

15. Pricing Forms

15.1 Base Bid

The Base Bid routine custodial price is the continuing monthly charge for required routine custodial services and applies during all twelve (12) months of the contract year. Summer deep-cleaning pricing represents an additional charge for the annual summer deep-cleaning scope described in Section 6 and does not replace or suspend routine custodial service required in occupied summer areas.

The Base Bid shall identify routine custodial services separately from annual summer deep-cleaning costs. Routine custodial pricing shall include all required five (5) day-per-week services throughout the occupied facility except fourth-floor routine service, including the required two (2) daytime porters and minimum five (5) evening cleaners during regular school operations, subject to the summer staffing provisions of Section 6. The bidder shall then state, as a separate line item, any additional charge attributable to the annual summer deep-cleaning work described in Section 6. Fourth-floor routine cleaning is priced separately in Section 15.2. No summer surcharge, mobilization fee, floor-care charge, equipment charge, or other summer-related cost may be billed unless it is disclosed in the pricing forms and accepted by Baden Academy.

Price Component	Monthly Price (if applicable)	Annual Price / Additional Cost	Notes / Assumptions
Routine custodial services/base monthly service - all required areas except fourth-floor routine cleaning, including 2 daytime porters and minimum 5 evening cleaners	\$ _____	\$ _____	_____
Annual summer deep cleaning - additional cost above routine custodial pricing	N/A	\$ _____	_____
TOTAL BASE BID - routine annual price + summer additional cost	N/A	\$ _____	_____

15.2 Fourth-Floor Alternates

Alternate	Frequency	Monthly Price	Annual Price
4A	5 days/week	\$ _____	\$ _____
4B	3 days/week	\$ _____	\$ _____
4C	2 days/week	\$ _____	\$ _____
4D	1 day/week	\$ _____	\$ _____

15.3 Optional / Unit Pricing

Provide unit pricing for additional services that Baden Academy may request during the contract term. These prices are provided for informational and contractual purposes and will be considered by Baden Academy as appropriate in accordance with Section 13.

Optional Service	Unit	Price
Additional custodial labor	Per labor hour	\$ _____
Emergency / unscheduled call-out	Per labor hour	\$ _____
Additional carpet extraction	Per sq. ft. or quoted unit	\$ _____
Additional hard-floor refinishing	Per sq. ft. or quoted unit	\$ _____
Other: _____	_____	\$ _____

15.4 Renewal Pricing

Contract Year	Routine Custodial Annual Price	Summer Deep-Cleaning Additional Cost	Total Base Annual Price (Excluding Fourth-Floor Alternate)
Year 1 - Initial Term	\$ _____	\$ _____	\$ _____
Year 2 - Initial Term	\$ _____	\$ _____	\$ _____
Year 3 - Initial Term	\$ _____	\$ _____	\$ _____
Year 4 - Optional Renewal	\$ _____	\$ _____	\$ _____
Year 5 - Optional Renewal	\$ _____	\$ _____	\$ _____

16. Bidder Certification

By signing below, the bidder certifies that it has reviewed the RFP, understands the required scope, has disclosed all material exceptions, and is authorized to submit the stated pricing. The bidder further certifies that the proposal has been prepared independently and without collusion. The bidder also certifies that it has acknowledged all addenda and that the staffing, pricing, and operational commitments stated in the proposal are firm subject to the RFP and final agreement.

Bidder Information	Response
Legal company name	_____
Address	_____
Primary contact	_____
Phone / Email	_____
Authorized representative	_____
Title	_____
Signature	_____

Bidder Information	Response
Date	_____

Appendix A - Scope Checklist

The following checklist is provided to reinforce the minimum service expectations. **It does not reduce or replace the narrative scope in the RFP.**

Task	Minimum Frequency	Bidder
Empty trash / replace liners / remove waste	Daily / each scheduled service	Included
Restroom cleaning and disinfection	Daily / each scheduled service	Included
Restock restroom consumables	Daily / as needed	Included
Disinfect high-touch surfaces	Daily / each scheduled service	Included
Vacuum carpeted areas	Daily / each scheduled service	Included
Dust mop hard-surface floors	Daily / each scheduled service	Included
Wet mop hard-surface floors	Daily / as conditions require	Included
Spot clean doors, glass, walls, frames	Daily / as needed	Included
Clean drinking fountains / common-use fixtures	Daily / each scheduled service	Included
Clean window frames, sills, interior glass	Weekly during routine school-year service	Included
Carpet hot-water extraction	Annual summer deep clean	Included
Hard-floor stripping / scrub / refinish / wax / burnish	Annual summer deep clean, as applicable	Included
High dust lights, fans, ledges, corners	Annual summer deep clean	Included
HVAC vents/grilles/registers and accessible classroom heaters/radiators/covers	Annual summer deep clean	Included
Wall washing / mark removal	Annual summer deep clean	Included
Clean behind / beneath movable furniture	Annual summer deep clean	Included
Wash / sanitize / deodorize trash receptacles	Annual summer deep clean	Included
Final quality-assurance inspection	Annual summer deep clean	Included
Two daytime porters	Each scheduled school day	Included
Cafeteria cleaning / lunch-period service	Daily; basic cleanup and trash removal between each lunch period	Included

