment 1 – 2025-2026 School Calendar
Provides the Contractor with a general knowledge of the annual school year including, but not limited to, in-service days, holiday, breaks, etc.
- b. Attachment 2 – Sample Weekend Coverage Schedule
A partial list of weekend building use is provided for reference only and may not fully depict all uses. Weekly evening events (primarily fall and winter) include but are not limited to the following: Community sports groups use gymnasiums in every elementary and middle school, random classroom use, scout meetings throughout the year, parent teacher organization meetings, and school events including plays and concerts. Weekend events (primarily fall and winter) include but are not limited

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to the following: heavy use for the gymnasiums and multipurpose rooms by community sports groups, parent teacher organization spring fairs and dance recitals. See Attachment for additional events. Note: While projections of weekend events requiring more than one (1) custodian are difficult to predict, historical data shows coverage for most events is addressed with one (1) custodian. Events requiring more than one (1) custodian, in accordance with the RFP for weekend custodians include, but are not limited to the spring fairs.

35. Indemnification

The Contractor and any of its subcontractors and any transporters pursuant to these specifications do hereby agree that, upon contract award, they will indemnify, defend and hold harmless the District, its directors, officers and employees from all costs, expenses, losses, damages and judgments of every kind, including attorney's fees arising from their negligence, recklessness or intentional misconduct or their breach of contract. The indemnity shall survive the termination of the contract by either party.

36. U.S. Steel Clause

In accordance with Act 3 of the 1978 General Assembly of the Commonwealth of Pennsylvania, if any steel or steel products are to be used or supplied in the performance of this Contract, only those produced in the United States as defined therein shall be used or supplied in the performance of the contract or any subcontracts thereunder. In accordance with Act 161 of 1982, cast iron products shall also be included and produced in the United States. Act 141 of 1984 further defines "steel products" to include machinery and equipment. The act also provides clarifications and penalties.

37. Competency

All workmen employed by the Contractor shall be competent and first-class workman, duly skilled in their respective branches of labor.

38. Workers Compensation Act

The Contractor shall accept, insofar as the work covered by this contract is concerned, the provisions of the Worker's Compensation Act No. 44 of 1993, and any supplements or amendments thereof, including any which may hereafter be passed, and shall insure the Contractors full liability thereunder for all parts of this contract being performed by the Contractor, the Contractor's partners, associates, employees or those of any the Contractor nay employ herein, or file with the district, a certificate of exemption from the Bureau of Workers Compensation of the Department of Labor and Industry

39. Proprietary Specifications

Brand names as used in the specifications, or catalog numbers from a designated supplier, are intended to be descriptive, but not restrictive, and are used to indicate the quality and characteristics of the item unless otherwise specified. When an item is bid that is not exactly as specified, the brand name and catalog number shall be given and the description of the item must appear in the vendors catalog under the brand name and catalog

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specified. A copy of the vendor's catalog must be included with the bid. It is the responsibility of the vendor to demonstrate the compliance of the said item.

40. Protection of Existing Property

Every precaution shall be made to protect the building and grounds during the course of the work. If damage is caused by the Contractor, the Contractor and his insurance must remedy the damage at no cost to the Council Rock School District.

41. Deliveries

The School District will accept deliveries of supplies during the weekdays, Monday through Friday, between the hours of 8:00AM and 3:00PM. NO DELIVERIES SHALL BE MADE ON SATURDAYS, SUNDAYS OR HOLIDAYS.

42. Contract Adjustments

The School District reserves the right to change, increase, or reduce the work as necessary and in such event shall notify the Contractor in writing, provided suitable adjustment is made in the original contract price.

43. Standard of Quality

The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the acceptance to any one material or product specified, but rather to name or describe it as the absolute minimum standard that is desired and acceptable. A material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words "or an approved equal", they shall be subject to equals only as approved by the Council Rock School District.

44. Board of School Directors Reservation of Rights

The Board of School Directors of the Council Rock School District reserves the right to make award by items, classes, groups of items or as a whole, **to reject any or all bids** and to waive technicalities or formalities in their execution and filling if deemed advantageous for the Council Rock School District. The School Board also reserves the right to reject any or all material furnished which, in their opinion, is not in strict compliance and conformity with the requirements of the specifications. The bidder, at his own expense must remove and replace any article so rejected by the Board.

45. Bid Modification/Withdrawals

Bids and modifications or withdrawals thereof received after the time set for the bid opening/receipt of Proposals of same will not be considered.

46. Non-Conforming Work

A successful bidding Contractor will carry out all work in strict accordance with specifications as approved and accepted by the Council Rock School District and any work not conforming will be reinstalled or replaced at Contractors expense.

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47. Bid Conformance

All Proposals must conform to the specifications as listed; however, the Board reserves the right to waive any and all failures to meet the specifications.

48. Rejection of Materials

The privilege is reserved to the District to reject any materials furnished, which are not in strict compliance with the requirements of the specifications.

49. Discrepancies or Omissions

The Contractor shall bring to the attention of District any discrepancies to omissions noted on the Specifications and all pertinent documents.

Section 5 – Sample Agreement Between District and Contractor

THIS AGREEMENT made this Seventh (17th) day of April 2025, by and between XXXX, a corporation organized and existing under the laws of the State of XXX (hereinafter called the "CONTRACTOR"), and the COUNCIL ROCK SCHOOL DISTRICT, a second class school district located in the Commonwealth of Pennsylvania (hereinafter called the "DISTRICT").

WITNESSETH, that the CONTRACTOR and DISTRICT, for the consideration stated herein, mutually agree as follows:

ARTICLE 1. STATEMENT OF WORK

SUCCESSFUL BIDDER will provide Custodial Services (hereinafter referred to as "Services") for the District at its facilities specified in the Bid Specifications (copy attached) and accordance with to the specifications set forth here-in. In performing such Services, SUCCESSFUL BIDDER will do the following:

1. Furnish a management team to ensure the Services are accomplished in accordance with the terms and conditions set forth herein.
2. Furnish, train, manage and direct all SUCCESSFUL BIDDER employees in the performance of Services. District shall have the right, upon written notice to SUCCESSFUL BIDDER, to require the replacement of any SUCCESSFUL BIDDER employee employed at the Facility whose continued presence, in the opinion of the District, is not in the best interest of the District or its employees or students. All SUCCESSFUL BIDDER employees who provide services under this Agreement shall comply with all applicable laws, ordinances, rules and regulations in the performance of Service provided under this Agreement, including but not limited to, all applicable District policies and procedures, rules and regulations in effect at the time, all laws governing appropriate visa and work authorization, any and all applicable District policies regarding background information, pre-employment testing and any other applicable requirements deemed appropriate by the District.
3. Provide additional services (non-repetitive in nature) similar to, but not included in, the Services from time to time as requested by the District.
4. SUCCESSFUL BIDDER acknowledges and agrees that the terms and conditions of the Districts RFP for Custodial Services 25-18 are incorporated herein expressly by reference.

The District will do the following:

1. Provide the SUCCESSFUL BIDDER with reasonable office space, storage and locker space, warehouse and distribution space and services at the District's Facilities, at no cost to the SUCCESSFUL BIDDER, for their use in providing Management Services for the District. Such space will include utilities (including water, sewer, electricity and telephone service) and access to copiers, fax machines and other standard office equipment. Such space will be under the SUCCESSFUL BIDDERS exclusive use, subject to the District's access rights for safety and emergency response. The SUCCESSFUL BIDDER will also be granted access to District's voicemail and intranet systems at no cost, to facilitate communications and access to information needed to render Management Services efficiently under this Agreement.

2. Acknowledge and agree that the District has the sole authority to review, approve and, from time to time, modify District's budget for Management Services; provided however that any such review, approval or modification shall not change the financial terms set forth in this Agreement without the SUCCESSFUL BIDDERS prior written approval.

ARTICLE 2. FINANCIAL TERMS

Contract prices shall be according to SUCCESSFUL BIDDER's Contract Price for Custodial Services for Contract Periods:

July 1, 2025 through June 30, 2026	\$ _____
July 1, 2026 through June 30, 2027	\$ _____
July 1, 2027 through June 30, 2028	\$ _____
Optional Year 1: July 1, 2028 through June 30, 2029	\$ _____
Optional Year 2: July 1, 2029 through June 30, 2030	\$ _____

and Hourly Rates for additional services and Unit Prices for additional supplies shall be in accordance with the schedule of rates provided by SUCCESSFUL BIDDER with SUCCESSFUL BIDDER's proposal dated Month, Day, Year; copy attached.

ARTICLE 3. CONTRACT

Services shall include duties as outlined in the bid specifications; copy attached, including:

- This Agreement
- RFP 25-18 dated February 14, 2025 including pages 1 through 52 and all attachments and exhibits
- Addenda No. ____ dated _____ pages 1 thru ____.
- Contractors Proposal Submission

All additional services will be approved by the District prior to work being done at the hourly rates quoted in the Agreement.

THIS AGREEMENT, together with the other documents enumerated in this ARTICLE 3, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract between the parties hereto. In the event that any provisions in any component part of this Contract conflict with any provision of any other component part, the provisions of the component part first enumerated in this ARTICLE 3 shall govern, except as otherwise specifically stated.

ARTICLE 4. STIPULATION AGAINST LIENS

a. In exchange for each and every payment tendered to CONTRACTOR by the DISTRICT under the Contract, CONTRACTOR shall submit to the DISTRICT or its designee an unconditional partial lien waiver for the portion of the work for which each payment is being tendered (and in exchange for final payment, a complete and final lien waiver) and which acknowledges receipt of such payment, in a form acceptable to the DISTRICT or its designee.

ARTICLE 5. INDUCEMENT AND INTEREST

As an inducement to the execution of this Contract by the DISTRICT, the CONTRACTOR represents and agrees that the CONTRACTOR has not employed any persons to solicit or procure this Contract, and has not made, and will not make, any payments to anyone, nor any agreement for the payment of any commission percentage, brokerage, compensation fee, or other compensation to anyone in connection with the procurement of this Contract; and that the CONTRACTOR has not now and will not acquire any direct or indirect present or prospective interest, including but not limited to that of real estate agent, broker, or appraiser, in any of the portions or parcels in the Project Area covered; and has not employed and will not employ, in connection with the work or services to be performed hereunder, any persons having any such interest, direct or indirect, during the term of this Contract.

ARTICLE 6. INDEMNIFICATION

It is understood and agreed that the CONTRACTOR is a third party CONTRACTOR and is not a servant, agent or employee of the DISTRICT. To the extent permitted by law, Contractor covenants to save, defend, keep harmless and indemnify the DISTRICT, its elected and appointed officials, servants, agents and employees from and against any and all claims, loss, damage, injury, cost including court costs and attorney's fees, charge, liability or exposure, however caused, resulting from or arising out of or in any way connected with Contractor's performance (or failure of performance) of the Contract terms or its obligations under the Contract.

Nothing herein contained shall be construed as limiting in any way the extent to which CONTRACTOR may be held responsible for payments of damages to persons or property resulting from CONTRACTOR'S or its subcontractors' performance (or nonperformance) of the work covered under this Contract.

