BUILDING CLEANING SERVICES
Bid Specifications and Documents

BOROUGH OF MIDDLETOWN
PUBLIC WORKS DEPARTMENT
60 WEST EMAUS STREET
MIDDLETOWN, PA 17057

Job Description:	Provide building cleaning services as per the attached task schedule. Services are to be provided starting from October 1, 2024 through September 30, 2025 for a term of one (1) year. The term may be extended annually by written mutual consent of Borough and Contractor for up to two (2) additional years, for a possible total of 3 years. Any extension shall be executed by both parties at least 60 days prior to the current term expiration.
Instructions:	Bidder's Questionnaire and Proposed Fee Schedule must be filled out completely. MANDATORY pre-bid conference Monday, July 29, 2024, at 1 P.M. in Council Chambers at the Municipal Building at 60 West Emaus Street, Middletown, PA 17057.
Due Date:	Please return a completed proposal packet in a sealed envelope by Thursday, August 1, 2024, at 12:00 p.m. (NOON) to Middletown Borough Hall, 60 W. Emaus St, Middletown, PA 17057.
Questions:	For questions pertaining to this RFP, please contact Matt Miller, Highway Superintendent at mmiller@middletownborough.com or 717-902-0706 ext. 110.

Purpose

The Borough of Middletown is requesting proposals from responsible parties for cleaning services at three Borough owned properties known as *Borough Hall - 60 West Emaus Street*, *Public Works Department – 102 Grant Street* and the *Police Station – 300 East Emaus Street*.

Performance of Services and Requirements

All services are to be performed in a professional manner. Contractor is to provide all supervision, materials, labor, equipment, service, operations and expertise required to perform building cleaning services. The contractor is a reflection of the Borough and must be professional in conduct, attire and work performed. Only employees of the Contractor shall perform all work under this contract. No work may be subcontracted without the advance written consent of the Borough. The Contractor shall comply with all federal, state and local requirements for its unemployment compensation, worker's compensation and minimum wage requirements. The successful bidder shall submit a list of employees who will perform a service under this contract.

No contract will be awarded to any person, firm or corporation that is in arrears to the Borough of Middletown, Pennsylvania upon any debt or contract, or who has failed to execute in whole or in part, in a satisfactory manner, any contract with the Borough, or who is a defaulter as to surety or otherwise upon any obligation to the Borough of Middletown.

The Borough reserves the right to award a contract to a Contractor other than the lowest bidder when it is in the best interest of the Borough to do so. After review of the bids and solely at the Borough's discretion, the Borough reserves the right to reject all or portions of the bid.

Detailed Specifications

1. Working Hours and Crew Assignments

The contractor shall provide adequate equipment and staff to meet the requirements of this contract, including completion of all work as outlined in Schedule A. All work shall be completed as outlined in the contract. Lack of equipment/breakdown or staff is not a justification for non-compliance with the contract terms. Work not completed, without written justification submitted to and approved by the Public Works Director, shall be deemed a breach of contract. The contractor shall staff the work appropriately and allot adequate time to complete the cleaning of any location in one day.

Bidder shall provide a price, per location, per week for work being completed during working hours for Borough Hall and Public Works – 8:00 AM to 4:00 PM, Monday thru Friday. The Police Station may be cleaned at any time of day or night, Monday thru Friday.

As an alternate, provide pricing for cleaning Borough Hall and the Public Works Department any time after 4:00 PM, Monday thru Friday as well as the Police Station at any time of day or night, Monday thru Friday.

No work shall occur on any weekend day or holidays (holidays as observed by the Borough on an annual basis). All work shall be done as a first-class operation and in a manner completely acceptable to the Borough. The Borough will only pay the per job price per the contract, no overtime or holiday pay will be provided.