Task	Minimum Frequency	Bidder
Evening cleaning crew - minimum five cleaners	Each scheduled school/work day during regular school operations; summer subject to Section 6	Included
Remove all movable contents from every room	Annual summer deep clean	Included
Clean all area rugs	Annual summer deep clean	Included
Clean all furniture and movable room contents	Annual summer deep clean	Included
Clean windows inside and outside	Annual summer deep clean	Included
Return all removed items to prior room/location/condition	Annual summer deep clean	Included
Baseboards / door frames / ledges / low vents / edge detailing	Weekly during routine school-year service	Included
Weather-related entrance cleanup	As conditions require during porter hours	Included
Urgent / illness-related responsive cleaning	As directed; prompt response	Included
Kitchen floors - regular school year	Daily / each scheduled service	Included
Kitchen deep cleaning	Annual summer deep clean	Included
Clipboard custodial issue log	Check and update each evening shift	Included
Special-event schedule adjustments	As School calendar requires	Included
Summer zone/phasing coordination plan	Annual, before summer deep clean	Included

Appendix B - Reference Form

Reference 1

Field	Response
Organization	_____
Contact name / title	_____
Phone / Email	_____
Facility type / approximate size	_____
Services provided	_____
Contract dates	_____

Reference 2

Field	Response
Organization	_____
Contact name / title	_____
Phone / Email	_____
Facility type / approximate size	_____
Services provided	_____
Contract dates	_____

Reference 3

Field	Response
Organization	_____
Contact name / title	_____
Phone / Email	_____
Facility type / approximate size	_____
Services provided	_____
Contract dates	_____

Appendix C - Addenda Acknowledgment Form

The bidder acknowledges receipt of the following addenda and certifies that all addenda have been considered in preparing the proposal and pricing.

Addendum No.	Date Received	Authorized Initials

Appendix D - Facility and Calendar Reference Information

Baden Academy should complete/attach the following information before public release so all bidders price from the same baseline. Approximate information is for bidding convenience and remains subject to bidder verification during the walkthrough.

Facility Item	School Information
Approximate total building square footage	68,800
Approximate resilient/solid-floor square footage requiring strip/wax	36,966
Approximate resilient/solid-floor square footage (non-wax surfaces)	24,114
Approximate carpeted square footage	7,180
Approximate number of classrooms / instructional rooms	43
Approximate number of offices/administrative rooms	23
Approximate restroom count / major fixture information	23
Major common areas (cafeteria, gym, auditorium, etc.)	4
Attached reference documents	Sample annual school calendar; available floor plans/maps; other documents identified by School

Calendar note: The sample calendar is provided for reference only. Baden Academy adopts or updates its calendar annually. The awarded contractor is responsible for adjusting staffing, event preparation, closure refresh cleaning, and summer phasing to the calendar and written schedule issued for each contract year.

Appendix E - Minimum Contract Terms

The following terms are intended to be incorporated into or supplemented by the final services agreement. Any bidder-requested exception must be disclosed with the proposal.

Term	Minimum Requirement
Term and Renewals	Three-year initial term, followed solely at Baden Academy's option by up to two additional one-year renewals, for a maximum potential term of five years.
Termination for Convenience	Baden Academy may terminate the agreement without cause upon thirty (30) days' written notice, with payment limited to properly performed and accepted services through the effective termination date.
Termination for Cause	Baden Academy may terminate for material breach after written notice and a reasonable cure period, generally ten (10) days, except that immediate action or termination may be taken when necessary for student safety, security, legal compliance, abandonment of service, fraud, or other serious circumstances.
Indemnification	To the fullest extent permitted by law, contractor shall defend, indemnify, and hold harmless Baden Academy and its directors, officers, employees, and agents from claims, losses, damages, and expenses arising from contractor negligence, willful misconduct, breach, or violation of law, subject to terms approved by School counsel.
Insurance	Contractor shall maintain the coverage required by Section 10.1 and provide certificates/endorsements before service begins and upon renewal.
Compliance / Clearances	Contractor is responsible for all applicable laws, OSHA requirements, employee clearances, training, licensing, and School security/conduct requirements.
Records and Audit	Contractor shall maintain records reasonably necessary to verify staffing, invoices, services, incidents, quality inspections, and compliance and make such records available to Baden Academy for contract administration/audit purposes.
Confidentiality	Contractor personnel shall protect confidential School, student, employee, security, and operational information encountered through the work and shall not access records or systems beyond what is necessary to perform assigned duties.
Property / Damage	Contractor shall protect School property and promptly repair or reimburse contractor-caused damage, subject to School approval.
Assignment / Subcontracting	No assignment or material subcontracting without prior written School approval. Contractor remains fully responsible for approved subcontractors.

Independent Contractor	Contractor and its employees are independent contractors and are not Baden Academy employees or agents.
No Unauthorized Extra Work	No work outside the awarded scope may be billed without prior written authorization by Baden Academy.
Order of Precedence	In the event of conflict, the executed contract and School-issued addenda shall control, followed by the RFP, then the accepted portions of the contractor proposal, unless the final agreement states otherwise.
Governing Law	Pennsylvania law shall govern, with venue and dispute provisions as approved by Baden Academy counsel.
Non-Waiver / Amendments	Failure to enforce a provision does not waive future enforcement. Contract amendments must be in writing and authorized by Baden Academy.