A. GENERAL INSURANCE REQUIREMENTS

All insurers and sureties underwriting Contractor's or any subcontractor's insurance and bonds must be licensed in the Commonwealth of Pennsylvania and have a minimum rating of "A" (financial strength rating) and "VII" (financial size category) in the latest edition of Best's Insurance Reports, unless otherwise approved by the DISTRICT. (Such insurers and sureties shall also meet such additional requirements and qualifications as may be set forth in the Supplementary Conditions.)

The Contractor shall not start work under this Contract until Contractor has obtained, at its own expense, all of the insurance called for hereunder and such insurance has been approved by the DISTRICT; nor shall Contractor allow any subcontractors to start work on any subcontract until

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all insurance required of the subcontractor has been so obtained and approved by the Contractor. Approval of insurance required of Contractor and subcontractors by the DISTRICT will be granted only after submission to the DISTRICT of original, signed certificates of insurance or, alternately, at the DISTRICT's request, certified copies of the required insurance policies. Approval of insurance required shall not be unreasonably withheld.

Contractor shall require all subcontractors to maintain, during the term of this agreement, commercial general liability insurance, business auto liability insurance and workers' compensation and employers' liability insurance in the same manner as specified for Contractor. Contractor shall furnish subcontractor's certificates of insurance to the DISTRICT immediately upon request.

All insurance policies required hereunder shall be endorsed to provide that the policy is not subject to cancellation, non-renewal, material change or reduction in coverage until sixty (60) days prior written notice has been given to the DISTRICT.

Each insurance policy required by this Contract, except for the workers' compensation policy, shall contain the following clause:

"The DISTRICT, its board members, employees, agents, officials and volunteers are hereby added as additional insureds as respects the operations and activities covered by this policy."

Any insurance maintained by the DISTRICT shall apply in excess of the insurance required by this Contract.

No acceptance and/or approval of any insurance by the DISTRICT shall be construed as relieving or excusing Contractor, or the surety, or its bonds, from any liability or obligation imposed upon either or both of them by the provisions of the Contract.

B. CONTRACTOR'S INSURANCE

Contractor shall secure and maintain, at its own expense, the following insurance:

Commercial general liability insurance which insures against claims for bodily injury and property damage arising out of or in connection with any operations or work under the Contract Documents whether such operations be by Contractor, its employees or subcontractors or their employees. The policy shall provide minimum limits of coverage as follows:

\$1,000,000 combined single limit - each occurrence

\$2,000,000 general aggregate

\$2,000,000 products/completed operations aggregate

Any aggregate limit shall apply per project and per location.

This insurance shall name the DISTRICT, its board members, employees, agents, officials and volunteers as additional insureds in accordance with Article 6A above. The commercial general liability policy shall afford coverage for explosion, collapse and underground hazards, contractual

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liability and liability arising from independent contractors. Products and completed operations insurance shall be maintained for two years after completion of the Project.

Business auto liability insurance that insures against bodily injury and property damage claims arising out of the maintenance, use or operation of any "auto". The minimum limit shall be a combined single limit of \$1,000,000 per accident. This policy shall include the Motor Carrier Act endorsement if applicable.

Workers' compensation insurance and employers' liability insurance which satisfies Contractor's legal obligation to its employees in the states in which they operate on the District's behalf. In any event, employers' liability insurance shall be secured by Contractor with minimum limits of \$100,000 per employee for bodily injury by accident, \$100,000 per employee for bodily injury by disease and a \$500,000 aggregate policy limit for bodily injury by disease. Coverage for Pennsylvania benefits must be specifically referenced on certificates and certified policies provided to the DISTRICT

C. PERFORMANCE AND PAYMENT BONDS

Contractor shall furnish Performance and Payment Bonds in accordance with article 24 of the RFP.

ARTICLE 7. INTERPRETATION

In the event a dispute arises regarding this Contract or the work to be performed by Contractor hereunder, the parties agree that the District's initial determination regarding a proper resolution of such dispute shall prevail subject to the right of the Contractor to perform any disputed work under protest, the notice of which shall be provided to the District by advance written notice.

ARTICLE 8. BACKGROUND CHECK

Contractor will operate within the policies of the District and the goals, policies and procedures now or at some date established or approved by the District's administration with regard to the safety of pupils, the security of the District's grounds and buildings and the District's operations generally. Contractor shall maintain a current Child Abuse History Clearance as provided by the Pennsylvania Department of Public Welfare (Act 111), provide a satisfactory criminal history background check (Act 34 PA), and FBI fingerprinting clearance (Act 114) and Arrest/Conviction Form (Act 24) to the District for each individual engaged by Contractor to provide services who will come in direct contact with children in providing such services, including Contractor.

ARTICLE 9. TERM

The term of this Agreement shall be from July 1, 2025 through June 30, 2028 with two additional one-year terms July 1, 2028 through June 30, 2029 and July 1, 2029 through June 30, 2030.

ARTICLE 10. TERMINATION

The District may terminate this Agreement for its convenience upon not less than 120 days written notice to the Contractor

ARTICLE 11. PERFORMANCE GUARANTEE PROGRAM

Joint Review and Annual Reconciliation: The parties' representatives will meet at minimum, once per quarter, to review and discuss the SUCCESSFUL BIDDERS quarterly report and ongoing operational matters relevant to the SUCCESSFUL BIDDERS meeting or exceeding APPA Level 2 Services. The SUCCESSFUL BIDDERS quarterly report shall include, but not limited to inspection results by trending, APPA Scores, action item counts and results. The parties agree to apply and evaluate the key performance indicators (APPA Level 2) in good faith and on a commercially reasonable basis, including objective criteria for the targets, goals and the evaluation of achievement or failure of the same. Should any school or ancillary building fail to meet APPA Level 2 exceeding fifteen (15) days on metrics mutually agreed to by the parties, the SUCCESSFUL BIDDER will have a ten (10) day cure period to correct the level of cleanliness. Should the SUCCESSFUL BIDDER fail to cure the deficiency within the ten (10) day cure period, the SUCCESSFUL BIDDER will place Ten Thousand Dollars (\$10,000) at risk for the Annual Measurement Period.

Annual Measurement Period: The Performance Guarantee Program is assessed at the end of each Contract Period (Annual Measurement Period). If during the Annual Measurement Period the SUCCESSFUL BIDDER fails to achieve the key performance indicator (APPA LEVEL 2) within the documented cure period, SUCCESSFUL BIDDER adjust payment amount of the first billing of the next contract Period accordingly. The District can impose a maximum of two (2) cure period requests per month. The maximum Performance Guarantee Program penalty is \$240,000 annually.

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in three (3) copies on the day and year first above written.

Attest:

By: _____

Contractor:

By

(Title)

(Street)

(City)

DISTRICT (Owner)

Board President

Attest:

(Secretary)

CERTIFICATIONS

I, _____, certify that I am the _____ of the Corporation named as Contractor herein, that _____ who signed this Agreement on behalf of the Contractor, was then _____ of said corporation; that said Agreement was duly signed for and on behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

(Corporate Seal)

(Print or type the names underneath all signatures)

Section 6: Specifications for Custodial Services

Part A – Definition of Minimal Support Staff Needs Manner of Performing Work and General Definitions:

All work to be performed hereunder shall be done in a prompt, regular, workmanlike, hygienic, and safe manner so as to result in a clean, safe, healthful and attractive school environment that complies with the Life Safety Code Circular Series A-156 and A-157 of the State of Pennsylvania, in compliance with Pennsylvania Green Cleaning in Schools Law, Public Act 095-0084, and the reasonable requirements of Council Rock School District’s Administration. All Custodial Services shall generally be performed between the hours of 6:30 AM and 11:00 PM, subject to the establishment of other routine times to accommodate school schedules and activities and except as needed in special or emergency situations.

At minimum, the Custodial employees must be supervised by the Custodial Manager who reports to the CRSD Supervisor of Facilities. Daily reporting will be directly with the CRSD Property Services Manager. There are currently approximately seventy eight (78) full time employees responsible for cleaning, maintaining, and securing of approximately 2,100,00 square feet in 19 operational facilities with approximately 10,500 students and 1,500 staff. Custodial employees are responsible for the day-to-day operations in their respective buildings. This includes, but is not limited to, cleaning duties, building security, light maintenance work, set-up/tear down for events, accepting deliveries, delivering supplies, cleaning snow, and minor grounds work. *Each facility is described below, including building size, current enrollment, operating hours, staffing information (current, historical, and based on CRSD staffing over the past 7 years)

The following are not considered when reviewing load calculations, but a requirement of this RFP:

- Performs light maintenance work
- Performs non-custodial tasks
- Grounds work – snow removal, lawn clean up
- Principal requests
- Operational requirements
- Age of building
- Type of flooring
- Condition and type of MEP Systems
- Number and condition of toilet rooms
- Secondary vs Elementary
- Housekeeping standards
- Extracurricular facility use
- Youth and public facility use

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Facility	Address	Approximate Square Footage	Current Enrollment	Hours of Operation	Number of Stories
Council Rock High School North	62 Swamp Road Newtown, PA 18940	370,560	1670	6:30 AM – 11:00 PM	3
Council Rock High School South	2002 Rock Way Holland, PA 18966	379,780	1920	6:30 AM – 11:00 PM	2
Holland Middle School	400 E Holland Road Holland, PA 18966	184,500	961	6:30 AM – 11:00 PM	2
Newtown Middle School	116 Richboro Road Newtown, PA 18940	196,486	835	6:30 AM – 11:00 PM	2
Richboro Middle School (1)	98 Upper Holland Road Richboro, PA 18954	88,824	N/A		1
Churchville Elementary School	100 New Road Churchville, PA 18966	81,742	561	6:30 AM – 11:00 PM	1
Goodnoe Elementary School	298 Frost Lane Newtown, PA 18940	97,775	671	6:30 AM – 11:00 PM	1
Hillcrest Elementary School	420 E Holland Road Holland, PA 18966	65,025	477	6:30 AM – 11:00 PM	1
Holland Elementary School	597 Beverly Road Holland, PA 18966	72,000	426	6:30 AM – 11:00 PM	1
M.M. Welch Elementary School	750 New Road Churchville, PA 18966	96,800	523	6:30 AM – 11:00 PM	1
Newtown Elementary School	1 Wrights Road Newtown, PA 18940	83,000	554	6:30 AM – 11:00 PM	1
Richboro Elementary School	125 Upper Holland Road Richboro, PA 18954	77,532	377	6:30 AM – 11:00 PM	1
Rolling Hills Elementary School	340 Middle Holland Road Holland, PA 18966	71,570	372	6:30 AM – 11:00 PM	1
Sol Feinstone Elementary	1090 Eagle Road Newtown, PA 18940	97,014	646	6:30 AM – 11:00 PM	2
Wrightstown Elementary School	729 Penns Park Road Wrightstown, PA 18940	52,217	398	6:30 AM – 11:00 PM	1
Star Center	30 Upper Holland Road Richboro, PA 18966	27,000	75	6:30 AM – 11:00 PM	1
Sail House	264 Frost Lane Newtown, PA 18940	2,000	15	6:30 AM – 11:00 PM	1
Chancellor Center (Admin. Building)	30 N Chancellor Street Newtown, PA 18940	35,180	70	6:30 AM – 11:00 PM	3
Council Rock Maintenance Facility	301 Twining Ford Road Richboro, PA 18954	14,279	35	6:30 AM – 11:00 PM	1

Footnotes:

- (1) Richboro Middle School has been used as a swing school in past years. This building should be cleaned quarterly through the duration of the agreement. Outside user groups are able to rent Richboro Middle School.

