

Request for Bid

Janitorial Services
REF #111723002

THE WRIGHT
CENTER
_____ *for* _____

GENERAL INSTRUCTIONS TO RESPONDENTS

1. Any alterations, erasures, additions to or omissions of required information, or change of

Failure of bidder to do so, shall result in the cancellation of the award and forfeiture of the bid

15. The responder or responders to whom the contract is awarded agree(s) to release The

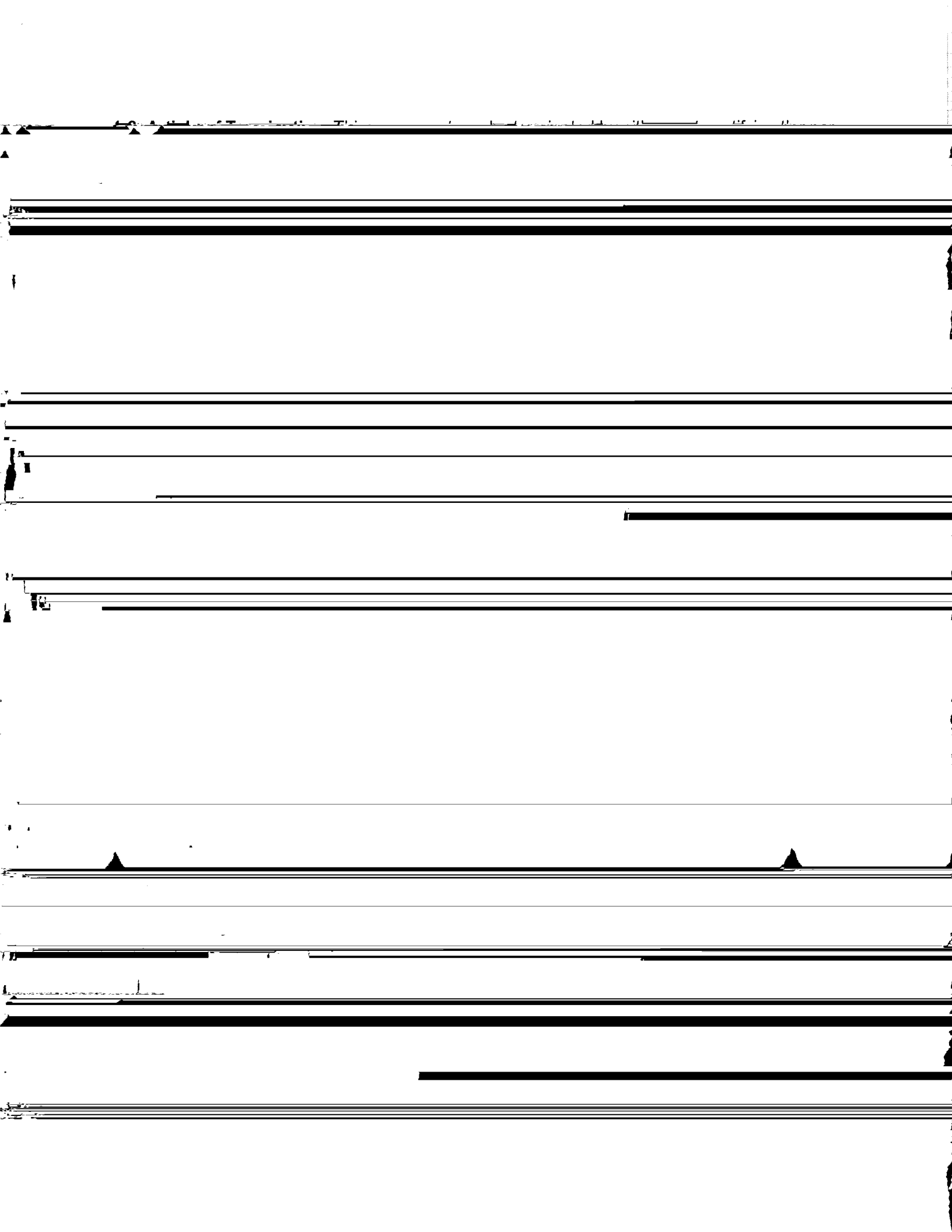
THE WRIGHT CENTER

Janitorial Services

Part 1 General Requirements

Services. TWC intends to award the contract for two (2) years with two (2) one (1) year renewal options at The Wright Center discretion. **Bid submission documents are due prior to December 20, 2023 prior to 4:00PM EST.**

1.2 Issuing Office. This BID is issued by The Wright Center Finance/Purchasing Department. Questions regarding this BID can be addressed by contacting The Wright Center Purchasing Department at (570) 343-2383 or email zulkoskim@thewrightcenter.org. The issuing Office is the primary point of contact for this BID.