2. Personnel

(a) Service Employees. Vendor will provide and pay all Service Employees Vendor deems necessary for the efficient provision of the Services. The Service Employees will be subject to the rules and regulations of Borough applicable to contractors while on the Facilities. Vendor will be solely responsible for all salaries, payroll and other taxes, benefits, fees, and other charges or insurance required by any federal, state and local law, statute or regulation (including, but not limited to, unemployment taxes, Social Security contributions, worker's compensation premiums and all similar taxes and payments), attributable to each Service Employee.

(b) Personnel Control; Personnel Actions. Vendor shall be solely responsible for hiring, firing, disciplining and supervising its employees performing work at Borough's facilities. Borough shall not be considered to be a joint employer with respect to Vendor's employees. Vendor shall be responsible for the acts or omissions of its employees in performing services under this Agreement. Without limiting the general indemnification obligations of this Agreement in favor of Borough, Vendor hereby agrees to indemnify, hold harmless, and defend Borough against any claims against Borough arising from or relating to any negligent acts or omissions of Vendor's employees assigned to the Borough facilities.

Vendor shall at all times provide properly trained and competent personnel in the number and classifications necessary to perform its services in an efficient manner and in accordance with the Agreement. Vendor shall be responsible for the conduct of all Vendor's personnel at all times. Vendor personnel are required to be properly trained and competent to perform the duties of their positions. Vendor shall ensure that its employees assigned to the Facilities shall be properly uniformed, clean and neat in appearance while on duty, and shall deal with members of the Facilities community, including students, visitors and Borough employees and invitees in a polite and businesslike manner. For safety and communication reasons, vendor employee(s) shall read, speak, and understand fluent English.

(c) Equal Opportunity and Affirmative Action Employer; Sexual Harassment Policy. Vendor shall not discriminate because of race, color, religion, sex, sexual orientation, age, national origin, disability or status as a veteran, as defined and prohibited by applicable law, in the recruitment, selection, training, utilization, promotion, termination or other employment related activities of its employees. Vendor affirms and warrants that it is an equal opportunity and affirmative action employer, and covenants that it shall comply with all applicable federal, state and local laws and regulations relating to non-discrimination and affirmative action. Vendor shall establish and maintain a written sexual harassment policy and shall inform its employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be subject to discipline by Vendor.

(d) Immigration Reform and Control Act of 1986. Vendor certifies, warrants, and covenants that it does not, and will not during the performance of this Agreement, employ any illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986, or any successor legislation.

(e) Drug-Free and Alcohol-Free Workplace/Facilities. Vendor acknowledges and agrees that the following acts by its employees and/or agents or subcontractors performing services on Borough Property are prohibited:

(i) The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and

(ii) The unlawful manufacture, distribution, dispensing, possession or use of any drug that would cause impairment or incapacitation.

Vendor further acknowledges and agrees that a violation of these prohibitions constitutes a breach of this Agreement and may result in criminal penalties for individual violators that may result from such conduct.

Vendor hereby warrants and agrees that all employees of Vendor subject to this Agreement will undergo drug testing and criminal background checks, consistent with Vendor's corporate policy, and successful completion of drug testing and criminal background checks shall be necessary for continued assignment of a Vendor employee to the Borough's facilities. If the Borough's Facilities requirements regarding drug testing or criminal background checks are ever at any time more strict than Vendor's general corporate policy, the parties shall consider mutually agreeable changes to Vendor's criminal background checks provided at the Borough, to the extent permitted by law and any applicable collective bargaining agreement.

(f) OSHA/Safety. Vendor shall operate at all times under this Agreement in compliance with the OSHA and the regulations thereunder, and in compliance with all state and local safety laws and regulations. For all operations requiring the placement and movement of the Vendor's equipment, Vendor shall observe and exercise and compel its employees to observe and exercise all necessary caution and discretion so as to avoid injury to persons, damage to property of any and all kinds, and annoyance to or undue interference with the movement of the Borough employees, citizens, and other invitees of the Borough Facilities.