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The following job classifications will be utilized and furnished completely by the contractor (Titles subject to change, but descriptions and responsibility to be considered by the Contractor. Provide your firms proposed Organizational Chart including Administrators, Managers, Custodial Team, Substitute Pool and any other Team Members, description of each title and FTE counts for day staff, second shift staff, managers, leads, floaters, etc. All Team Members and the FTE counts must be included on the Organizational Chart):

Account Manager: Person responsible for managing the custodial services department. This position shall be responsible for overseeing the training, supervision and implementation of all custodial programs at the District. This position shall be familiar with and execute the custodial contract as entered into and any subsequent documented and mutually accepted changes in practice and scope as the contract period continues. This position will serve as the primary commercial issue liaison to Council Rock School District, and shall have direct managerial responsibility for the Project Manager position identified below. This position shall also be the prime motivator in anticipating (monitoring) and implementing regulatory compliance with future legislative initiatives as well as communicating related issues to Council Rock School District. Person(s) in this position shall be functionally literate, written and verbal, in English and shall possess computer skills sufficient to utilize email, Word, Excel and maintenance software effectively.

The Account Manager is responsible to prepare a district specific District Wide Custodial Services Handbook, including but not limited to the following identifiable tabs: APA standards, contract information, shift schedules, assignments, breaks, cleaning tasks and frequencies, emergency cleaning procedures, restroom daily checklists, safety and training, SDS information, custodial tips, equipment checklist with instructions and photos, equipment care and maintenance checklist and floor plans with color coded coverage areas by staff, any other relevant information as deemed necessary by the Contractor. One (1) hard copy of the manual and one (1) thumb drive of the same must be provided per school, Property Services Manager and Supervisor of Facilities. The hard copy manual and thumb drive must be updated annually. The District Wide Custodial Services Handbook must be completed and distributed within six (6) months of the award of the contract.

The following job classifications shall be on-site full-time:

Custodial Manager: Person responsible for managing the day to day custodial services for the Council Rock School District. This position is responsible for training, supervision and implementation and follow-up assurance of all programs. This position will serve as the primary liaison to Council Rock School District. This position will also be responsible (through subordinates as practicable) for supervision of all of the custodial staff employed directly by the Bidder. This position shall be the primary operational issue contact for the School District Administration. The person in this position shall be functionally literate, written and verbal, in English and shall possess computer skills sufficient to effectively utilize email, Word, Excel and Maintenance work order software system. This position shall work primarily on the first/second shift when school is in session and has the responsibility for supervision of custodial services for all holiday and weekend work. *Custodial Contractor to advise how the second shift is managed, coordinated and collaborative with the daytime manager.*

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Secretarial Support: (part-time) Assist Custodial Manager and Supervisors with coordination of required documentation, scheduling, reports, and maintaining paperwork. The person in this position shall be functionally literate, written and verbal, in English and shall possess computer skills sufficient to effectively utilize email, Word, Excel and Maintenance work order software system.

Night (Second Shift) Supervisors: A defined number of Night Supervisors are required to travel the District to manage the custodial services in each building. Each Supervisor should be assigned designated buildings throughout the 72 square miles and report back to the evening Custodial Manager(s). The Evening Custodial Manager(s) should report any incomplete work, deficiencies, issues with outside groups, etc. to the Daytime Custodial Manager(s). Any reported issues should be forward to the CRSD Supervisor of Facilities, Property Services Manager and respective building Principal at the beginning of each day, along with an action plan or other report.

Day Head (Lead) Custodian: Each School Building shall be assigned a full-time daytime head (lead) custodian who will be supervised by the Custodial Manager. The persons in these positions shall be employees of the Bidder and shall be primarily directed by Custodial Manager. At the various school sites, supplementary direction may be provided by the District's Facilities Department personnel, or Principals / Assistant Principals. Persons in this position shall be functionally literate, written and verbal, in English, have superior Customer Service skills and shall possess computer skills sufficient to properly utilize e-mail and the maintenance work order software system. Should the primary employee in the position not be available for work on a given day or period of time, the contractor shall provide an equally competent employee with superior Customer Service skills who is functionally literate, written and verbal, in English as a temporary replacement. This position may not be unfilled at any time when the building is in operation. This position must oversee the work of all other building custodians and be the reporting supervisor to their buildings team. It is expected that this Custodian will perform physical tasks but must be allocated time to oversee the progress and quality of the work within the building.

Day Custodian for the High School, Middle School, and Elementary School: Personnel to perform all of the housekeeping functions and duties listed in these Specifications, Monday through Friday between generally between the hours of 6:30 AM and 2:30 PM Persons in this position shall be functionally literate, written and verbal, in English and shall possess computer skills sufficient to utilize email and the maintenance work order software system. This position reports to the Day Head (Lead) Custodian.

Night Head (Lead) Custodian for High School, Middle School, and Elementary School: Personnel to perform building supervision and housekeeping functions and duties listed in these Specifications, Monday through Friday between generally between the hours of 2:30 PM and 11:00 PM. All Head custodians shall be functionally literate, written and verbal, in English, have superior Customer Service skills, and shall possess computer skills sufficient to utilize email and Maintenance work order software system. This position may not be unfilled at any time when the building is in operation. This position must oversee the work of all other building custodians and be the reporting supervisor to their buildings team. It is expected that this Custodian will perform physical tasks but must be allocated time to oversee the progress and quality of the work within the building. This position reports to the night Manager assigned to the building.

Night Custodian for the High School, Middle School, and Elementary School: Personnel to perform all of the housekeeping functions and duties listed in these Specifications, Monday through Friday between generally between the hours of 2:30 PM and 11:00 PM Persons in this position shall be functionally literate, written and verbal, in English and shall possess computer skills sufficient to utilize email and the maintenance work order software system. This position reports to the Night Head (Lead) Custodian.

Weekend Custodians (Weekend Coverage): Personnel to ensure that the outside user group has the necessary access and cleaning during and after the function and to facilitate the authorized representative's needs during the function. All weekend custodians shall be functionally literate, written and verbal, in English, have superior Customer Service skills, and shall possess computer skills sufficient to utilize email and maintenance work order software system. Custodial staff meeting these requirements shall be available to work as necessary with hours to be flexible to meet the needs of Council Rock School District activity schedule each Saturday and Sunday including holidays as a part of the contract price. Other responsibilities include, but are not limited to the following:

- a. The Contractor must show up or call the Custodial Manager at least two (2) hours in advance of the scheduled arrival time of the user group. Custodial Manager must ensure that all events are covered by Custodial staff or the Custodial Manager will contact the District Property Services Manager or Events Coordinator to alert the building check personnel or first responder to open the school.
- b. Custodial staff will arrive one (1) hour prior to the start of the event for the building opening and set-up. The on-site representative, as indicated on the building usage form, will be granted first access. User groups will not be permitted in the facility and all doors will remain locked until the building is ready for the started arrival time.
- c. If the scheduled group does not show up, the custodian advises the Custodial Manager and will remain on site until released by the manager.
- d. The Custodial sign-in form must be completed by a representative from the organization renting the facility and must be filled out legibly (print) with the actual times of arrival and departure. The form will be turned in to the Custodial Manager. Incomplete forms may result in loss of pay to the custodian for the event.
- e. Custodian(s) must check with CRSD user group representative at sign-in and after each half hour to assess needs of the group.
- f. At least one (1) hour clean up time is necessary after each event.
- g. Hours worked in excess of the scheduled event need management approval from the CRSD and Custodial Manager.
- h. For general questions relative to weekend coverage, the CRSD events manager will be contacted directly. Weekend emergency numbers will be provided to the authorized representative of the user group prior to the weekend use.

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Other custodial requirements for weekend coverage includes, but may not be limited to the following:

- a. Custodian on duty will monitor and maintain bathrooms, empty trash containers, vacuum hallways or sweep and mop as needed, clean gym floor according to guidelines, and ensure that the building is ready for the next event or school day.
- b. Custodians are not responsible for obtaining or setting up audio/visual equipment, computers, etc. Tables and chairs for set-ups must be reserved through the school and should not be used in unauthorized areas such as gymnasiums.
- c. Custodial staff will not be responsible for resolving disputes in facility use scheduling. Contact the CRSD events manager, Pauline Borgia at the number provided on the weekend schedule should an issue arise.
- d. Guidelines for the number of custodians per number of participants at an event are as follows:
 - a. 200 or less people = one (1) custodian
 - b. 200-399 people = two (2) custodians
 - c. *400 people and above = two (2) – three (3) custodians (Custodian numbers 2 and 3 would work 4 hours or more)

****Events in excess of 500 people may require additional cleanup time.***
- e. Custodian Sign-In form must be completed and signed by the event organizer or on site representative and custodian. Exact arrival and departure times must be indicated. All times and signatures must be accurate and legible (print).

English Ability At each building, at least one of the scheduled workers during each shift (preferably the day and night lead) at each building shall be functionally literate, written and verbal, in English at all times when the building is open to, or occupied by district staff and the public. These personnel must be able to read, write, and understand directions written in English. Effective communications with School District staff and outside user groups are of utmost importance.

Other Job Classifications

The District will not limit work classifications to those listed above. The Contractor may determine what other job classifications can best serve the School District and should feel free to make those recommendations.

School Year

A copy of the 2024/2025 and 2025/2026 School Calendars are enclosed in Section 10 of the Bid Specification. This calendar is representative of a normal school attendance year. The District annually adopts a school calendar similar to the attached calendars. Should the District calendar alter the performance of this contract, the parties will meet to discuss the impact and any necessary changes to these specifications or the then adopted Agreement.

Staffing

The staffing for both Day and Night Custodians shall be at least the minimum staffing level that is required to meet or exceed APPA level 2 cleaning requirements for the buildings as included in the RFP. The specific working hours of each shift of employee are subject to change to support the needs of the District at no additional cost to the District. For each of the labor classifications described and furnished above, provide the minimum salary or hourly rate of pay. The rate shall include all benefits for each position and costs borne by the employee for the benefits (aggregate cost acceptable).

Working Hours

Personnel who perform school day, summer school day, summer break, winter break and spring break cleaning, are to follow the specifications listed preliminarily in Section 10 of this Bid Specification and as otherwise established, Monday through Friday generally between the hours of 6:30 AM and 11:00 PM subject to the establishment of other routine times to accommodate school schedules and activities and except as needed in special or emergency situations.

Summer Break Work

Summer project work will generally run from the last school attendance day up until the last week in August when the teachers return. The exact dates will be confirmed with the Custodial Manager annually. The scope of work and impact of each project will be reviewed annually with the Custodial Manager and Team.