SCOPE OF SERVICES

The Wright Center Scope of work (Monday - Friday)

Entrances/Lobbies/Reception/Waiting Areas: Daily

- Disinfect and arrange chairs/furniture
- Dust mop & damp mop hard surface floors
- Vacuum carpet and/or walk-off mats
- Empty all trash cans and recycling cans and reline with new liner
- Clean entrance glass

Disinfect high volume touch points (door knobs, countertops, railings, light

switches, etc.)

- Clean partition glass

Hallways: Daily

Dust mop & damp mop hard surface floors

- seat covers, hand soap and hand sanitizer
- Spot clean all partitions

Break Rooms/Cafeterias: Daily

- Empty all trash cans and recycling cans and reline with new liners
- Clean all microwaves, sinks, and water coolers
- Wipe all break room counters, tables and ledges

Restock consumable supplies such as paper towels, hand soap, and hand

LOCATION	Total Bid Per Month	Total Bid Per Year
Clarks Summit Practice		

Proposal Blanks

To The Wright Center:

I, the undersigned being a duly authorized representative of _____

_____ Submit for your consideration a proposal to supply

The price for which (I/we) will supply each item specified on the following pages is shown immediately after the description of the particular article.

(I/we) agree, if awarded the contract for any items shown on the attached specifications, to

enter into a written agreement and to furnish the said items at the price shown, and to furnish

Non Collusion Affidavit

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

(1) She/He is the _____

officer, representative or agent) of the Bidder that had submitted the attached proposal.

(2) She/He is fully informed with respect to the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal

(3) Such proposal is genuine and is not part of any conspiracy, collusion or deception.

(4) Neither the said responder nor any of its officers, partners, owners, agents, representatives,



(8) The proposal 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 non-competitive proposal.

(9) The above representations are material and important, and will be relied on by The Wright Center in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent

for this contract.

(Signed) _____

(Name)

BUILDING / PRACTICE SQUARE FOOTAGE

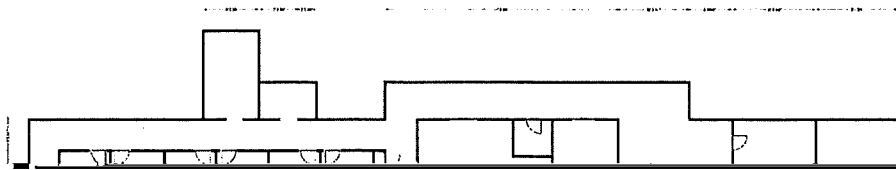
LOCATION	Sq. ft.	ADDRESS
Clarks Summit	5,450	1145 Northern Blvd., Clarks Summit, PA 18411

Mid Valley	19,000	5 S Washington Ave Iermvn PA 18433
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North Pocono	2,700	260 Daleville Hwy. Covington Twn. PA 18444
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North Scranton	1,500	1721 N. Main Ave., Scranton, PA 18508
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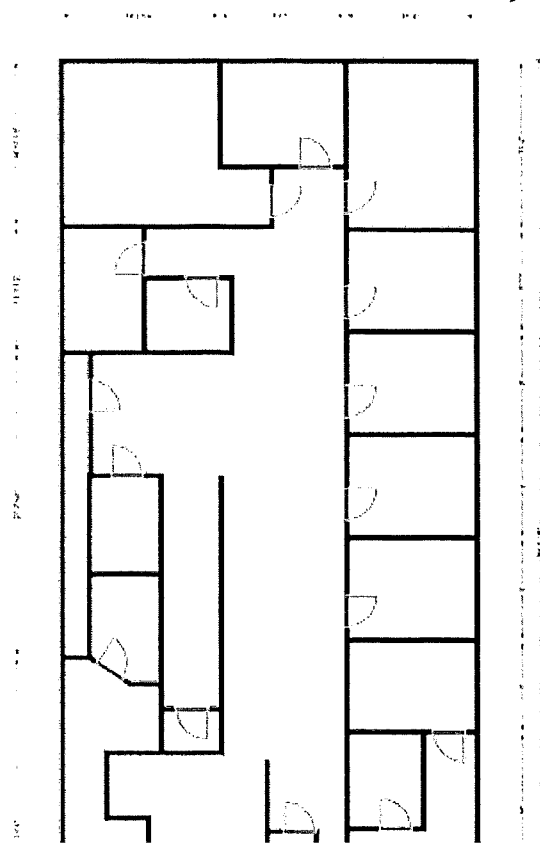
School Based	1,169	1401 Fellows Ave., Scranton, PA 18504
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Hawley