3. Safety

All work shall conform to all Borough, State, Federal, and OSHA Safety Standards. Work sites must be kept free of objects and hazards. "WET FLOOR" or similar warning devices shall be used where slippery conditions occur as a result of this work. Contractor shall maintain the proper equipment and use all safeguards necessary to help minimize potential injury to individuals or damage to property in the vicinity of the work area. The contractor's staff shall wear a photo ID badge or uniform at all times when on the Borough's work site.

4. Inspection

The Borough reserves the right to inspect any activity by the contractor on the work site at any time and issue directives to the contractor for corrective work needed.

5. Hazardous Substances

(a) Vendor Responsibilities. Vendor, in providing the services under the Agreement or conducting any activity on the Borough facilities, shall comply with all applicable local, state and federal environmental rules, regulations, statutes, laws and orders (collectively "Environmental Requirements"), including but not limited to Environmental Requirements regarding the storage, use and disposal of Hazardous Substances. Vendor agrees to conduct its services and operations under the Agreement in a manner that reasonably minimizes environmental impact through appropriate preventive measures. Vendor agrees that it shall be responsible for any notice of violation from any governmental regulator regarding environmental law violations by Vendor. Vendor further agrees that it is responsible for the health and safety of its personnel in connection with Environmental Requirements.

In the case of a release, spill or leak of any Hazardous Substance as a result of Vendor's actions, Vendor shall immediately control and remediate the contamination to applicable federal, state and local standards. Vendor agrees that in such event it will immediately clean up all spills, and the cleanup material must be disposed of in accordance with applicable law at Vendor's sole expense. Vendor agrees that it shall reimburse the Borough for any penalties and all costs and expenses, including without limitation attorney's fees, incurred by the Borough to the extend resulting from the release or disposal by Vendor of any pollutant or Hazardous Substance on or about the Borough.

Without limiting the OSHA compliance and personnel safety requirements of Section 4 of this Agreement, Vendor has the responsibility of informing its employees and the Borough of the known or potential existence of any Hazardous Substances used by Vendor in the course of performing its services at the Facilities under the Agreement. Vendor shall be responsible for training all Vendor employees with respect to the use of all chemical agents and materials used in performing the Services, including training in the use of Material Safety Data Sheets (MSDS), how to recognize hazards, personal protection, labels, etc., as required by OSHA and all other applicable laws and regulations. Vendor shall maintain a Material Safety Data Sheet log to the extent required by law. Safe methods and proper dilution and use of chemicals in Vendor's control to retain the integrity of environmental standards, including Environmental Protection Agency standards shall be Vendor's responsibility.

Vendor also has the responsibility of notifying the Borough Manager or his designee of the discovery or suspected discovery or in the course of work uncovering of any known preexisting environmentally-hazardous materials encountered by Vendor on Facilities in the performance of any maintenance, repair, custodial or other work on the Facilities unless the Borough has previously advised Vendor that existence was known by the Borough.

Without limiting the general indemnification and hold harmless obligations of the Agreement in favor of the Borough, Vendor shall defend, hold harmless, and indemnify the Borough from all duties, responsibilities and liabilities at the sole cost and expense of Vendor for, payment of penalties, sanctions, forfeitures, losses, costs (including reasonable attorney's fees) or damages, and for responding to any action, notice, claim, order, summons, citation, directive, litigation, investigation or proceeding which is related to (i) Vendor's failure to comply with any Environmental Requirements, or (ii) any environmental conditions to the extent caused by Vendor to the Facilities. The environmental indemnification in this Section specifically includes reasonable costs,

expenses and fees incurred in connection with any investigation of the Borough's Facilities property conditions or any clean-up, remediation, removal or restoration work required by any governmental authority.

(b) Survival. The indemnification provisions of this Section will survive the expiration or termination of this Agreement.

6. Failure to Perform

If the Contractor fails to perform any of its obligations hereunder, the Borough shall give written notice of such default, and the Contractor shall have five (5) days to cure such default. Failure to cure such default within five (5) days of such notice, then, in addition to any and all other remedies that may be available, either in law or equity, the Borough may terminate this Agreement by written notice, which termination shall be effective upon receipt of the notice or upon the date specified in the notice. If a Contractor is in default and cures within the time period specified herein on two occasions during the current contract term, on the third such default, the Borough may terminate this Agreement by written notice, with no further opportunity to cure.

7. Non-Waiver of Remedies

Consent by the Borough to a waiver of any requirement of this Agreement, or to a breach of any such requirement by Contractor, shall not preclude the Borough from exercising any of its contractual or equitable remedies to any subsequent violation of the terms and provisions of this Agreement. No delay or failure on the part of the Borough in exercising any right, power or privilege hereunder shall affect such right, power or privilege. The rights and remedies of the Borough hereunder are cumulative and concurrent and not exclusive of any rights or remedies which it might otherwise have. The Borough shall have the right at all times to enforce the provisions of this Agreement in accordance with the terms hereof notwithstanding any conduct or custom on the part of the Borough in refraining from so doing at any time or times.

Insurance Requirements

The Borough of Middletown requires a minimum insurance that will protect the Borough from claims set forth below which may arise out of or result from the Contractors execution of work:

a. Claims under worker' compensation, disability benefit and other similar employee benefit acts;
b. Claims for damages because of bodily injury, occupational sickness or disease, or death of employees;
c. Claims for damages because of bodily injury, sickness, or disease, or death of any person other than employees;
d. Claim for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the contractor, or (2) by any other person; and
e. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from.

The Contractor shall procure and maintain, at their own expense, during the contract, liability insurance as hereinafter specified:

Contractor's General Public Liability and Property Damage Insurance, including vehicle coverage issued to the Contractor and protecting Contractor from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any services performed, whether such operations be by Contractor or by any Subcontractor, or anyone directly or indirectly employed by the Contractor. Insurance shall be written with a limit of liability of not less than $1,000,000.00 for all damages arising out of bodily injury, including death, at any time resulting there from, sustained by any one person in any one accident; and a limit of liability of not less than $1,000,000.00 for all property damage sustained by any one person in any one accident; and a limit of liability of not less than $1,000,000.00 aggregate for any such damage sustained by two or more persons in any one accident. The Borough shall be named as an additional insured on all polices. All policies shall be provided to the Borough prior to the first cleaning and on an annual basis. The Borough shall be notified in writing of any cancellation or lapse in the insurance coverages. Cancellation or lapse without immediate renewal constitutes a breach of contract.

Middletown Borough
60 West Emaus Street, Middletown, PA

Areas to be Serviced in Borough Hall
Entrance
Lobby
Reception Area
Hallways
General Office Areas
Private Offices
Stairways
Meeting Room
Elevator
Conference Rooms
Break Room
Restrooms

Areas to Exclude in Borough Hall
Gym – special service as needed

Services to be Performed Each Visit:
Spot clean high touch points including doors, light switches and doorknobs
Empty all wastepaper receptacles, and take trash to a designated area. Install new bags
Spot clean all internal partition glass and entrance door glass free of smudges and fingerprints
Clean and disinfect drinking fountains/water coolers
Vacuum all walk off mats and carpeted areas
Dust mop/vacuum and damp mop hard surface floor areas
Wipe all conference room tables
Clean all telephones
Dust and clean all office furniture including file cabinets, desks (if cleared of paperwork), credenzas, counter tops, display units and window ledges
Clean all kitchen counters, tables and sinks
Clean exterior of all appliances
Clean microwaves inside and out
Spot clean wall behind/adjacent to trash receptacles
Restock products such as paper towels, hand soap, liners, toilet tissue, and deodorant products
Clean restroom dispensers and fixtures including wash basins, toilet bowls, urinals and counters
Spot clean toilet partitions
Polish all metal and mirrors in restrooms

Services to be Performed Twice per Month:
Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of normal dusting and remove cobwebs

Services to be Performed Once per Month:
* Emergency Management Office to be cleaned once per month with trash removed each week
Dust picture frames and wall hangings
Clean base of chairs and/or table legs

Services to be Performed Quarterly:
Dust blinds, hanging light fixtures, baseboards and ceiling vents

Service company to provide their own cleaning products with the exception of paper products.

Middletown Borough Police Department
300 East Emaus Street, Middletown, PA

Areas to be Serviced	Areas to Exclude
Entrance	Evidence Room
Reception Area	Garage
Hallways	Filing Room
Interview Rooms	
Patrol Office	
Private Offices	
Stairways	
Break Room	
Restrooms/locker room	

Services to be Performed Each Visit (Three Times Per Week):
Spot clean high touch points including doors, light switches and doorknobs
Empty all wastepaper receptacles and take trash to a designated area. Install new bags
Spot clean all internal partition glass and entrance door glass free of smudges and fingerprints
Clean and disinfect drinking fountains/water coolers
Vacuum all walk off mats and high traffic carpeted areas
Dust mop/vacuum and damp mop hard surface floor areas
Wipe all conference room tables
Clean all kitchen counters, tables and sinks
Clean exterior of all appliances
Clean microwaves inside and out
Spot clean wall behind/adjacent to trash receptacles
Restock products such as paper towels, hand soap, liners, toilet tissue, and deodorant products
Clean restroom dispensers and fixtures including wash basins, toilet bowls, urinals and counters
Spot clean toilet partitions
Polish all metal and mirrors in restrooms

Services to be Performed Once per Week:
Clean all telephones
Vacuum all carpeted areas wall to wall
Dust and clean all office furniture including file cabinets, desks (if cleared of paperwork), credenzas, counter tops, display units and window ledges

Services to be Performed Twice per Month:
Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of normal dusting and remove cobwebs

Services to be Performed Once per Month:
Dust picture frames and wall hangings
Clean base of chairs and/or table legs

Services to be Performed Quarterly:
Dust blinds, hanging light fixtures, baseboards and ceiling vents

Service company to provide their own cleaning products with the exception of paper products.

Middletown Borough Public Works Department
102 Grant Street, Middletown, PA

Areas to be Serviced
Break Room
Restrooms/locker room

Services to be Performed Each Visit (One Time Per Week):
Spot clean high touch points including doors, light switches and doorknobs
Empty wastepaper receptacles and take trash to a designated area. Install new bags
Dust mop/vacuum and damp mop hard surface floor areas in Break Room/Restrooms
Wipe all break room tables
Clean all kitchen counters, tables and sinks
Clean exterior of all appliances
Clean microwaves inside and out
Spot clean wall behind/adjacent to trash receptacles
Restock products such as paper towels, hand soap, liners, toilet tissue, and deodorant products
Clean restroom dispensers and fixtures including wash basins, toilet bowls, urinals and counters
Spot clean toilet partitions
Polish all metal and mirrors in restrooms

Service company to provide their own cleaning products with the exception of paper products.

Complete Proposal

A complete proposal must have the following completed:

1. Bidder's Questionnaire.
2. Affidavit of Contractor Non-Delinquency of Personal Property Taxes and Borough of Middletown Income Taxes Signed and Notarized.
3. Non-Collusion Affidavit.
4. Bid Form

After acceptance of the proposal, Contractor must show evidence of Commonwealth of Pennsylvania Bureau of Workers' Compensation Certificate of Premium Payment coverage and minimum insurance coverage as discussed above.

MIDDLETOWN BOROUGH, PENNSYLVANIA

BIDDER'S QUESTIONNAIRE

1. Submitted By _____ Telephone _____

Principal Office Address : _____

2. Type of Firm:

Corporate _____ Other _____

Individual _____ Partnership _____

3a. If a Corporation, please answer these questions:

Date of Incorporation _____ State of Incorporation _____

President's Name _____

Vice - President's Name _____

Secretary or Clerk's Name _____

Treasurer's Name _____

3b. If a Partnership, please answer these questions:

Date of Organization _____ State Organized In _____ _

Name of all Partners holding more than a 10% interest:

_____

_____

_____

4. Contractor's Representative _____

Title _____

Alternate _____

Title _____

5. List 2 similar Clients that you perform building cleaning services for:

Owner _____

Project Location

_____

Type of Work Performed _____

Contact Person _____

Telephone No. _____

Owner _____

Project Location _____

Type of Work Performed _____

Contact Person _____

Telephone No. _____

BIDDER'S QUESTIONNAIRE (cont.)

6. Have you or your firm or any principal in your firm been adjudged bankrupt in any voluntary or involuntary bankruptcy proceeding within the last ten years? _____

   If so, when and where? _____

7. Have you, your firm, or any principal in your firm been sued by any "owner" for default on a contract within the last ten years? _____

   If so, what was the disposition of the lawsuit? _____

   If the lawsuit is still pending, what is the case number? _____

   And the Court of Jurisdiction? _____

8. Have you, your firm, or any principal in your firm been sued by any subcontractor or material supplier for default on a contract within the last ten years? _____

   If the lawsuit is still pending, what is the case number? _____

9. Provide information regarding your insurance agent (s) who will be providing a Certificate of Insurance for your company:

Name of Agent _____

Name of Firm _____

Address _____

_____

_____

Telephone No. _____

Insurance Type _____

Signature of Bidder _____

Print Name of Bidder _____

Company Name _____

BOROUGH OF MIDDLETOWN, PENNSYLVANIA

AFFIDAVIT OF CONTRACTOR OR SUPPLIER OF NON-DELINQUENCY OF PERSONAL PROPERTY TAXES AND BOROUGH OF MIDDLETOWN INCOME TAXES AND POLITICAL CONTRIBUTIONS

To: Borough of Middletown, Pennsylvania
Dauphin County, Pennsylvania

The undersigned contractor or supplier being first duly sworn, having been awarded a contract by the Borough of Middletown, Pennsylvania for _____ hereby states that it is not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the Borough of Middletown as a tax district has territory and that it was not charged with delinquent personal property taxes on any such tax list. Furthermore, the undersigned states that the contractor or supplier is not delinquent for income tax owed to the Borough of Middletown.

In consideration of the award of the above contract, the above statements are incorporated in said contract as covenants of the undersigned contractor or supplier.

Signature
_____
Title _____

Company _____

Sworn to and subscribed in my presence on this _____ day of _____ 20 _____ by the above referenced person on behalf of the contractor or supplier.

Notary Public_____

BOROUGH OF MIDDLETOWN
NON-COLLUSION AFFIDAVIT

State of Pennsylvania, County of _____ S.S.

Borough of Middletown

_____

(Name of Individual)

_____

(Company Representing)

BEING DULY SWORN, DOES DEPOSE AND THAT (HE/THEY) RESIDE AT

_____

(Residence Address)

AND THAT (HE IS/THEY ARE) THE ONLY PERSON(S) WITH SAID

_____

(Name of Company)

_____

(Company Address)

INTERESTED IN THE PROFITS OF THE PROPOSED CONTRACT FOR THIS PROJECT; THAT THE SAID CONTRACT IS MADE WITHOUT ANY CONNECTION OR COMMON INTEREST IN THE PROFITS, THEREOF WITH ANY PERSON MAKING ANY BID OR PROPOSAL FOR SAID WORK; THAT THE SAID CONTRACT IS ON THEIR PART, IN ALL RESPECTS, FAIR AND WITHOUT COLLUSION OF FRAUD; AND, ALSO, THAT NO MEMBER OF COUNCIL, HEAD OF ANY DEPARTMENT OR BUREAU, OR EMPLOYEE THERIN, OR ANY OFFICER OR EMPLOYEE OF THE BOROUGH OF MIDDLETOWN, PENNSYLVANIA, IS DIRECTLY OR INDIRECTLY INTERESTED THEREIN.

Signature _____

Name _____

Title _____

Company _____

Subscribed to and sworn to on this _____ day of _____ , 20__.

Notary Public _____

BOROUGH OF MIDDLETOWN
MIDDLETOWN, PENNSYLVANIA

BID TO PROVIDE BUILDING CLEANING SERVICES

Borough of Middletown
60 W. Emaus Street
Middletown, Pennsylvania 17057

BID FORM

Ladies and Gentlemen:

This bid is submitted in accordance with your advertisement inviting bids to be submitted and received by the Borough of Middletown until NOON, prevailing time on the 1st day of August, 2024 for a 1-year term (and possible extension of term for up to two additional years) for building cleaning services commencing October 1, 2024 in accordance with the bid specifications and documents.

The Borough is requesting bids for building cleaning services at three Borough owned properties known as *Borough Hall - 60 West Emaus Street*, *Public Works Department – 102 Grant Street* and the *Police Station – 300 East Emaus Street*. Bidder shall provide a price, per location, per week for work being completed during working hours for Borough Hall and Public Works – 8:00 AM to 4:00 PM, Monday thru Friday and work at the Police Station which may be cleaned at any time of day or night, Monday thru Friday.

As an alternate, Bidder shall provide pricing for cleaning Borough Hall and the Public Works Department any time after 4:00 PM, Monday thru Friday as well as the Police Station at any time of day or night, Monday thru Friday. The Borough reserves the right to reject all or portions of the bids, to waive any technical defects, and to accept any bid that it may deem to be in the best interest of the Borough.

The undersigned, having fully familiarized themselves with all of the items set forth in the Bid Advertisement, Bid Specifications and Documents, fully understands the terms and services to be provided under the proposed Contract and hereby agrees to perform all of the terms and services in accordance with the Bidding Specifications and Documents and hereby submits the following bid in good faith:

1. Notes the bid prices below will prevail during the entire term of the contract.

2. The award of the contract will be based upon the total value of the bid for the length of the contract and/or per job price:

BID	2024 (10/1/24-9/30/25)	2025 (10/1/25-9/30/26)	2026 (10/1/26-9/30/27)
1. Per Job/Per Week (Borough Hall)	$ _____	$ _____	$ _____
2. Per Job/Per Week (Public Works)	$ _____	$ _____	$ _____
3. Per Job/Per Week (Police Station)	$ _____	$ _____	$ _____
4. Contract Total/Per Term	$ _____	$ _____	$ _____

ALTERNATE	2024 (10/1/24-9/30/25)	2025 (10/1/25-9/30/26)	2026 (10/1/26-9/30/27)
1. Per Job/Per Week (Borough Hall)	$ _____	$ _____	$ _____
2. Per Job/Per Week (Public Works)	$ _____	$ _____	$ _____
3. Per Job/Per Week (Police Station)	$ _____	$ _____	$ _____
4. Contract Total/Per Term	$ _____	$ _____	$ _____

Accompanying this bid and a part of this bid by the undersigned are the following required documents:

1. Bidder's Questionnaire.
2. Affidavit of Contractor Non-Delinquency of Personal Property Taxes and Borough of Middletown Income Taxes Signed and Notarized.
3. Non-Collusion Affidavit.
4. Bid Form

After acceptance of the proposal, Contractor must show evidence of State of Pennsylvania Bureau of Workers' Compensation Certificate of Premium Payment coverage and minimum insurance coverage as discussed above.

The undersigned hereby understands that this bid shall be effective until thirty (30) days after the date of bid opening.

The undersigned hereby certifies that this bid as submitted is genuine and not a sham or collusive or made in the interest or on behalf of any person, firm or corporation not herein named; and the undersigned has not directly or indirectly induced or solicited any other bidder to submit a sham bid, or any other person, firm or corporation to refrain from bidding; and that the undersigned has not in any manner sought by collusion to secure for her/himself an advantage over any other bidder.

_____ _____
Authorized Signature Date

_____ _____
Type/Print Name and Title Name of Firm

_____ _____
Telephone Number Official Address

_____ _____
Email Address