Winter Break Work

Winter project work will generally run during the winter break as specified in the school year calendar.

Spring Break Work

Spring project work will generally run during the spring break as specified in the school year calendar.

General administrative services to be provided by the custodial services management as a part of this Agreement shall include, but not necessarily be limited to the following:

A. Daily

- Communication with school principal or designated representative.

B. Weekly

- Review of contract performance between Contractor's Building Supervisor and District Designated representative and / or Building Principal or his designate.
- Review of contract performance between Contractor's Project Manager and Designated District representative.

C. Monthly

- A review of Contractor's performance shall be done monthly with Contractor's Branch Operations and/or Staff Manager and authorized Council Rock School District designate.
- Monthly Joint Review meetings shall be conducted with the District, Contractor's Branch Operations and/or Staff Manager. A prepared report shall be provided by the Contractor outlining monthly performance including but not limited to Trending Mission Compliance and Scores, Mission Score Summary by Area, APPA Score by Area Type, Action Item Counts, Building Visit Counts and Scores by Site, and any other relevant information. The meetings will take place at the Chancellor Center.

Quality Assurance

Contractor shall generate and furnish to designated Council Rock School District quality control inspection check lists for all routine cleaning activities on a weekly basis. Contractor shall devote not less than 320 hours annually of supervisory time to random checks to verify compliance with cleaning standards. Contractor's personnel shall set a general time schedule for the periodic checks and shall offer a random choice for any of the areas to Council Rock School District Personnel for immediate review. The inspection format shall be electronic with preset evaluation points which are agreed to by the District. It shall be clearly understood and agreed by the Contractor that the District's evaluation shall unquestionably supersede the Contractor's evaluation of cleanliness. It is understood that authorized District personnel may accompany Contractor's personnel on the inspections. Contractor shall recognize and provide a written plan for resolution of issues found on the Quality Assurance checks. The CRSD is using the Association of Physical Plant Administrators (APPA) to further define the standards for housekeeping described in this RFP. Level two of APPA is the level of standard expected. Level two of APPA is defined as 'Ordinary Tidiness' and generally outlined as follows:

- Floors and base moldings shine and/or are bright and clean. There is no build-up in corners or along walls, but there can be up to two days' worth of dirt, dust, stains or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable with close observation.
- Washrooms and shower tile and fixtures gleam are odor-free, and supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean and odor-free.
- See further cleaning requirements as set forth in the RFP

Should the work product, at any time, reflect Level three APPA standards, work force must be adjusted to recover any unacceptable spaces at no cost to the CRSD.

Project Work

Both first and second shift custodians at each Building shall be available to perform minor maintenance repairs and to assist Council Rock School District Maintenance Staff with preventative maintenance tasks and projects for estimated at a maximum of one hour per day when

needed and no conflict exists with a large school event which requires extensive custodial support. The School District recognizes the request for assistance to the maintenance department may impact the performance of the housekeeping efforts in the facilities as the Head Custodians to have assigned cleaning in each facility.

Special Events Support Services

Second shift Custodians at each Building shall be available to support special events scheduled with in-house staff and renters. This includes the support at Richboro Middle School.

Special Request

Due to the vast number of activities in the various schools, and the actual physical size of each, District reserves the right to make special requests such as disinfecting a school or portion thereof during evening or weekend hours. If such a special request is made, it should be understood that work will be on an extra-cost basis and treated totally separate from the terms of this contract. Said requests, if any, shall be in written form and originate from the Supervisor of Facilities or his / her designee. Contractor's billing for same shall be separate invoice showing the number of man-hours and the cost per hour. On the Bid Form, bidders shall supply the cost per hour to be billed to the District should such a special request be made.

Additional Building Coverage

From time to time the District will schedule events during times which are not covered in this contract. These events may occur on school non-attendance days. A billable hour rate for a Head Custodian and Custodian, is being requested. The cost of Supervisory Services for the Weekend work is to be included in the base bid.

Minimal Day Head (Lead) and other Custodian Duties

Daily

1. Open school, disarm alarms and unlock all classroom and educational space doors.
2. Walk the school inside and out to determine any problems from the previous day.
3. Turn on all lights as directed by school.
4. Clean the entrance door glass.
5. Police the outside of building for debris including emptying of exterior trash cans.
6. Dust mop all public corridors daily.
7. Dust the tops of lockers (Middle and High Schools)
8. Set up for lunch activities and other activities requested by building principals.
9. Check bathrooms hourly during school hours. Refill soap and paper dispensers as needed.
10. Clean up lunch facilities during and immediately after lunch.
11. Handle light maintenance as assigned by CRSD building mechanic i.e. loose screws, replace gliders on desks, help set up risers, bleachers or chairs and tables for activities that must be addressed during the daytime hours.
12. Clean pre-determined areas and assist other custodial staff in their designated areas if time permits.
13. Dust and/or spot clean interior glass of classrooms and/or in administrative offices.

14. If snow is present: Clean and salt sidewalks all around the building / property in coordination with building mechanic and grounds team. This responsibility is a requirement for any snow events regardless of school closings or delayed openings. If an extraordinary snow event is predicted and the District staff delays the cleanup, the custodial team will be delayed as well.
15. Other duties as assigned.
16. See Section 6 and 7 for additional duties and assignments of the custodial team.

Minimal Night Head (Lead) and other Custodian Duties

Daily

1. Close school doors and windows and lock all doors. Lock-up procedure shall include walking the perimeter of the facility on the exterior and verifying doors locked and windows closed. Also provide regular surveillance of all exterior lighting and report all non-functional lighting and report to the District for repairs.
2. Walk the school inside and out to identify any problems and respond to the problems identified by correcting or calling for assistance.
3. Turn off all lights as directed by school.
4. Clean and organize the facility after events.
5. Police the outside of building for debris in response to events.
6. Handle light maintenance as assigned by CRSD maintenance mechanic, i.e. loose screws, replace gliders on desks, help set up risers, bleachers or chairs and tables for activities that must be addressed during the evening hours.
7. Support after-hours special events including furniture and equipment set-up and take-down, security, and assistance to users for up to four hours per night without impact to the housekeeping operations.
8. If snow is present: clean and salt sidewalks all around the building / property. This responsibility is a requirement for any snow events regardless of school closings or delayed openings. If an extraordinary snow event is predicted and the District staff delays the cleanup, the custodial team will be delayed as well.
9. Other duties as assigned.
10. Arm burglar alarm system upon departure of custodial team.
11. See Section 6 and 7 for additional duties and assignments of the custodial team.

All Project Management and Supervisory Staff shall be computer literate to the extent that they are functionally literate in using the following School District technology resources

- Computerized work order management (SchoolDude) and event schedule management systems to support District wide maintenance requests and activity scheduling.
- CRSD email

The District will make available to the Custodial Manager working for the Custodial Services Contractor the computer hardware and software to access the above referenced system.

The Custodial Services staff shall comply with all the requirements outlined in the Bid Package including District policies and procedures for use of technology as well as any contract executed in conjunction with the Bid and subsequent award. The District reserves the right to make further reasonable requirements throughout the contract period.

Part B – Definition of Minimal Housekeeping Equipment and Supplies Specifications

Contractor shall provide equipment to support the Custodial Services Contract as required to support District's physical plant and occupants. The following minimum equipment requirements are not a complete listing of equipment required to meet the performance standards set by this specification. Contractor is required to provide any and all equipment as required to meet the District performance standard in this specification and also to provide the following minimums.

Housekeeping Equipment

As a part of the bid, the contractor shall provide and maintain all the equipment necessary to perform custodial and housekeeping services described in this bid specifications including, but not limited to:

- Mop buckets
- Mop handles and frames
- Dry fiber mops (cleaning of fiber mops to be addressed off-site)
- Scrubbers
- Auto-scrubbers
- Buffers
- Touchless spray misting equipment
- Wet vac pickup machines
- Portable carpet extractor for cleanup of body fluids, carpet spot removal, etc. – minimum one per school – Tennant EX-SPOT-2 or equal.
- Vacuums - upright (twin motor with min. 100 inch water column uplift rating), wide area and backpack styles
- Vacuum cleaner bags – HEPA rated only
- Carpet extractors
- Ladders
- Housekeeping carts
- Trash cans (Brutes) on casters for relocation of refuse from receptacles in facilities to dumpsters on-site
- Wet Floor signs

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The Custodial Services Contractor shall provide all necessary equipment in order to perform excellent custodial services. A list of equipment that should be considered the minimum needed to successfully clean Council Rock School District within the time allotted and manufacturer specification documents should be included in your bid response and may include equipment over and above what is listed in this specification as required to meet the performance requirements of this bid specification. Contractor shall be responsible for maintenance and replacement of normal wear and tear items on consumables to preserve functionality of the following listed custodial equipment including replacement pads, vac bags, belts, brushes, electrical motor brushes, and filters. Such maintenance requirements should be clearly outlined in the project manual to be prepared and distributed to each school by the Contractor. The age and quantity of each piece of equipment proposed for this Contract must be included in Exhibit 'D'.

Housekeeping supplies

As part of the bid, the contractor will be held responsible for providing adequate cleaning supplies which are in compliance with Pennsylvania Green Cleaning in Schools Law, Public Act 095-0084. Contractor shall provide up to date copies of Material Safety Data Sheets for all chemicals which the Contractor would propose to provide in fulfillment of the requirements of this contract with their bid. In addition, the provided supplies as a part of the bid which will include all items for both daily custodial services and periodic project work. Supplies to be provided as part of the bid shall include, but not be limited to:

- Paper roll towels and dispensers for same. Minimum quality standards for product to be provided shall be those of the product presently being used districtwide. Proposed products must be compatible with current dispensers.
- Toilet paper and dispensers for same. Minimum quality standards for product to be provided shall be those of the product presently being used: Georgia Pacific's Acclaim #13728, 2 ply white jumbo roll, 3.5 inch wide. Proposed products must be compatible with current dispensers.
- Hand soap and dispensers for same. Hand soap for kitchens and nurse's office shall be only locations where product provided shall be out of compliance with the recommendations of the Pennsylvania Green Clean in Schools Act; Public Act 095-0084. These noted exceptional locations shall be provided with anti-bacterial hand soap. Proposed products must be compatible with current dispensers.
- Trash Can Liners
- Custodial cleaning chemicals and stations to be installed in custodial closets. Locations to be reviewed with and approved by Owner before installation by the Contractor.
- Miscellaneous housekeeping service consumables including scrub pads, towels, sponges, mop heads, etc. as required to provide custodial and housekeeping services as described in this specification.
- Fuel for speed buff machines

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- Disposable gloves, all-purpose cleaner, and sanitizing chemical for the School District employee's use in cleaning all lunchroom tables between lunch periods.
- Disinfectant product for the touchless misting machines for use at the Middle and High Schools and throughout the district as defined in the RFP and for disinfection use
- Urinal Pee Pads (every urinal in the district), Georgia Pacific 48720 activeaire deodorizer urinal screen or equal as approved by the Owner. Change pads monthly.
- Green cleaning chemicals and dispensing stations at each school as required for effective and efficient cleaning/disinfection practices. Coordinate location of each station with the Property Services Manager and each respective building mechanic.

It is the responsibility of the contractor to procure, inventory, dispense, and budget for all cleaning supplies. Should the amount of cost for cleaning supplies exceed the amount shown as budgeted, it will be at the expense of the Contractor and not the Council Rock School District. Council Rock School District will make available to the custodial services contractor all of the spaces that it has historically use for custodial services. A unit price is included in the bid for additional dispensers added after the award of the contract.

Snow Removal Equipment/Supplies

All snow removal equipment and supplies will be provided by the Council Rock School District.

PART C – Other Special Requirements

Light Maintenance Work

Custodial Services include, but are not necessarily limited to the following light maintenance work requirements as requested by the building mechanic or principal:

- a. Empty exterior trashcans and transport trash to the hauler containers on site.
- b. Assist with emergency water cleanup during overflows, unexpected flood events, pipe failures, etc.
- c. Assist in the receiving of building deliveries and distribution of the same throughout the building.
- d. Periodic assistance with grooming (hand raking) the mulched play areas beneath swings, sliding boards, etc.
- e. Riser set-up and removal.
- f. Chair set-up and removal.
- g. Other work as identified in this RFP.

Contractor shall ensure the recruitment, supervision and training of sufficient able personnel to carry out contractor's obligation hereunder. The Contractor must have well documented training policies or manuals and the contractor shall submit a written statement to that effect.

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The Council Rock School District shall reserve the right to require successful Contractor to remove from any site any employee of the contractor who shall be deemed incompetent or detrimental to the best interest of the District at its sole discretion for any lawful reason.

Because cleaning service employees may be performing their duties while students, parents, or activity groups are in the building(s), it is absolutely mandatory that all contractor employees be of high moral character and properly attired at all times. It is the responsibility of the contractor to provide company uniforms (including the minimum of a clean professional looking shirt with the company name or logo on it in no less than one inch tall contrasting print) to all contractor employees and require that they be worn at all times while working on Council Rock School District property. The quantity of uniforms provide to their staff is at the discretion of the Contractor. The Contractor shall provide all of its employees with its own clearly identifiable photo ID badge. All uniforms shall be alike in some manner, e.g., color, to make all contractor employees readily identifiable. Contractor's supervisor shall make every effort to ensure that employees under his supervision at no time are to tamper with, remove or "borrow" the personal property of teachers and students. The same is also to apply to that property and equipment owned by the Council Rock School District. Should an employee of the Contractor quit or be terminated, it is the responsibility of the Contractor's supervisor to see that any Council Rock School District property, e.g. building keys, proximity card, etc. be removed from terminated employee before he / she leaves the building on the last day of employment.

At some time during the period covered by this contractual agreement, it may become necessary to add to or delete from the specifications originally agreed upon between the Contractor and Council Rock School District. Should such change(s) be deemed necessary and mutually agreed upon by both parties, a formal written agreement shall be drawn up which explicitly describes any deviation(s) from the original specifications. Incorporated within the agreement shall be the dollar amount adjustment for said change(s). This dollar amount adjustment will be added to or deducted from the original contract price. Such amendment to the original contract will in no way invalidate or make void the terms of the original contract. In the event a written document as outlined above becomes necessary, it shall be referred to as an amendment to the original contract and will in no way invalidate or make void the terms of the original contract. Two (2) copies of said amendment must be signed by an authorized official of each party. One (1) copy will be given each party after proper execution and then be considered a part of the original contract.

Contractor will be requested to submit the following evidence of company's financial ability:

- Copies of Contractor's most recent annual audit including Income Statement and Balance Sheet; if Contractor is an individual proprietor or does not have an income statement or balance sheet, a copy of Contractor's Schedule C from contractor's U.S. Income Tax Return showing financial results of Contractor's business may be submitted in lieu thereof.
- Copies of reports for state and federal taxes and Workers Compensation, unemployment, and FICA

Section 7: Housekeeping Standards

1. General Notes

- a. Custodial contractor shall include in the bid the handling of all waste and recycled materials. Handling includes pickup and transport to Council Rock School District's refuse haulers container on-site. The Contractor shall insure that its employees are thoroughly trained in the items which can be recycled at the District and make sure that its staff employees the maximum reasonable effort to recycle as much material as possible.
- b. Care Specifications listed below as "Daily" are required on all regular school days and summer school days and following all special events for rental use of spaces listed. The instructions for care of offices apply in all school main office complexes and attached work rooms on all business days during all twelve months of the calendar year. See a copy of a sample school year calendar in Section 10 of this Bid Specification.
- c. The general terms provided for care shall be providing in accordance with recognized standards of the International Sanitation Services Association (ISSA.)
- d. The staffing levels to be provided to support the housekeeping services described here-in shall be no less than those proscribed by the Time Standards published by the International Sanitation Services Association.
- e. The second shift custodial services provided shall include securing all doors and windows and arming existing burglar alarm systems.
- f. Both second shift and first shift custodial services shall assist with snow removal services on sidewalks. Ice melting compound will be provided by Council Rock School District in fifty-pound bags.
- g. Contractor's project management team shall contain supervision who have successfully completed the IICRC approved Carpet Cleaning Technician (CCT) course or equivalent. Evidence of completion shall be provided with the bid package.
- h. All carpeted offices, classrooms, and special use area smaller than 4,000 sq. should be vacuumed by the following equipment during scheduled school days (both regular and summer):
 - i. 1 time per week - Upright vacuum and
 - ii. 2 times per week – backpack vacuum.The equipment types (upright and backpack vacuums) are subject to change by mutual agreement between Contractor and Owner.
- i. All buffing of hard surface floors shall be done with passive vacuum control system on burnishing equipment and thorough dusting of floor prior to buffing.
- j. All debris and dust removal from hard floors in smaller spaces shall be done with a backpack vacuum equal to or better than Pro-Team with HEPA rated vacuum bags, in lieu of dust mop and broom technology. This requirement for equipment is not intended for use for wet cleaning hard floor surfaces which is to otherwise be managed by the contractor.

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- k. All debris and dust removal from hard floors in larger spaces shall be done with backpack vacuums with HEPA rated vacuum bags in lieu of dust mop and broom technology. This requirement for equipment is not intended for use for wet cleaning hard floor surfaces which is to otherwise be managed by the contractor.
- l. Summer break cleaning shall be completed by the Custodial Service Contractor at a pace of no less than 150,000 square foot of school space per week. The Custodial Service Contractor is required to supplement its manpower as may be required to meet this performance goal during the summer break period. A representative of the Custodial Service Contractor and School District representative shall inspect and verify that this goal is substantially met once per week unless the requirement is waived by the School District. If the Custodial Service Contractor fails to meet this performance goal, School District shall serve formal written notice to the Custodial Service Contractor of the Custodial Service Contractor's failure to adequately perform the summer break cleaning and a seven calendar day cure period will commence. On the eighth day after such notice has been served, if the Custodial Service Contractor has failed to meet the performance goal for all periods after the first day of summer break, the School District shall serve a second formal written notice to the Custodial Service Contractor. If the School District has to provide the second formal written notice, the School District shall release a bid specification seeking alternative outsourcing of the summer break cleaning to meet its intended performance goals. Should the Custodial Service Contractor fail to meet the summer break cleaning schedule performance goals by the time of the bid opening seeking alternative outsourcing assistance, the contractor shall be formally notified in writing of the School District's intentions of awarding a contract for alternative outsourcing assistance in meeting its goal of performing a complete summer clean of all School District facility space within 30 calendar days of the commencement of summer break. The Custodial Service Contractor shall then be required to discount its service contract progress billing for the costs associated with the School District's alternative outsourcing contract.

2. Sanitizing Standards as a Part of Housekeeping Services

On a daily (*unless noted otherwise below herein*) basis, trained staff from the custodial services contractor shall sanitizing the following surfaces in School District facilities. This sanitizing process will be completed using a hospital grade disinfectant (Virex II 256 or equivalent) by staff trained in its effective use by the contractor

Toilet Rooms

- Plumbing fixtures – all surfaces
- Toilet partitions – all touch surfaces
- Dispensers – all touch surfaces
- Floors – all

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- Doors - all touch surfaces

Classrooms

- Desks – all touch surfaces
- Doors – all touch surfaces
- Counters - all touch surfaces
- Offices
- Desks – all touch surfaces
- Doors – all touch surfaces
- Counters - all touch surfaces

Cafeteria

- Tables – all benches and tabletops
- Doors – all touch surfaces
- Floors – all

Gymnasiums

- Doors – all touch surfaces
- Locker Rooms and Fitness Rooms (Middle and High Schools) – use of spray mist machines
- Floors – all
- Benches – all touch surfaces
- Equipment – all touch surfaces
- Plumbing fixtures – all surfaces
- Toilet partitions – all touch surfaces
- Dispensers – all touch surfaces

Stairwells and Hallways

- Doors – all touch surfaces
- Hand railings – all touch surfaces
- Telephones
- Drinking Fountains/bottle fill stations - Clean/Disinfect Daily

3. Windows – exterior and interior

a. Interior

- Spot clean/polish all three breaks
- Dust window treatments Summer break
- Scrub/polish all services Summer break

b. Exterior

- Spot clean and polish as needed.

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- Scrub/polish all interior and exterior Summer break (professional window cleaning) first and second floor windows only.

4. Gymnasium

- Floors (hardwood floors) Sweep/Dust Mop 5x per week, event prep and cleanup- Damp Mop or Autoscrub 1x per week (urethane finishes and other wood floor refinishing not included in this contract (NIC)
- Drinking fountains/bottle fill stations - Clean/Disinfect Daily
- Bleachers Dust & Damp Wipe Break & spot clean for event prep-Clean floor under open bleachers before returning to stored position – minimally once per week
- Wastebaskets Empty & Replace Liner Daily-Scrub clean Summer Break
- Doors and wall pads Disinfect all touch surfaces Twice per week
- Walls Spot clean All winter and spring breaks-Scrub with cleaner/sponge Summer Break
- Cobweb removal within reasonable reach

5. Cafeteria

- Care for Cafeteria during student lunch periods in accordance with procedures outlines in this Bid Specification as-well as the specifications herein.
- Floors (hard surface) Dust Mop/Auto scrub Daily-Top Scrub/Recoat Summer Break-Strip & Refinish every summer Break
- Wastebaskets Empty & Replace Liner Daily-Scrub all surfaces clean Summer break
- Ceilings – Vent. Diffusers Dust/Vacuum Summer Break
- Partition Glass Spot Wash All winter and spring breaks-Complete Clean Summer break
- Walls Spot clean Weekly-Scrub with cleaner/sponge Summer break
- Tables & Chairs - Clean & Disinfect Daily-Scrub Furniture Completely Summer Break
- Cobweb removal within reasonable reach

6. Kitchen

- Care for the Kitchen is the responsibility of the food service contractor
- Trash removal at the Kitchen is the responsibility of the Custodian Contractor

7. Classrooms and Libraries

- Floors (carpeted) Vacuum 3 times per week with the exception of kindergarten and special needs which will be 5 times per week. Spot Removal as required.-Warm Water Extract – (2 pass min.) Summer Break
- Floors (hard surface) Dust Mop/spot mop 3 times per week with the exception of art and industrial tech, which will be 5 times per week-Top Scrub/Recoat summer Break-Strip & Refinish every summer Break (Excludes Newtown MS, Holland MS,

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Wrightstown ES, Rolling Hills ES, Sol Feinstone ES, Richboro ES, Star – wax free floors in Classrooms-seal per manufacturers recommendation)

- c. Desks & Doors Spot clean As Requested-Clean and disinfect all touch surfaces Twice per week-Scrub all surfaces Summer Break
 - d. Wastebaskets Empty, Spot clean & Restock/Replace Liner Daily-Scrub clean Summer break
 - e. Counters Damp wipe and disinfect 2 times per week
 - f. Cabinetry Damp wipe all exterior surfaces Summer Break
 - g. Bookshelves Dust Summer Break
 - h. Telephones disinfect all touch surfaces
 - i. Filing Cabinets Dust & Damp Wipe Top Summer Break
 - j. Ledges Dust All three Breaks
 - k. Ceilings – Vent. Diffusers Dust/Vacuum Summer Break
 - l. Light Fixtures Clean lenses / reflectors Annually
 - m. Walls Spot clean All three Breaks-Scrub with cleaner/sponge Summer Break
 - n. White Boards & Trays Clean – Clean only if no teacher materials are on board surface
 - o. Sinks Clean & Disinfect Twice per week
 - p. Paper/ Soap Dispensers Refill Dispensers Twice per week-Clean disinfect all touch surfaces Twice per week
 - q. Pencil Sharpeners Empty weekly-Disinfect all touch surfaces as described elsewhere in RFP
 - r. Partition Glass Complete Clean Summer Break
 - s. Cobweb removal
8. Locker Rooms
- a. Floors Dust Mop/Wet mop disinfect Daily-Deep scrub Summer Break
 - b. Wastebaskets Empty & Replace Liners Daily-Scrub clean Summer Break
 - c. Partition Glass Complete Clean Summer Break
 - d. Plumbing fixtures Clean & Disinfect Daily
 - e. Metal & Hardware Damp Wipe & Polish Twice per week
 - f. Mirrors Wash/polish Twice per week
 - g. Paper/ Soap Dispensers Refill Dispensers Twice per week-Clean disinfect all touch surfaces Twice per week
 - h. Ceilings – Vent. Diffusers Dust/Vacuum Summer Break
 - i. Light Fixtures Clean lenses/reflectors Annually
 - j. Walls Scrub with cleaner/sponge and disinfect Summer Break
 - k. Toilet Partitions Spot Clean and disinfect all touch surfaces Daily-Wash All three breaks
 - l. Showers Clean & Disinfect all surfaces Daily
 - m. Doors and benches Disinfect all touch surfaces Daily
 - n. Lockers Spot Clean Twice per week-Complete scrub Summer Break

- o. Cobweb removal

9. Hallways and Stairwells

- a. Doors Spot Wash & Disinfect all touch surfaces Daily-Complete Wash All 3 Breaks
- b. Floors (carpeted) Vacuum Daily-Spot Removal As needed and/or as requested- Warm Water Extract – one pass Once per week-Warm Water Extract – multiple pass All three Breaks
- c. Floors (hard surface) Dust Mop/Auto scrub Daily-Strip & Refinish Summer Break
- d. Rubber floors and stair treads Wet mop with neutral cleaner Daily-Scrub and reseal as recommended by manufacturer Summer Break
- e. Ceilings – Vent. Diffusers Dust/Vacuum Summer Break
- f. Light fixtures Clean lense and reflector Annually
- g. Hand Railings clean and disinfect Daily
- h. Walls Spot clean Winter and Spring Breaks-Scrub with cleaner/sponge Summer Break
- i. Lockers Wash inside/outside and reset combination Summer Break
- j. Water Fountains Clean & Disinfect Daily
- k. Partition Glass Spot Wash Winter and Spring Breaks-Complete Wash Summer Break
- l. Display Cases Spot Wash Winter and Spring Breaks-Complete wash and dust Summer Break
- m. Wastebaskets Empty & Replace Liners Daily-Scrub clean Summer Break
- n. Cobweb removal within reasonable reach

10. Toilet Rooms

- a. Floors (hard surface) Wet mop /disinfect Daily-Scrub/Refinish Breaks-(*no finish onto ceramic tile or epoxy*)
- b. Wastebaskets Empty & Replace Liner Daily-Scrub clean Summer Break
- c. Partitions Spot Clean Daily-Sanitize all touch surfaces Dust Daily-Clean Weekly
- d. Sinks/Lavatories Clean & Disinfect Daily
- e. Toilets & Urinals Clean & Disinfect Daily
- f. Metal & Hardware Damp Wipe & Polish Daily
- g. Doors & Toilet Partitions Clean & Disinfect all touch surfaces Daily-Completely clean & disinfect all surfaces Summer Break
- h. Mirrors Clean Daily
- i. Paper/ Soap Dispensers Clean & Disinfect all touch surfaces Daily-Refill Dispensers Daily
- j. Ceilings – Vent. Diffusers Dust/Vacuum Summer Break
- k. Light Fixtures Clean lenses and reflector Annually
- l. Walls - Spot clean All three Breaks-Scrub/disinfect all surfaces Summer Break
- m. Cobweb removal

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11. Offices and Staff Workrooms

- a. Floors (carpeted) Vacuum 3 times per week-Spot Removal As Requested-Warm Water Extract Breaks – multiple pass
- b. Floors (hard surface) Dust Mop/Auto scrub 3 times per week-Top Scrub/Recoat Summer Break-Strip & Refinish Every third summer Break
- c. Desks & Counters Clean and disinfect all touch surfaces Twice per Week-Damp wipe all surfaces clean Summer Break
- d. Wastebaskets Empty, Spot clean & Restock Replace Liner Daily-Scrub clean Summer break
- e. File Cabinets Dust & Damp Wipe Top Summer break
- f. Telephones Sanitize all touch surfaces
- g. Ledges Dust All three Breaks
- h. Ceilings – Vent. Diffusers Dust/Vacuum Summer break
- i. Ceilings – Light Fixtures Clean lenses and reflector Annually
- j. Walls Spot clean Winter and Spring Break
- k. Scrub with cleaner/sponge Summer Break
- l. Cobweb removal

12. Entrances

- a. Doors - Sanitize all touch surfaces and spot clean Daily-Complete Wash Summer break
- b. Floors (carpeted) - Vacuum Daily-Spot Removal Daily-Warm Water Extract Weekly – one pass Breaks-Warm Water Extract Breaks – multiple pass
- c. Floors (hard surface) - Dust Mop/Auto scrub Daily-Top Scrub/Recoat Summer break-Strip & Refinish Every third summer Break
- d. Ceilings – Vent. Diffusers Dust/Vacuum Summer break
- e. Light Fixtures Clean lenses and reflector annually
- f. Walls - Spot clean as requested-Scrub with cleaner/sponge Summer Break
- g. Walk-off Mats - Vacuum Daily-Warm Water Extract Summer Break
- h. Cobweb removal

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Section 8: Kitchen and Cafeteria Custodial Support

In the Kitchen:

Custodians shall **not**:

- Set Trash Cans On Counters
- Sweep Coolers / Freezers (Food Service Dept. personnel shall do this)
- Breakdown cardboard for recycling (Food Service Dept. personnel shall do this)
- Sweep and Mop Floors (Food Service Dept. personnel shall do this)
- Empty all trash cans and replace can liners (Food Service Dept. personnel shall do this)

Custodians shall:

- Take trash to dumpsters – daily
- Clean and maintain Floor Drains - as needed

In the Cafeteria

Custodians shall:

- Wash 100% of the tables between lunch periods
- Empty and clean trash as needed
- Take trash to dumpsters – daily
- Spot clean floors as needed during food serving periods after the last lunch period

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Section 9: Minimum Staffing Model

Minimum Staffing Model (To meet APPA Level 2 and other custodial responsibilities outlined in RFP)

Required as a part of the Custodial Service Contract bid

Full Staff Days Model – See CRSD school calendar

Reduced Staff Days – See CRSD school calendar

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Section 10: Attachments, Bid Forms, and Exhibits

The following forms and exhibits must be completed and submitted with the Proposal.

Reference SECTION 3 – RFP GENERAL REQUIREMENTS AND FORMAT TAB

Required as a part of the Custodial Service Contract bid

Attachments

- CRSD School Calendar 2024/2025 and 2025/2026
- Sample Weekday and Weekend Coverage Schedule

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Newtown, PA 18940

Attachment 1: 2024/2025 and 2025/2026 School Year Calanders

COUNCIL ROCK SCHOOL DISTRICT 2024-2025 SCHOOL YEAR CALENDAR

BOARD APPROVED: 3/21/24

20, 21, 22.....Orientation for New Teachers (Voluntary)
27, 28, 29.....Opening Teachers Professional Development
30.....All Schools Closed/Offices Open

August '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teacher Days: 3 Student Days: 0

September '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Teacher Days: 20 Student Days: 20

2.....Labor Day Holiday/All Schools/Offices Closed
3.....Students' First Day; Grades K-6, 7+9
4.....All Students Report

3, 4.....Rosh Hashanah/All Schools Closed/Office Open
11*.....Early Dismissal K-8; AM K Attends

October '24						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Teacher Days: 21 Student Days: 21

November '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Teacher Days: 18 Student Days: 16

1.....Diwali - All Schools Closed/Offices Open
5.....Election Day/All Schools Closed/Offices Open/ Professional Development
25*.....Early Dismissal K-8; AM K attends; ES PM & Evening Conferences; MS PM Conferences; HS Evening Inservice
26*.....Early Dismissal K-8; PM K attends; ES PM Conferences; MS PM & Evening Conferences
27.....No School for Students; Professional Development HS only; AM Conferences K-8
28.....Thanksgiving/All Schools/Offices Closed
29.....All Schools/Offices Closed

23, 24, 25, 31.....Winter Break/All Schools Closed/Offices Closed
24-25.....Christmas Eve/Christmas/All Schools/Offices Closed
26, 27, 30.....All Schools Closed/Offices Open
31.....All Schools/Offices Closed

December '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Teacher Days: 15 Student Days: 15

January '25						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Teacher Days: 21 Student Days: 21

1.....New Years Day/All Schools/Offices Closed
2.....All Schools Reopen
20.....MLK Holiday/All Schools Closed/Offices Open
28*.....Early Dismissal K-12; PM K Attends; Professional Development (90th Student Day)

14.....All Schools Closed/Offices Open/Professional Development
17.....Presidents' Day Holiday/All Schools/Offices Closed

February '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Teacher Days: 19 Student Days: 18

March '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Days: 20 Student Days: 20

7*.....Early Dismissal K-8; AM K Attends; PM Professional Development
31.....Eid al-Fitr / All Schools Closed/Offices Open

14-17.....All Schools Closed/Offices Open/PD/Exchange Day
18.....Easter Observed/All Schools/Offices Closed

April '25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Teacher Days: 19 Student Days: 17

May '25						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Teacher Days: 20 Student Days: 20

20.....Election Day/All School Closed/Offices Open
26.....Memorial Day Holiday/All Schools/Offices Closed

17.....Last Day of School for Students; Early Dismissal K-12
18.....Teacher Inservice; **Make-up Day #1 (if needed)**

Teacher Days: 189
Student Days: 180

June '25						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Teacher Days: 13 Student Days: 12

Flexible instructional days, as permissible by PDE, may be implemented for weather related closings prior to using in-person make-up days.

July 4, 2025, All Offices Closed

Calendar Key	
	Student/Teacher Holiday
	Students Off/Staff Development/Conferences
	Early Dismissal
	Schools/Offices Closed
*	Act 80 Day

CALENDAR SUBJECT TO CHANGE: The general rule of thumb for the determination of the opening school day for students at the beginning of the school year is based on which day in September is Labor Day. If Labor Day falls on the 1st, 2nd, 3rd, or 4th of September, school will open the day after Labor Day. If Labor Day falls on the 5th, 6th, or 7th day of September, the first day of school will be designated in the week before Labor Day.

*Graduation will tentatively be held on June 12th.

**COUNCIL ROCK SCHOOL DISTRICT
2025-2026 SCHOOL YEAR CALENDAR**

BOARD APPROVED – 9/19/24

<p>19, 20, 21.....Orientation for New Teachers (Voluntary) 26, 27, 28.....Opening Teachers Professional Development 29.....All Schools Closed/Office Open</p>	<table border="1" style="width:100%; border-collapse: collapse; background-color: #4a7ebb; color: white;"> <tr><th colspan="7">August '25</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>Teacher Days: 8 Student Days: 8</p>	August '25							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<table border="1" style="width:100%; border-collapse: collapse; background-color: #4a7ebb; color: white;"> <tr><th colspan="7">September '25</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table> <p>Teacher Days: 19 Student Days: 19</p>	September '25							S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p>1.....Labor Day Holiday/All Schools/Offices Closed 2.....Students' First Day; Grades K-6, 7-9 3.....All Students Report 23, 24.....Rosh Hashanah/All Schools Closed/Office Open</p>
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<p>24, 25, 31.....Winter Break/All Schools/Offices Closed 24-25.....Christmas Eve/Christmas/All Schools/Offices Closed 26, 29, 30.....All Schools Closed/Offices Open 31.....All Schools/Offices Closed</p>	<table border="1" style="width:100%; border-collapse: collapse; background-color: #4a7ebb; color: white;"> <tr><th colspan="7">December '25</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p>Teacher Days: 17 Student Days: 17</p>	December '25							S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>1.....New Years Day/All Schools/Offices Closed 2.....All Schools Closed/Offices Open 5.....All Schools ReOpen 19.....MLK Holiday/All Schools Closed/Offices Open 28*.....Early Dismissal K-12; PM K Attends; Professional Development (90th Student Day)</p>																																																									
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CALENDAR SUBJECT TO CHANGE: The general rule of thumb for the determination of the opening school day for students at the beginning of the school year is based on which day in September is Labor Day. If Labor Day falls on the 1st, 2nd, 3rd, or 4th of September, school will open the day after Labor Day. If Labor Day falls on the 5th, 6th, or 7th day of September, the first day of school will be designated in the week before Labor Day.

*Graduation will tentatively be held on June 16th.

Council Rock School District
30 North Chancellor Street
Newtown, PA 18940

Attachment 2: Sample Weekday and Weekend Coverage Schedules

EVENT	DATE	START	END	SCHOOL	SPACE	SETUP?
Monday						
Young Rembrandts	2/3/25	3:45 PM	4:45 PM	Churchville	Classroom	
CRBA	2/3/25	6:00 PM	9:30 PM	Churchville	Gym	
CYO Basketball	2/3/25	6:00 PM	9:00 PM	Goodnoe	Gym	
CYO Basketball	2/3/25	5:00 PM	6:00 PM	Hillcrest	Gym	
CRBA	2/3/25	6:00 PM	9:30 PM	Hillcrest	Gym	
CRBA	2/3/25	6:00 PM	9:30 PM	Holland El	Gym	
CRBA	2/3/25	6:00 PM	9:30 PM	Holland Middle	Gym	
Del Vall Wind Symphony	2/3/25	6:15 PM	9:30 PM	Holland Middle	Band Room	
Young Rembrandts	2/3/25	3:45 PM	5:00 PM	MMW	Classroom	
NES Science Fair	2/3/25	5:30 PM	9:00 PM	Newtown El	Multi-purpose Room & Gym	Confirm set up of tables with admin
NMS Craft Players	2/3/25	3:00 PM	5:00 PM	Newtown Middle	Auditorium; Orch Rm; Band Rm; 133	
UMBB	2/3/25	6:00 PM	9:30 PM	Newtown Middle	Gym	
CRUSA	2/3/25	6:00 PM	8:00 PM	Newtown Middle	Auxilliary Gym	
CRBA	2/3/25	6:00 PM	9:30 PM	Richboro Middle	Gym	
CRBA	2/3/25	6:00 PM	9:30 PM	Rolling Hills	Gym	
Troop 21885	2/3/25	4:00 PM	5:00 PM	Sol Feinstone	Classroom	
UMBB	2/3/25	6:00 PM	9:30 PM	Sol Feinstone	Gym	
CYO Basketball	2/3/25	6:00 PM	9:00 PM	Wrightstown	Gym	
Zumba	2/3/25	6:00 PM	8:00 PM	Wrightstown	Multi-purpose Room	Clear center of room
Tuesday						
CRBA	2/4/25	6:00 PM	8:30 PM	Churchville	Gym	
UMBB	2/4/25	6:00 PM	9:30 PM	Goodnoe	Gym	Please help clear chairs after
CYO Basketball	2/4/25	5:00 PM	6:00 PM	Hillcrest	Gym	
CRBA	2/4/25	6:00 PM	8:30 PM	Hillcrest	Gym	
CRBA	2/4/25	6:00 PM	8:30 PM	Holland El	Gym	
HMS Track	2/4/25	5:00 PM	6:00 PM	Holland Middle	Gym	
CRBA	2/4/25	6:00 PM	8:30 PM	Holland Middle	Gym	
Rock Gold Softball	2/4/25	6:00 PM	9:00 PM	Holland Middle	Auxilliary Gym	
MMW Play Rehearsal	2/4/25	3:45 PM	5:00 PM	MMW	Cafetorium	
UMBB	2/4/25	6:00 PM	9:30 PM	Newtown El	Gym	Please help clear chairs after
NMS Craft Players	2/4/25	3:00 PM	5:00 PM	Newtown Middle	Auditorium; Orch Rm; Band Rm; 133	
CYO Basketball	2/4/25	6:00 PM	9:30 PM	Newtown Middle	Gym	
CRUSA	2/4/25	6:00 PM	8:00 PM	Newtown Middle	Auxilliary Gym	
CR South Track	2/4/25	3:00 PM	4:30 PM	Richboro Middle	Gym	
CRBA	2/4/25	6:00 PM	8:30 PM	Richboro Middle	Gym	
CRBA	2/4/25	6:00 PM	8:30 PM	Rolling Hills	Gym	
RH HSA Mtg	2/4/25	7:00 PM	8:00 PM	Rolling Hills	Library	Confirm set up of chairs with admin
RH Men's Basketball	2/4/25	8:30 PM	10:00 PM	Rolling Hills	Gym	
Young Rembrandts	2/4/25	3:40 PM	4:40 PM	Sol Feinstone	Classroom	
UMBB	2/4/25	6:00 PM	9:30 PM	Sol Feinstone	Gym	
Twp Basketball	2/4/25	6:00 PM	9:30 PM	Wrightstown	Gym	
Wednesday						
CRBA	2/5/25	6:00 PM	9:30 PM	Churchville	Gym	
Chess Club	2/5/25	4:00 PM	5:00 PM	Goodnoe	Art Room	
UMBB	2/5/25	6:00 PM	9:30 PM	Goodnoe	Gym	Please help clear chairs after
CYO Basketball	2/5/25	5:00 PM	6:00 PM	Hillcrest	Gym	
CRBA	2/5/25	6:00 PM	9:30 PM	Hillcrest	Gym	
CRBA	2/5/25	6:00 PM	9:30 PM	Holland El	Gym	
CRBA	2/5/25	6:00 PM	9:30 PM	Holland Middle	Gym	
Young Rembrandts	2/5/25	4:00 PM	5:00 PM	Newtown El	Classroom	
UMBB	2/5/25	6:00 PM	9:30 PM	Newtown El	Gym	Please help clear chairs after
NMS Craft Players	2/5/25	3:00 PM	5:00 PM	Newtown Middle	Auditorium; Orch Rm; Band Rm; 133	
Rebels Basketball	2/5/25	6:00 PM	7:30 PM	Newtown Middle	Gym	
CRUSA	2/5/25	6:00 PM	8:00 PM	Newtown Middle	Auxilliary Gym	
CRBA	2/5/25	6:00 PM	9:30 PM	Richboro Middle	Gym	
CRBA	2/5/25	6:00 PM	9:30 PM	Rolling Hills	Gym	
UMBB	2/5/25	6:00 PM	9:30 PM	Sol Feinstone	Gym	
CYO Basketball	2/5/25	6:00 PM	9:00 PM	Wrightstown	Gym	

EVENT	DATE	START	END	SCHOOL	SPACE	SETUP?
Thursday						
CRBA	2/6/25	6:00 PM	9:30 PM	Churchville	Gym	
Young Rembrandts	2/6/25	3:45 PM	4:45 PM	Goodnoe	Classroom	
CYO Basketball	2/6/25	6:00 PM	9:00 PM	Goodnoe	Gym	
CYO Basketball	2/6/25	5:00 PM	6:00 PM	Hillcrest	Gym	
HCS 6th grade mtg	2/6/25	5:00 PM	7:00 PM	Hillcrest	Cafetorium	Confirm chairs set up with admin
CRBA	2/6/25	6:00 PM	9:30 PM	Hillcrest	Gym	
CRBA	2/6/25	6:00 PM	9:30 PM	Holland El	Gym	
HMS Track	2/6/25	5:00 PM	6:00 PM	Holland Middle	Gym	
CRBA	2/6/25	6:00 PM	9:30 PM	Holland Middle	Gym	
HMS Winter Guard	2/6/25	6:00 PM	9:30 PM	Holland Middle	Auxilliary Gym	
MMW Play Rehearsal	2/6/25	3:45 PM	5:00 PM	MMW	Cafetorium	
Table Tennis	2/6/25	6:00 PM	9:30 PM	Newtown El	Multi-purpose Room	Clear center of room
JAHB Adult Basketball	2/6/25	6:00 PM	8:00 PM	Newtown El	Gym	
NMS Craft Players	2/6/25	3:00 PM	5:00 PM	Newtown Middle	Auditorium; Orch Rm; Band Rm; 133	
CRUSA	2/6/25	6:00 PM	8:00 PM	Newtown Middle	Auxilliary Gym	
CRBA	2/6/25	6:00 PM	9:30 PM	Richboro Middle	Gym	
CRBA	2/6/25	6:00 PM	9:30 PM	Rolling Hills	Gym	
UMBB	2/6/25	6:00 PM	9:30 PM	Sol Feinstone	Gym	
CYO Basketball	2/6/25	6:00 PM	9:00 PM	Wrightstown	Gym	
Friday						
CRBA	2/7/25	6:00 PM	9:30 PM	Churchville	Gym	
UMBB	2/7/25	6:00 PM	9:30 PM	Goodnoe	Gym	Please help clear chairs after
Young Rembrandts	2/7/25	3:45 PM	4:45 PM	Hillcrest	Classroom	
CRBA	2/7/25	6:00 PM	9:30 PM	Hillcrest	Gym	
Young Rembrandts	2/7/25	3:45 PM	4:45 PM	Holland El	Classroom	
CRBA	2/7/25	6:00 PM	9:30 PM	Holland El	Gym	
CRBA	2/7/25	6:00 PM	9:30 PM	Holland Middle	Gym	
Girl Scouts Troop 1st grade	2/7/25	4:00 PM	5:00 PM	Newtown El	Classroom	
UMBB	2/7/25	6:00 PM	9:30 PM	Newtown El	Gym	Please help clear chairs after
CRBA	2/7/25	6:00 PM	9:30 PM	Newtown Middle	Gym	
CRBA	2/7/25	6:00 PM	9:30 PM	Richboro Middle	Gym	
CRBA	2/7/25	6:00 PM	9:30 PM	Rolling Hills	Gym	
UMBB	2/7/25	6:00 PM	9:30 PM	Sol Feinstone	Gym	
CR South Basketball	2/7/25	6:00 PM	8:30 PM	Wrightstown	Gym	

Council Rock School District
30 North Chancellor Street
Newtown, PA 18940

Exhibit A: Bid Form (Include in Tab 8 of the Proposal)

The following fee schedule format must be included in TAB 8 of the Contractors Proposal. This Proposal is to include a price for ALL Custodial Services as outlined in the RFP. This includes the outsourcing of all Custodial personnel, taking over our current supply and equipment inventory, maintaining and supplying any required cleaning chemicals, products and equipment outlined in this RFP. These are to be expressed as not-to-exceed amounts, and all amounts are to include turnkey operations of all Custodial Services. These amounts shall include any extra night or weekend coverage as detailed in the RFP. All amounts shall include all costs associated with wages, benefits, supplies and materials as described in the RFP documents and overhead for turnkey operations of the Custodial Services.

Council Rock School District
 30 North Chancellor Street
 Newtown, PA 18940
 Fee Proposal Page 1 of 2

Contractor: _____

Base Bid Fee Proposal – Three (3) Years July 1, 2025 through June 30, 2028

The contact shall include coverage as outlined in the RFP for 19 Buildings

Base Bid	Year 1 (2025/2026)	Year 2 (2026/2027)	Year 3 (2027/2028)
Custodial Services Annual Price	\$	\$	\$
Custodial Services Monthly Price	\$	\$	\$
FTE and Man Hour Information	Year 1 (2025/2026)	Year 2 (2026/2027)	Year 3 (2027/2028)
Number of man-hours budgeted per year under quoted pricing – Total Hours	#	#	#
Supervisors Man Hours	#	#	#
Custodial Labor Man Hours	#	#	#
Secretarial Support Man Hours	#	#	#
Other Man Hours (Describe)	#	#	#
FTE and Man Hour Information	Year 1 (2025/2026)	Year 2 (2026/2027)	Year 3 (2027/2028)
Number of FTE’s budgeted per year under quoted pricing	#	#	#
Daytime Supervisors FTE’s	#	#	#
Nighttime Supervisors FTE’s	#	#	#
Custodial Labors FTE’s	#	#	#
Other FTE’s (Describe)	#	#	#
Other FTE’s (Describe)	#	#	#
FTE breakdown per year under quoted pricing (full time – part time)	Year 1 (2025/2026)	Year 2 (2026/2027)	Year 3 (2027/2028)
Full time FTE’s	#	#	#
Part time FTE’s	#	#	#

Council Rock School District
 30 North Chancellor Street
 Newtown, PA 18940
 Fee Proposal Page 2 of 2

Complete the schedule of hourly rates as listed below. Include any additional hourly rates that may apply in the spaces indicated with "Other." Years July 1, 2025 through June 30, 2028

All Options Hourly Rates	Year 1 (2025/2026)	Year 2 (2026/2027)	Year 3 (2027/2028)
Custodian	\$	\$	\$
Custodian Weekend Rate	\$	\$	\$
Custodian Holiday Rate	\$	\$	\$
Custodian Overtime Rate	\$	\$	\$
Day Supervisor	\$	\$	\$
Night Supervisor	\$	\$	\$
General Manager (Provides oversight of Custodians and Leads)	\$	\$	\$
Other Personnel (Describe)	\$	\$	\$
Other Personnel (Describe)	\$	\$	\$
Provide Unit Cost for each additional toilet paper dispenser added after the award, including the annual paper supply (Total annual cost to owner for each)	\$	\$	\$
Provide Unit Cost for each additional paper towel dispenser added after the award, including the annual paper supply (Total annual cost to owner for each)	\$	\$	\$

By: _____
 (Company Name)

 (Signature)

 (Name – Printed)

 (Company Address)

 (Cell Phone Number)

 (City, State, Zip Code)

 (Company Phone Number)

Council Rock School District
30 North Chancellor Street
Newtown, PA 18940

Exhibit B: Bid Security Bond

Contractor to provide as requested in Section 4 of the RFP.

Council Rock School District
30 North Chancellor Street
Newtown, PA 18940

Exhibit C: Non-Collusion Affidavit

Instructions for Non-Collusion Affidavit

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti Bid-Rigging Act, 62 Pa.C.S.A. § 4501 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. The member, officer or employee of the bidder who makes the final decision on prices must execute this Non-Collusion Affidavit and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids is unlawful and may be subject to criminal prosecution. The person who signed the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the Bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with the term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

Council Rock School District
30 North Chancellor Street
Newtown, PA 18940
NON-COLLUSION AFFIDAVIT

State of _____:

: s.s.

County of _____:

I state that I am _____ (Title) of _____ (Name of my Firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. _____, its affiliates, subsidiaries, officers directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ (Name of Firm) understands and acknowledges that the above representations are material and important, and will be relied on by Council Rock School District in awarding the contract(s) for which this bid is submitted. I understand that my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Council Rock School District of the true facts relating to the submission for this contract.

(Names and Company Position)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY

Notary Public

of _____, 20 _____.

My Commission Expires _____

Council Rock School District
30 North Chancellor Street
Newtown, PA 18940

Exhibit D: Equipment and Materials List

Contractor to provide complete list of equipment and materials proposed for use at the CRSD.

Council Rock School District
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Newtown, PA 18940

Exhibit E: Reference List as Described

Contractor to provide as requested in Section 3 of the RFP.

Council Rock School District
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Newtown, PA 18940

Exhibit F: Contractor's Sworn Statement Certifying Employee Turnover Rate for 2022, 2023, and 2024.

Contractor to provide as requested in section 4 of the RFP.

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Exhibit G: Contactor's Organization Chart Including FTE's for all Phases of the Proposed Work

Contractor to provide as requested in Section 3 of the RFP.

Council Rock School District
30 North Chancellor Street
Newtown, PA 18940

Exhibit H: Contactor's Operations Chart

Contactor to provide as requested in Section 4 of the RFP. Enclose a copy of a diagram/flow chart showing the number of custodians / supervisors (including evening supervision), etc., and the number of hours that each will work per day/night shift.

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Exhibit I: Training Program

Contractor to provide as requested in Section 4 of RFP. Enclose a copy of the training policies and sample of manuals that will be utilized for all production employees, on-the-job supervisors and managers assigned to the District's buildings.

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Exhibit J: Contractor's Certificate of Insurance

Contractor to provide as requested in Section 4 of the RFP.

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Newtown, PA 18940

Exhibit K: Contactors' Statement of Qualifications

Contractor to provide as requested in Section 3 of the RFP.

Council Rock School District
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Newtown, PA 18940

Exhibit L: SDS Sheets for chemicals intended for use as part of a contract offer.

Contractor to provide as requested in Section 4 of the RFP.

Council Rock School District
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Newtown, PA 18940

Exhibit M: Equipment Specifications for all types equipment to be provided by the contractor in fulfillment of the required services as a part of the contract offer (Including age/hours)

Contractor to provide as requested in Section 4 of the RFP.

Council Rock School District
30 North Chancellor Street
Newtown, PA 18940

Exhibit N: Evidence of Completion IICRC-approved Carpet Cleaning Technician (CCT) course or equivalent by supervision for District's project.

Contractor to provide as requested in Section 4 of the RFP.

Council Rock School District
30 North Chancellor Street
Newtown, PA 18940

Exhibit O: Outline of Contractor Quality Control Program Reports and Tools to be utilized in performance of the Custodial services contract if awarded to the bidder.

Contractor to provide as requested in Section 4 of the RFP.

Council Rock School District
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Newtown, PA 18940

Exhibit P: Copy of Electronic Building Inspection Forms Currently in Use

Provide a daily building inspection report currently being utilized by your Company. (The Contractor shall utilize an electronic inspection system which can be easily accessed by the District for monitoring purposes.)

Contractor to provide as requested in Section 4 of the RFP.

Council Rock School District
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Newtown, PA 18940

Exhibit Q: Customer Contact Procedure

Enclose copy of the procedure that will be used for weekly customer contact, and monthly Formal Customer Reviews.

Contractor to provide as requested in Section 4 of the RFP.

Council Rock School District
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Newtown, PA 18940

Exhibit R: Financial Information including:

1. Dunn and Bradstreet Rating
2. Bank References (Include Contact Name). (A bidder may be requested to submit the most recent annual audit including Income Statement and Balance Sheet or Schedule C from most recent U.S. Income Tax Return after the bid opening.)

Contractor to provide as requested in Section 4 of the RFP.

Council Rock School District
30 North Chancellor Street
Newtown, PA 18940

Exhibit S: W-9 Form

Contractor must complete W-9 form as requested in Section 4 of the RFP.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see Instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.). See Instructions.</p> <p>6 City, state, and ZIP code.</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Council Rock School District
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Exhibit T: Vendor Information Form

Contractor must complete the Vendor Information Form as requested in Section 4 of the RFP.

COUNCIL ROCK SCHOOL DISTRICT

VENDOR INFORMATION FORM

TAX ID#, EIN or Social Security Number:

Company Name:

Company Billing Address (Remit to):

Company Web Address:

Phone Number (sales, accounts
receivable, or customer service):

Fax Number (sales, accounts receivable,
or customer service):

E-mail address (sales, accounts
receivable, or customer service):

Electronic Funds Transfer (EFT):

YES NO

Bank Information for EFT:

Routing Number for EFT:

Bank Account Number for EFT:

Bank Account Type for EFT:

Checking Account
 Savings Account

Signature:

Printed Name:

Title: