

BADEN ACADEMY CHARTER SCHOOL

REQUEST FOR PROPOSALS

Custodial and Cleaning Services

RFP No.: 10000020261
Issue Date: September 21, 2026
Proposal Due: November 6, 2026 – 9:00 AM
Contract Term Begins: January 1, 2027

**Baden Academy Charter School
1016 W State Street
Baden, Pennsylvania 15005**

No prevailing wage requirement is included in this solicitation.

1. Purpose and Overview

Baden Academy Charter School ("Baden Academy" or "the School") invites qualified custodial service providers to submit proposals for comprehensive routine cleaning, custodial services, and annual summer deep cleaning. The intent of this RFP is to establish a consistent scope of work so that proposals can be compared on an equivalent basis while allowing Baden Academy to evaluate service quality, staffing, management approach, experience, and price.

Routine cleaning is required five (5) days per week throughout the occupied school facility except for the fourth floor. The required base staffing model during regular school operations includes two (2) daytime porters and a minimum of five (5) evening cleaners, subject to the summer staffing provisions of Section 6. These are minimum headcounts, not a cap and not a substitute for completion of the required work. The contractor must provide sufficient labor hours, supervision, replacement staffing, equipment, and management to complete the full scope each service day. The fourth floor will be priced as a set of alternate service frequencies so that Baden Academy may select the frequency that best meets operational and budgetary needs at the time of award.

2. Procurement Schedule

Milestone	Date / Time
RFP issued	September 21, 2026
Site walkthrough	October 19, 2026 – 9:30 AM
Deadline for vendor questions	October 23, 2026 – 4:00 PM
Answers/addenda issued	October 27, 2026
Proposals due	November 6, 2026 – 9:00 AM
Anticipated award	November 20, 2026
Anticipated service start	January 4, 2027

Baden Academy may revise the schedule by written addendum. Vendors are responsible for ensuring they have received all addenda before submitting a proposal.

3. Proposal Submission

1. Proposals must be received by the stated deadline. Late proposals may be rejected.
2. Proposal packages must include all items identified in Section 12, including the completed pricing forms.
3. Pricing must be complete and inclusive of all labor, supervision, equipment, tools, supplies, chemicals, transportation, overhead, insurance, and other costs necessary to perform the required work, except for items expressly identified by the vendor and accepted by Baden Academy in writing.
4. Proposals must remain valid for at least ninety (90) days following the proposal deadline.
5. Questions concerning this RFP must be submitted to: **Andy Petro, COO** | andy.petro@badenacademy.org
6. Submission method: All bids must be sealed hard copy submissions. The outside of the package shall identify the bidder, the RFP number, and must be labelled "Custodial and Cleaning Services Proposal."
7. Bidders shall acknowledge all addenda on the Addenda Acknowledgment Form in Appendix C. Failure to acknowledge a material addendum may render a proposal nonresponsive.
8. Baden Academy intends to attach a sample school calendar for bidder reference. The calendar is updated annually and is not a guarantee of exact future dates; the awarded contractor must adapt staffing and service schedules to each annual School calendar and written schedule updates.

4. Site Conditions and Vendor Verification

Bidders are responsible for becoming familiar with the facility, floor types, furnishings, restrooms, classrooms, offices, hallways, stairways, common areas, and other conditions affecting the work. Baden Academy will conduct a pre-proposal walkthrough so that all bidders have an equal opportunity to inspect the facility. Proposals will only receive consideration if the vendor attends the pre-proposal walkthrough. Submission of a proposal constitutes the bidder's representation that it understands the scope and can perform the work for the proposed price.

Before issuance, Baden Academy will provide or attach available facility data and/or floor plans showing approximate building square footage, floor types, major functional areas, and other information reasonably useful for pricing. Approximate data are provided for bidding convenience only and must be verified through the walkthrough. See Appendix D.

5. General Scope of Services

The awarded contractor shall provide routine custodial services designed to preserve the cleanliness, sanitation, appearance, and safety of classrooms, offices, restrooms, hallways, common areas, and other occupied spaces. Unless otherwise stated in this RFP, routine cleaning shall be performed five (5) days per week on scheduled school/work days.

5.1 Daily / Routine Cleaning Requirements

- Daily custodial services throughout all required areas.
- Sanitize and disinfect high-touch surfaces (including student and teacher desks, chairs).
- Clean and disinfect restroom fixtures and accessories.
- Dust mop hard-surface floors.
- Wet mop hard-surface floors using appropriate cleaning solutions.
- Vacuum classroom, office, hallway, and other carpeted areas.
- Clean area rugs as needed and perform spot cleaning as conditions require.
- Empty trash and replace liners; remove trash from the building to designated disposal locations.
- Spot clean doors, door frames, glass, walls, and other visibly soiled surfaces.
- Clean and disinfect drinking fountains and other common-use fixtures.
- Spot clean interior glass, doors, and high-touch glass daily as visibly needed. Full interior window/glass cleaning is required weekly under Section 5.3.
- Restock restroom consumable supplies from School-provided inventory unless otherwise specified in the proposal.
- Maintain all assigned areas in a clean, safe, sanitary, and professional condition throughout the facility.

5.2 Cafeteria and Daytime Porter Requirements

The contractor shall provide two (2) daytime porters during scheduled school days. Daytime porter coverage is required from 7:00 a.m. through 3:30 p.m. School staff generally begin arriving at approximately 8:00 a.m. Breaks shall be scheduled so that reasonable daytime coverage is maintained, and both porters shall be available for cafeteria/lunch service. Daytime porter coverage is a required component of the Base Bid and may not be reduced below two assigned porters without prior written approval from Baden Academy.

The daytime porters shall be responsible for daily custodial service in the cafeteria and for active service during the lunch periods, including:

- During the regular school year, custodial responsibility within the food-service kitchen is limited to kitchen floor cleaning unless Baden Academy specifically directs an urgent custodial response. Food-contact surfaces, serving-line sanitation, dishwashing, and routine kitchen equipment sanitation remain the responsibility of food-service staff.
- Removing cafeteria trash, replacing liners, and transporting waste to designated disposal locations throughout the lunch period.
- Providing basic cafeteria floor and area cleanup between each lunch period, including removal of food debris, spills, and other visible soil.

- Responding promptly to spills and other urgent custodial needs in the cafeteria and elsewhere in the building during the school day when directed by Baden Academy.
- Completing a full daily custodial cleaning of the cafeteria, including sweeping/dust mopping, wet mopping, trash removal, and spot cleaning of walls, doors, and other visibly soiled non-food-contact surfaces. Kitchen floors shall also be cleaned daily during the regular school year.
- Performing other routine daytime porter duties throughout the facility, including trash removal, spill response, restroom attention, weather-related entrance cleanup, urgent cleaning needs, and basic custodial cleanup as directed by Baden Academy when not actively servicing the cafeteria.

5.3 Weekly Detail Cleaning

The following tasks shall be completed at least once each week during periods of routine school-year service, in addition to daily spot cleaning when visibly required:

- Clean interior windows and other interior glass, including frames and sills, to remove fingerprints, smudges, dust, and visible soil.
- Dust and wipe baseboards, chair rails, door frames, kick plates, ledges, low vents/grilles, and other horizontal or edge surfaces within normal reach.
- Detail vacuum carpet edges, corners, and perimeter areas and remove accumulated debris that is not captured by routine vacuuming.
- Detail clean restroom partitions, stall doors, wall areas, dispensers, and edges/corners beyond the routine daily fixture cleaning.
- Detail clean stair rails, landings, entrance mats, and other high-traffic transition areas.
- Dust accessible shelving tops, window ledges, and similar surfaces that are not appropriate for daily cleaning.

5.4 Calendar, Closures, and Special Events

The contractor shall adapt normal schedules to Baden Academy operations. A sample School calendar will be attached for reference and is updated annually. The annual calendar, event schedule, and written notices from Baden Academy control actual service dates.

- A single-day School closure does not require the contractor to repeat a full cleaning that was already completed for that day unless a specific area is used or Baden Academy directs otherwise.
- Following an extended break such as Thanksgiving, winter break, spring break, or a comparable multi-day closure, routine cleaning shall be refreshed on the final business day before students and staff return so the facility is ready for occupancy.
- School-sponsored evening events such as meet-the-teacher nights, concerts, performances, Board/community events, and similar activities may require reasonable changes in daily cleaning sequence or timing. The contractor shall coordinate those changes with Baden Academy and prepare event areas before use and restore them afterward within the normal scope when reasonably possible.
- Extraordinary weekend, holiday, or separately staffed event coverage outside the normal scope shall require prior written authorization and may be billed only at approved unit pricing.

5.5 Responsive and Health/Safety Cleaning

- Daytime porters may be directed to urgent custodial needs anywhere in the facility, including spills, restroom issues, tracked-in water or salt, illness-related cleanup, and safety hazards.
- Evening cleaners may be directed to perform responsive tasks such as cleaning an area rug, sanitizing a classroom or office following illness, addressing unusual spills, or completing other reasonable custodial work within the building.
- The contractor shall maintain written procedures and trained staff for blood, vomit, feces, urine, sharps, and other potentially infectious or biohazardous incidents. Procedures shall comply with OSHA bloodborne-pathogen requirements, applicable exposure-control standards, product labels, PPE requirements, and any School protocols.
- During rain, snow, ice, or other inclement weather, daytime porters shall monitor entrances and high-traffic interior areas for water, salt, mud, and debris and promptly maintain those areas in a clean and slip-resistant condition.

6. Annual Summer Deep Cleaning

The Base Bid shall include one annual summer deep cleaning of the entire required facility. The intent is a complete room-by-room reset before the start of the next school year. The contractor shall provide sufficient staffing, equipment, and supervision to remove room contents, clean all required surfaces and contents, complete all floor and carpet work, and restore each room to its prior arrangement. Summer work must be planned in coordinated cleaning zones so that School moves, maintenance, painting, summer school, construction, technology work, and other summer activities can occur around cleaning operations and cleaning can occur around those activities. The contractor shall submit a proposed summer zone/phasing plan at least thirty (30) days before summer deep cleaning begins and shall revise it as reasonably required in coordination with Baden Academy.

Routine custodial service continues during the summer months in all occupied or operational areas of the facility. Offices, administrative areas, restrooms, hallways, employee areas, and other spaces used by twelve-month employees or summer programs shall continue to receive the applicable routine custodial services described in Section 5. Annual summer deep cleaning is additional to, and does not replace, required routine custodial service in occupied areas. The contractor shall coordinate routine service and summer deep-cleaning activities so that both requirements are continuously satisfied.

Summer staffing levels may be adjusted from the minimum school-year staffing requirements described in Section 5 based upon building occupancy, summer programming, and the work being performed. The Contractor shall nevertheless provide sufficient staffing to continuously perform required routine custodial services in occupied and operational areas while also completing all annual summer deep-cleaning requirements within the required timeframe. Any reduction in summer staffing shall not reduce the Contractor's responsibility for timely and satisfactory completion of either routine or summer deep-cleaning services.

- Remove all movable contents from every room and area being deep cleaned, including furniture, rugs, equipment, boxes, and other movable items, so that all accessible surfaces can be fully cleaned.
- Strip and wax all solid/resilient floors throughout the required facility. Floor preparation, stripping, rinsing, sealing/finishing, waxing, and burnishing shall be performed as appropriate for the flooring system and to a professional finished condition.
- Deep clean all installed carpeted flooring using hot-water extraction or another School-approved method, and clean all area rugs using methods appropriate for the rug material.
- Detail-clean classrooms, offices, conference rooms, employee areas, restrooms, hallways, common areas, and all furniture and movable contents removed from those spaces.
- Clean and sanitize restroom facilities in detail.
- Deep clean the food-service kitchen during summer cleaning, including floors, non-food-contact surfaces, accessible walls, exterior surfaces of equipment, and other custodial surfaces identified during the walkthrough. Food-contact sanitation or internal cleaning of specialized food-service equipment shall be performed only when specifically included in the final agreed scope or directed by Baden Academy.
- High dust and detail clean light fixtures, ceiling fans, pipes, ledges, corners, HVAC supply and return vents/grilles/registers, accessible classroom heaters/radiators and covers, and other exposed heating, ventilation, mechanical, and elevated surfaces.
- Wall wash and remove accumulated dirt, marks, and stains.
- Clean all windows inside and outside, including glass, frames, sills, and accessible surrounding surfaces.
- After cleaning is complete and surfaces are dry/ready for occupancy, return all removed furniture, rugs, equipment, and other movable items to the same room and to substantially the same location, arrangement, and condition from which they were removed. The contractor is responsible for protecting School property during removal, cleaning, staging, and replacement.
- Wash, sanitize, and deodorize trash receptacles.
- Complete final quality-assurance inspection and correct deficiencies before acceptance.

6.1 Additional Summer Deep-Cleaning Areas

- Sister-side hallway deep cleaning.
- Hallway leading to the auditorium deep cleaning.

- Other areas reasonably included in the building-wide annual summer deep cleaning and identified during the walkthrough.

7. Fourth-Floor Area

The fourth floor is treated as an alternate service area for routine cleaning frequency. For pricing and staffing purposes, bidders should use the following current area information. Bidders remain responsible for verifying conditions during the site walkthrough.

Fourth-Floor Component	Approximate Quantity / Area
Approximate occupied area	5,950 sq. ft.
Private offices	13
Conference room	1
Kitchen/Employee lunch room	1
Hallway	1
Restrooms	6
Ceiling fans with light fixtures	26
Main stairway	1
Emergency exit stairway	1
Offices and support rooms	4,075 sq. ft.
Conference room	360 sq. ft.
Employee lunch room	680 sq. ft.
Main hallway	835 sq. ft.

8. Fourth-Floor Alternate Service Frequencies

Each bidder shall provide pricing for every alternate below. Baden Academy may select any one of the alternates at the time of award. The selected alternate will become part of the awarded contract. Failure to price an alternate may cause the proposal to be deemed incomplete.

Alternate	Routine Cleaning Frequency	Monthly Price	Annual Price
4A	Five (5) days per week	\$ _____	\$ _____
4B	Three (3) days per week	\$ _____	\$ _____
4C	Two (2) days per week	\$ _____	\$ _____
4D	One (1) day per week	\$ _____	\$ _____

The fourth-floor routine scope shall include the same applicable cleaning standards described in Section 5, including restrooms, offices, conference room, employee lunch room, hallway, stairways, trash removal, floor care, high-touch disinfection, consumable restocking, and spot cleaning. Annual summer deep cleaning of the fourth floor shall be included in the base summer deep-cleaning price unless a separate line item is specifically requested in the pricing form.

9. Contractor Responsibilities

- Provide, at a minimum, two (2) daytime porters and five (5) evening cleaners on scheduled school/work days during regular school operations, subject to the summer staffing provisions of Section 6, together with sufficient supervision, equipment, tools, labor hours, and cleaning chemicals to perform the work completely and on schedule. These staffing levels are minimum headcounts. They do not establish a maximum staffing level and do not excuse incomplete work. The contractor shall schedule enough total labor to complete all required tasks before the next occupancy period.
- Provide a designated account manager or supervisor who is authorized to address service issues and communicate with Baden Academy.
- Maintain the required minimum staffing levels at all times during routine school-year operations: two (2) daytime porters and at least five (5) evening cleaners. Staffing shortages, call-offs, vacancies, or scheduling issues do not relieve the contractor of the obligation to provide the required coverage and complete the full scope. The minimum evening crew of five (5) cleaners must remain staffed for sufficient time to complete the full evening scope. A brief or nominal appearance by five employees does not satisfy the staffing requirement. A working supervisor may count toward the five only if that supervisor is regularly performing assigned cleaning duties in addition to supervisory responsibilities.
- Use cleaning products and methods appropriate for the building surfaces and consistent with product labels, safety requirements, and manufacturer recommendations.
- Maintain a current inventory of all cleaning chemicals and supplies used or provided under the contract. Maintain and provide Baden Academy with current Safety Data Sheets (SDS) and manufacturer documentation identifying product ingredients and applicable safety information for all chemical products used on site. No chemical product may be substituted without prior School approval and updated SDS/manufacturer documentation. Disinfectants shall be EPA-registered where applicable and used strictly in accordance with label directions.
- Properly label and secure all chemicals and equipment.
- Store contractor chemicals, supplies, and equipment only in custodial closets or other areas specifically designated by Baden Academy. Hallways, classrooms, mechanical spaces, exits, and other undesignated areas may not be used for storage.
- All contractor-provided routine vacuums, cleaning products, floor-care tools, and other routine custodial equipment or supplies stored onsite shall be reasonably available for use by authorized Baden Academy in-house janitorial and maintenance staff for School custodial needs. The contractor shall identify in writing any item that cannot safely or legally be shared because of a specific safety, warranty, licensing, manufacturer, or regulatory restriction.
- Maintain contractor equipment in safe, clean, and serviceable condition and promptly repair or replace equipment whose condition interferes with required service, safety, or sanitation.
- Maintain strict control of keys, access cards, badges, alarm codes, and other credentials. Contractor personnel may not duplicate, loan, share, or transfer School access credentials except as expressly authorized. Lost or missing credentials must be reported immediately. All School-issued credentials must be returned upon reassignment, termination, or contract end; replacement costs attributable to contractor loss may be charged to the contractor.
- Before service commencement, provide a written startup plan including the assigned staffing roster, clearances, shift schedule, supervisor/account-manager contacts, backup staffing plan, equipment deployment, chemical/SDS inventory, access-control needs, communication process, and transition timeline. Baden Academy may require a startup meeting before the first day of service.
- Provide written incident reports for property damage, injuries, biohazard events, chemical spills, lost keys/badges, security concerns, unsafe conditions, or other significant events. Urgent matters shall be reported verbally to the School immediately, with a written report no later than the next business day unless Baden Academy requires a shorter timeframe.
- Ensure employees wear clean, identifiable uniforms or badges while working at Baden Academy.
- Ensure employees comply with all School security, key/access-control, confidentiality, conduct, and visitor procedures.
- Ensure all personnel assigned to the School satisfy all background-check, clearance, and legal requirements applicable to work in a Pennsylvania public school setting before beginning work.

- Promptly report damage, unsafe conditions, suspected leaks, vandalism, pests, maintenance concerns, or other unusual conditions observed during cleaning.
- Correct contractor-caused damage at the contractor's expense.
- Provide replacement staffing whenever assigned personnel are absent so that the applicable minimum staffing requirements and all required service levels are maintained, subject to the summer staffing provisions of Section 6.

10. Supplies, Equipment, and Consumables

The proposal shall clearly state which supplies and consumables are included in the proposed price. Unless otherwise stated by Baden Academy, the contractor shall furnish all cleaning chemicals, cleaning tools, vacuums, floor machines, extraction equipment, carts, liners, and other equipment necessary to perform the work. Baden Academy may provide restroom consumables such as paper products and hand soap from School inventory. Bidders shall identify any exceptions or assumptions in their proposal. The bidder shall also provide a list of the principal products and supplies it proposes to use, identify the manufacturer and anticipated supplier/source for those products, describe its supply-chain approach and backup sourcing for critical items, and certify that all products supplied or used will comply with applicable federal, state, and local regulatory requirements. Current SDS and related manufacturer documentation shall be maintained throughout the contract term, and substitutions of chemical products shall be documented and provided to Baden Academy. Contractor-owned equipment made available to School personnel under Section 9 remains the contractor's property, but its ordinary onsite use by authorized Baden Academy janitorial/maintenance staff shall be included unless a specific safety, warranty, licensing, or manufacturer restriction is disclosed in the proposal.

10.1 Insurance Requirements

Before contract execution and throughout the contract term, the contractor shall maintain insurance with carriers authorized to do business in Pennsylvania and with limits not less than the following, unless Baden Academy establishes different limits by written addendum before award:

Baden Academy shall be named as an additional insured on Commercial General Liability, Automobile Liability where applicable, and Umbrella/Excess coverage for ongoing and completed operations. Such coverage shall be primary and noncontributory where commercially available. Certificates of Insurance and endorsements shall be provided before work begins. The contractor shall also disclose whether abuse/molestation coverage is maintained and, if so, its limits; Baden Academy may require such coverage after consultation with its insurance advisor. Insurance requirements are subject to final review by the School's insurance broker and solicitor before issuance.

Coverage	Minimum Limit	Notes
Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate	Bodily injury, property damage, contractual liability
Commercial Automobile Liability	\$1,000,000 combined single limit	Owned, hired, and non-owned vehicles as applicable
Workers' Compensation / Employers' Liability	Statutory WC; \$1,000,000 EL each accident/disease	Pennsylvania statutory requirements
Umbrella / Excess Liability	\$2,000,000 per occurrence / aggregate	Follow-form over GL/Auto/EL where applicable
Employee Dishonesty / Crime / Fidelity	\$100,000 minimum	Coverage for dishonest acts/theft by contractor personnel

11. Quality Control and Performance Standards

- The contractor shall maintain a documented quality-control process, including routine supervisory inspections.
- Baden Academy may inspect any area for compliance with the scope and may identify deficiencies requiring correction.
- Routine deficiencies shall be corrected promptly and, when practicable, by the next scheduled service period.
- Repeated or material deficiencies may require a written corrective-action plan.
- Failure to maintain required service levels may be considered a material performance issue under the contract.

- The contractor shall maintain regular communication with the School's designated contract administrator and participate in review meetings when requested.
- Provide a concise monthly service report summarizing staffing/coverage exceptions, supervisory inspections, unresolved or repeated custodial issues, incident reports, corrective actions, material equipment problems, and any chemical/product substitutions. Baden Academy may request supporting timekeeping or service records when reasonably necessary to verify contract performance.
- Baden Academy teachers and staff will report routine custodial concerns on a designated clipboard/log maintained in the main office. Evening staff are expected to check the log at the beginning of each evening shift, resolve listed items during that shift whenever reasonably possible, and note the action taken, initials, and date/time on the log. Unresolved items shall be escalated to the contractor supervisor and School contact with an explanation and expected completion time.
- Service deficiencies affecting safety, sanitation, restroom availability, active leaks/spills, or other urgent conditions shall be addressed immediately when staff are onsite and promptly upon notification when staff are not onsite. Routine deficiencies shall normally be corrected no later than the next scheduled service period.
- If required staffing is not provided or required work is not performed, Baden Academy may require an equitable service credit equal to the documented value of unprovided labor/services or the reasonable cost incurred by the School to supplement or correct the missed work. Such credits are intended as reimbursement for unprovided service, not as a penalty. Repeated staffing shortages or material service failures may constitute grounds for corrective action or termination.

12. Required Proposal Content

1. Cover letter signed by an individual authorized to bind the bidder.
2. Company profile, including years in business and the location of the office that would support Baden Academy.
3. Description of relevant K-12, public-sector, institutional, commercial, or similarly complex custodial experience.
4. Proposed staffing plan, including daytime porter coverage from 7:00 a.m. to 3:30 p.m., minimum evening staffing, expected shift lengths/labor hours, supervision, backup coverage, event-schedule flexibility, and account-management structure.
5. Quality-control approach and method for receiving, tracking, and resolving service concerns.
6. Description of equipment and floor-care capabilities; list of cleaning products and supplies to be used or provided; current SDS/manufacture documentation for proposed chemical products; certification of applicable regulatory compliance; and identification of anticipated suppliers/sources and the bidder's supply-chain and backup-sourcing approach.
7. Proposed startup/transition plan addressing staffing, clearances, equipment, chemicals/SDS, access control, communications, and service commencement.
8. At least three (3) client references for comparable custodial contracts, preferably including schools or other public/institutional facilities.
9. Proof of insurance or broker/agent letter confirming the bidder can meet the insurance requirements in Section 10.1, including any disclosure regarding abuse/molestation coverage.
10. Disclosure of any material contract defaults, terminations for cause, or litigation related to custodial-service performance within the past five (5) years.
11. Completed Base Bid, Summer Deep-Cleaning Cost Breakout, Contract-Year Pricing, and Fourth-Floor Alternate Pricing Forms in Section 15.
12. Any exceptions, assumptions, proposed contract changes, or exclusions. Silence will be interpreted as acceptance of the RFP requirements.

13. Proposal Review, Evaluation, and Selection

13.1 Mandatory Responsiveness Review

Baden Academy may first review each proposal to determine whether it is complete and materially responsive to the requirements of this RFP. A proposal may be rejected if it materially fails to satisfy the mandatory submission or service requirements identified in this solicitation. Review will ensure inclusion of the following:

- Signed proposal/certification and completed pricing forms, including all fourth-floor alternates and Years 1-5 pricing.
- Commitment to the required staffing model, including two (2) daytime porters and at least five (5) evening cleaners during regular school operations, subject to the summer staffing provisions of Section 6, together with sufficient labor hours to complete the scope.
- Required references, staffing plan, quality-control plan, product/SDS information, supply-chain information, startup plan, and insurance capability.
- Acknowledgment of all material addenda and disclosure of exceptions/assumptions.

13.2 Evaluation and Selection

Baden Academy intends to select the responsible and responsive proposer whose proposal is determined to provide the overall combination of qualifications, service capability, reliability, experience, staffing, management, quality control, responsiveness, contractual terms, and cost that best serves the needs and interests of the School.

In evaluating proposals, Baden Academy may consider, among other relevant factors, total cost and overall value; relevant experience and references; demonstrated ability to perform comparable custodial services; proposed staffing, supervision, backup staffing, and service-delivery approach; quality-control procedures; responsiveness and communication; proposed products, equipment, supply-chain capability, and safety practices; ability to satisfy the required scope and service levels; exceptions or qualifications taken to the RFP or proposed contract; financial and operational capacity; past performance; and the completeness and overall quality of the proposal.

No predetermined mathematical weighting or point allocation is assigned to these factors. Baden Academy may consider the relative importance of the factors in light of the School's operational requirements, the proposals received, and the circumstances of the procurement, and may determine that one or more factors are particularly significant to its selection.

Price is an important consideration but will not necessarily be the sole or controlling consideration unless required by applicable law. Baden Academy is not obligated to select the proposal offering the lowest price if another responsive and responsible proposal is determined, in accordance with applicable law and School policy, to better serve the School's needs and interests.

Baden Academy reserves the right, to the extent permitted by applicable law and School policy, to obtain clarifications, verify information, check references, conduct interviews or discussions, request additional information, negotiate permissible terms, reject any or all proposals, waive immaterial informalities or irregularities, and make an award in the manner determined to be in the best interests of the School. Any award remains subject to all applicable legal requirements, School policies, and required approvals of the Baden Academy Board of Trustees.

14. General Contract Terms

- Initial contract term: three (3) years, beginning January 1, 2027 and ending December 31, 2029. Following the initial three-year term, Baden Academy may, at its sole option and subject to Board approval as applicable, renew the contract for up to two (2) additional one-year periods, for a maximum potential contract duration of five (5) years.
- Bidders shall provide pricing for each year of the initial three-year contract term and for each of the two optional one-year renewal periods. For every contract year, the bidder must separately identify (1) the annual price for routine custodial services and staffing and (2) any additional annual cost attributable specifically to summer deep-cleaning work. The total annual contract price shall equal those two amounts, plus the selected fourth-floor routine-

service alternate where applicable. Pricing for each stated contract year shall remain firm for that year unless otherwise expressly provided in the final agreement.

- Any pricing changes for Years 2 through 5 must be fully disclosed in the proposal. Exercise of either optional renewal year is solely at Baden Academy's discretion and is not guaranteed.
- No prevailing wage requirement is included in this solicitation.
- Contractor shall maintain all licenses, insurance, clearances, training, and legal qualifications required to perform the work.
- Contractor may not subcontract material portions of the work without prior written approval from Baden Academy.
- Baden Academy may require removal or replacement of contractor personnel whose conduct, performance, or suitability is inconsistent with School requirements.
- The final contract will include the minimum contractual provisions summarized in Appendix E, including termination for cause, termination for convenience, indemnification, insurance, confidentiality, compliance with law, records/audit access, property protection, assignment/subcontracting limits, and other customary provisions acceptable to Baden Academy. Bidders shall identify all requested exceptions in their proposals.
- No work outside the awarded scope may be billed without prior written authorization from Baden Academy.

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	_____
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

Task	Minimum Frequency	Bidder
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
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.
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BADEN ACADEMY CHARTER SCHOOL

Restroom, Fixture, and Custodial Access Reference

The following identifies restroom fixtures, standalone sinks and fountains, custodial closets, storage areas, and slop sinks throughout the facility.

Restrooms, Sinks, and Water Fountains

Location	Fixtures / Features
Kindergarten Boys	2 urinals, 1 stall, 2 sinks
Kindergarten Girls	3 stalls, 2 sinks
Kindergarten Hall	2 water fountains
Gym	1 water fountain
Breezeway Boys	3 stalls, 3 urinals, 2 sinks
Breezeway Girls	2 stalls, 2 sinks
Breezeway ADA	1 toilet, 1 sink
Atrium	1 sink
Music Room Hallway	1 fountain
Violin Room	1 sink
6th Grade Hallway	1 fountain
Teachers' Lounge	1 sink
Classroom 110	1 sink
6th Grade ADA	1 toilet, 1 sink
1st Floor Boys	5 stalls, 2 sinks
Nurse's Office	1 sink
First Floor Hall	2 water fountains
1st Floor ADA	1 toilet, 1 sink
Basement Girls	5 stalls, 2 sinks
Basement Hallway	2 fountains
Cafeteria Boys	2 stalls, 2 urinals, 2 sinks
Cafeteria Girls	5 stalls, 2 sinks
2nd Floor Girls	5 stalls, 2 sinks, 1 slop sink
2nd Floor Men's	3 stalls, 2 urinals, 2 sinks
2nd Floor Women's	2 stalls, 2 sinks
2nd Floor Library Hall	1 water fountain
3rd Floor Boys	5 stalls, 2 sinks, 1 slop sink
3rd Floor Men's	2 stalls, 2 sinks
3rd Floor Women's	2 stalls, 3 sinks
4th Floor Restrooms	6 rooms, 6 toilets, 6 showers, 6 sinks
4th Floor Kitchen	1 sink

Custodial Closets and Slop Sinks

Location	Fixtures / Features
Kindergarten Wing	1 closet, 1 slop sink
Breezeway	2 closets, 1 slop sink
6th Grade storage	1 storage room, 1 slop sink
6th Grade Hallway	1 closet
Basement Hallway	1 closet
2nd Floor Hallway	1 closet
2nd Floor Library Hallway	2 closets, 1 slop sink
3rd Floor Hallway	1 closet
3rd Floor TA Hallway	1 closet, 1 slop sink
4th Floor Hallway	2 closets, 1 slop sink
Cafeteria	1 storage area
Auditorium	1 closet, 1 slop sink

Note: Locations and quantities are provided as facility reference information for bidding and walkthrough purposes.



**H.F. LENZ
COMPANY**
1000 N. 1st St., Suite 100
Milwaukee, WI 53233
Tel: 414.224.1100
Fax: 414.224.1101
www.hf-lenz.com

Comments:

Notes:

Notes:

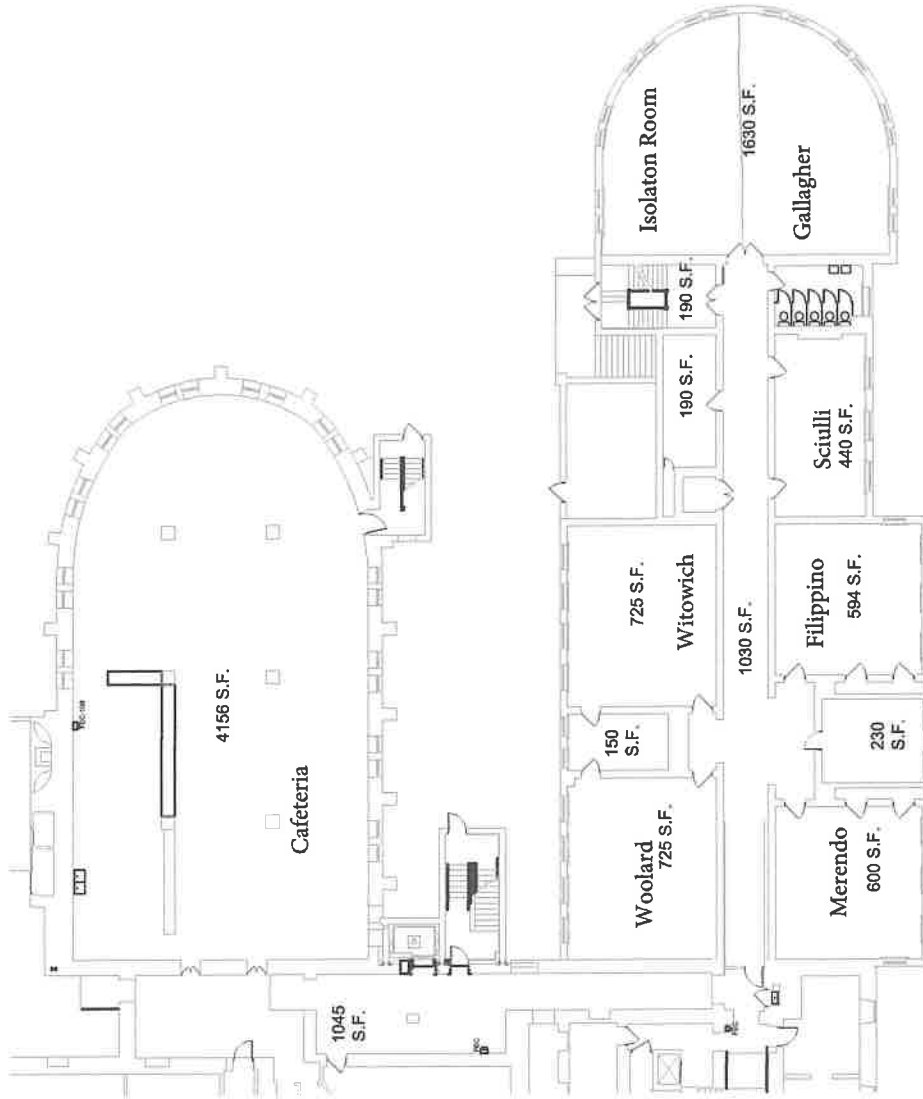
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**SISTERS OF ST. JOSEPH'S
CONVENT
4th FLOOR MONASTERY
UPGRADE**

No.	Chg.	Description

Notes:

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Drawing No.: 0400-01-000-01.dwg
Drawn By: JFL
Checked By: JFL
Date: 10-08-08
Design: 100%
Scale: 1/8" = 1'-0"

GROUND



ACADEMY - GROUND FLOOR
Scale: 1/8" = 1'-0"


$$\frac{1}{\Gamma(\alpha)} \int_0^x (x-t)^{\alpha-1} f(t) dt = \frac{1}{\Gamma(\alpha)} \int_0^x (x-t)^{\alpha-1} f(t) dt = \frac{1}{\Gamma(\alpha)} \int_0^x (x-t)^{\alpha-1} f(t) dt$$

Control Factors

11

1

**SISTER'S OF ST.
JOSEPH'S
4th FLOOR ACADEMY
HVAC
UPGRADE**

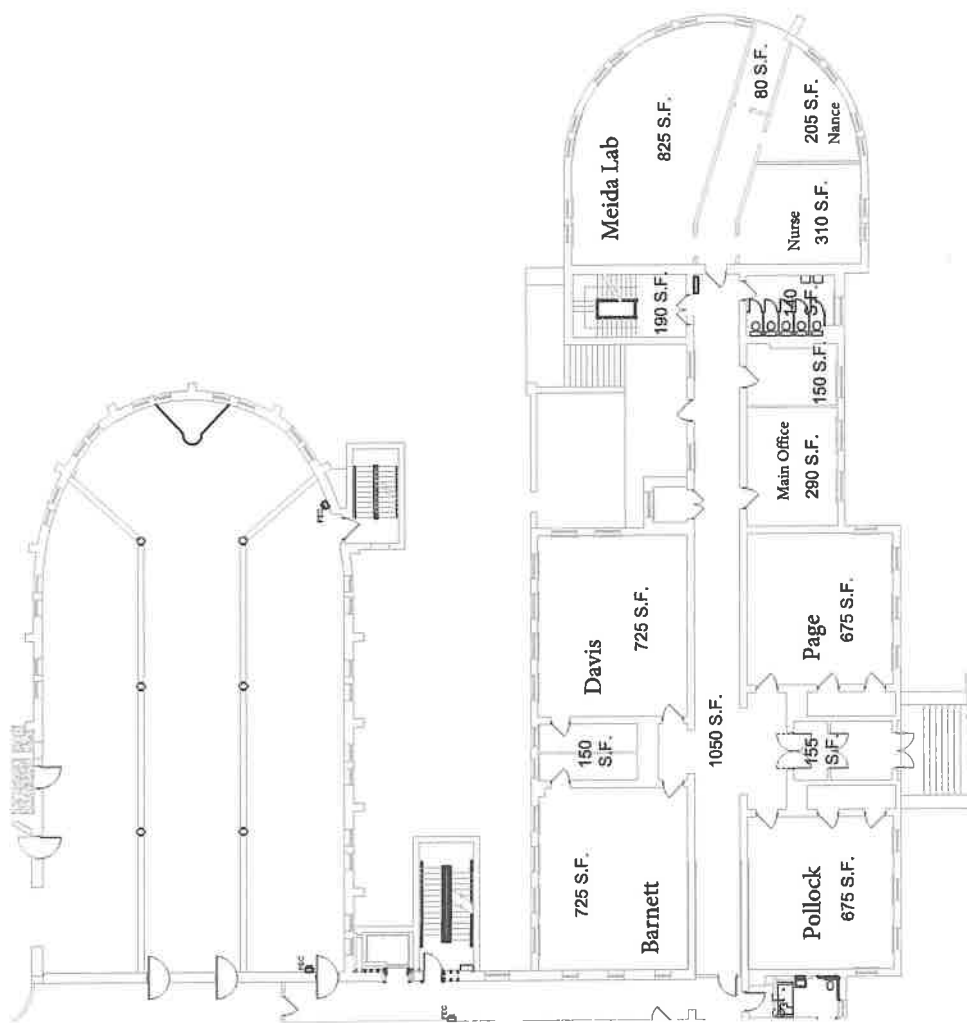
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End Time

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Cable Crossing File	3039-0048-01.dwg
Drawn By:	PLP
Checked By:	10-08-08
Date:	
Copyright	© 2008 PLP LEGAL COMPANY
Drawings Number	

→

14



ACADEMY - FIRST FLOOR



H.F. LENZ
COMPANY

1000 N. 1st St., Suite 100
Milwaukee, WI 53233
Phone: 414.224.4477 Fax: 414.224.4478
www.hflenz.com

Client/Owner:

Architect:

Engineer:

Project Name/Location:

SISTERS OF ST. JOSEPH'S
MILWAUKEE ACADEMY
4th FLOOR
HVAC
UPGRADE

Room Number

Room Name

Room Description

Notes:

Project No.:

2008-000431

Client/Owner Name:

St. Joseph's Academy

Drawn By:

PLP

Checked By:

PLP

Date:

10-08-09

Copyright:

© 2008 H.F. Lenz Company

Drawing Number:

2

Sheet 2 of 14



ACADEMY - SECOND FLOOR

Scale: 1/4" = 1'-0"



H.F. LENZ
COMPANY

100 S.W. 27th Ave., Suite 100
Fort Lauderdale, FL 33309
Tel: 954.333.1111 Fax: 954.333.1112
www.hflenz.com

Comments:

Notes:

Notes:

Project Description:
**SISTERS OF ST. JOSEPH'S
4TH FLOOR ACADEMY
CLASSROOM
UPGRADE**

Rev. Date Description

Sheet Title:

Project No.:

Call Number/Rev.:

Client No.:

Created By:

Date:

Drawn By:

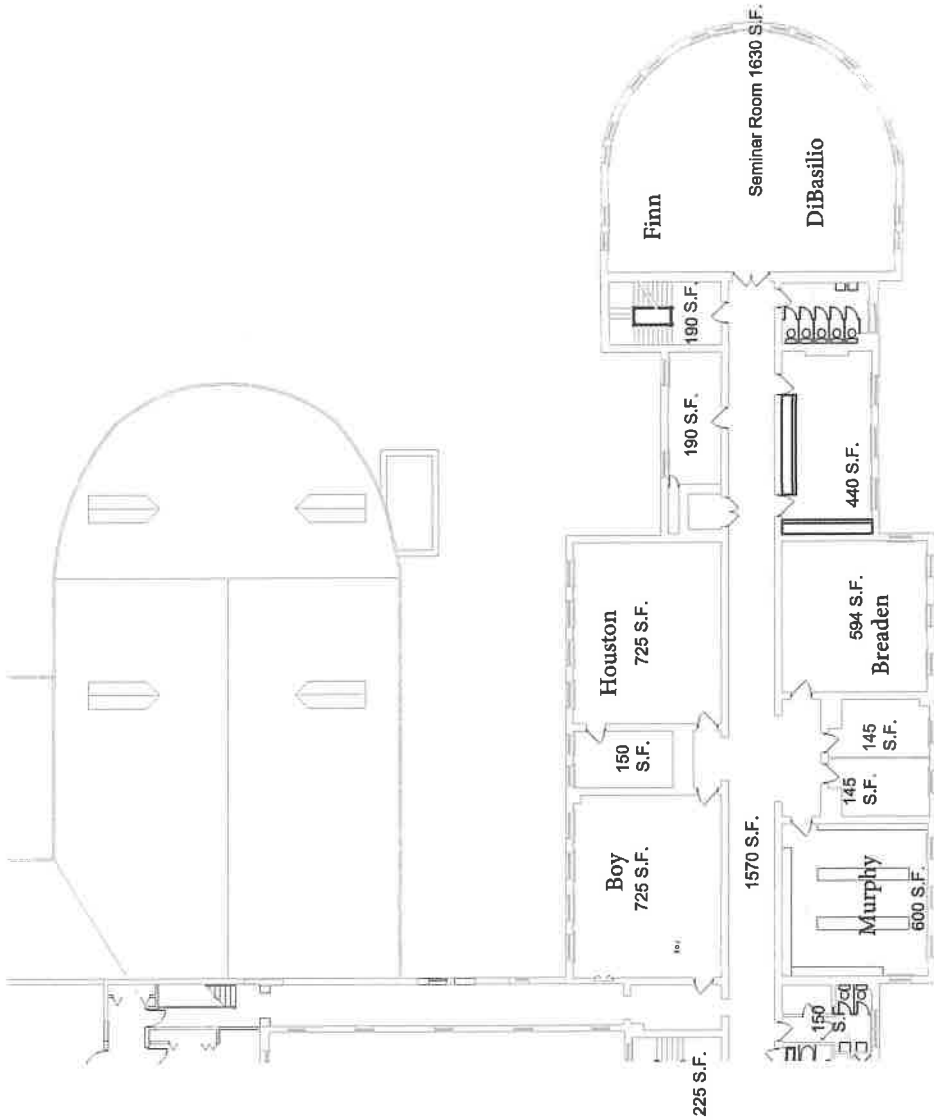
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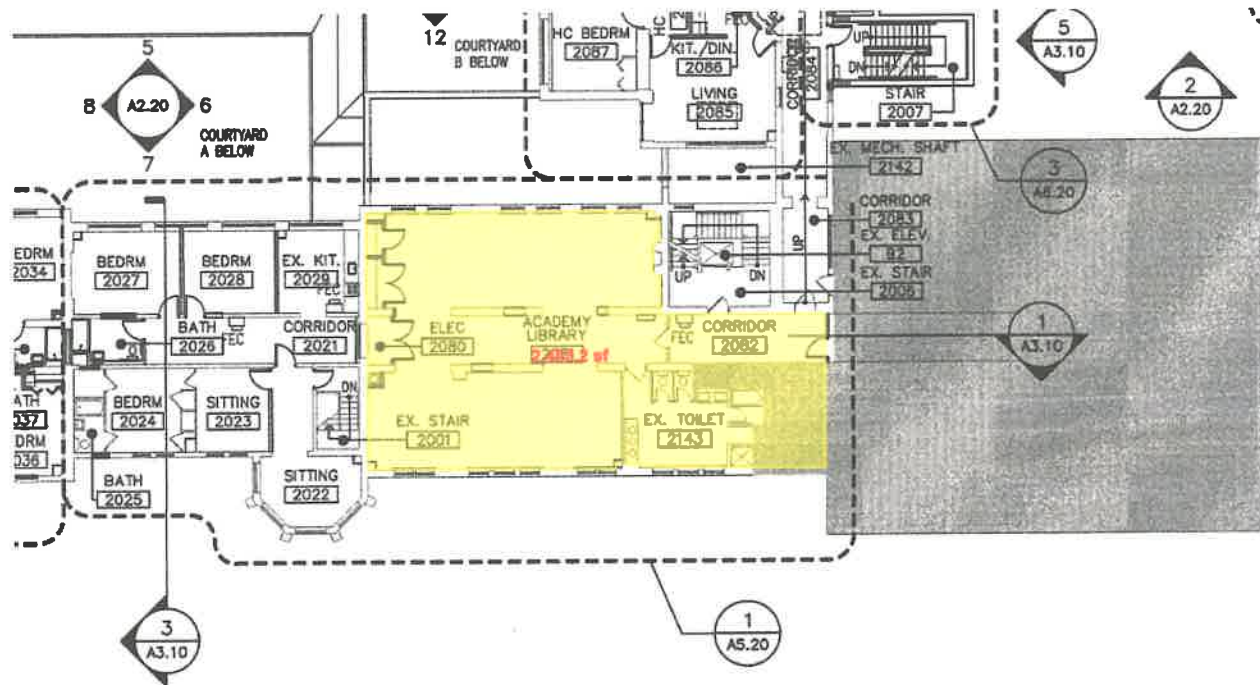
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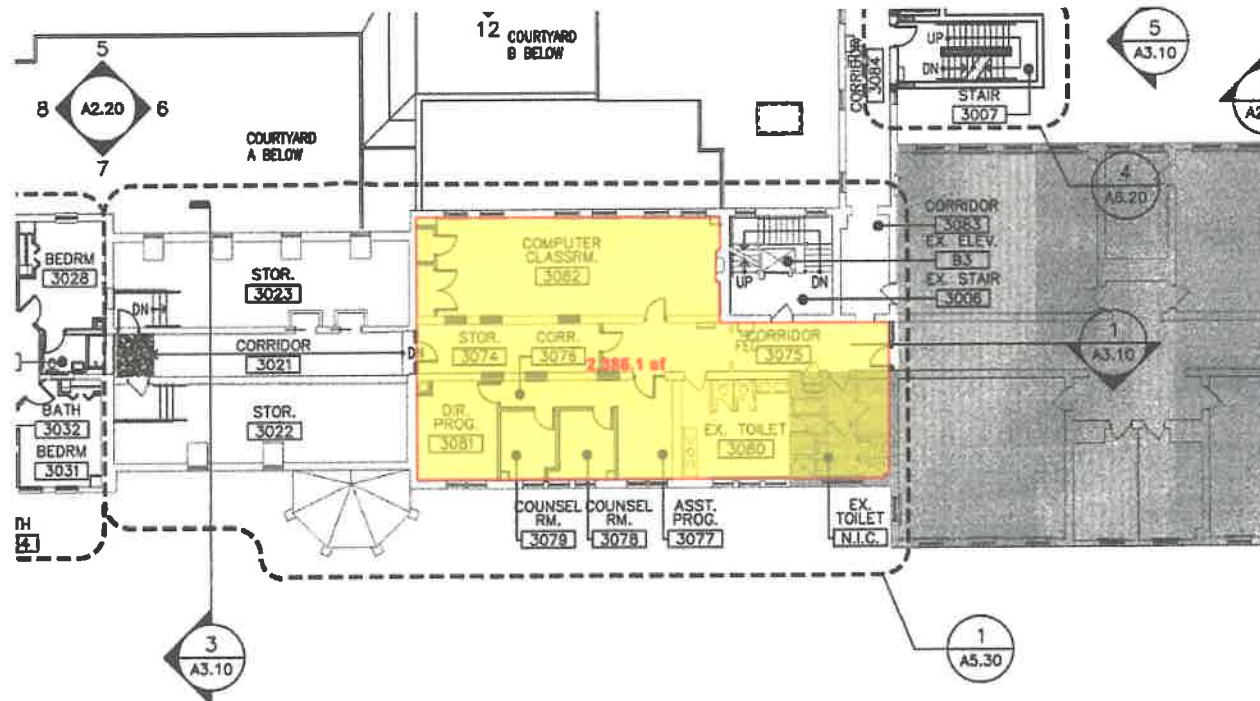
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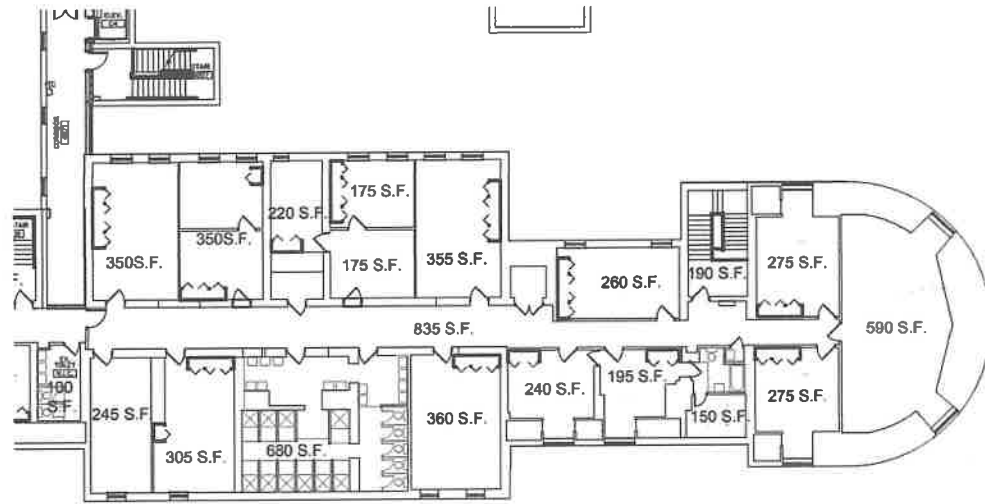
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3rd Floor



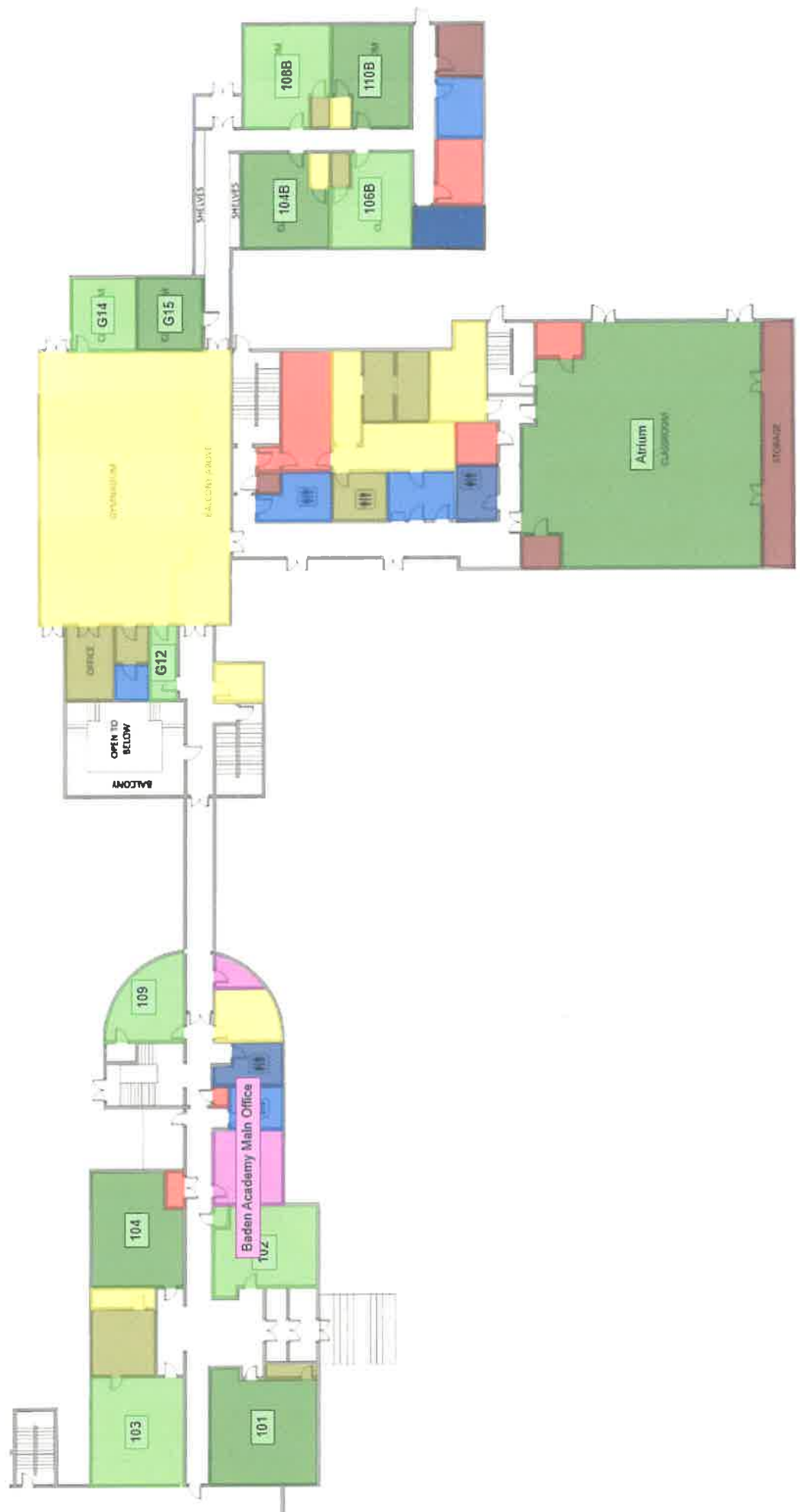
4th Floor



Lower Level



Main Floor



2nd Floor



Third Floor



Baden Academy Charter School

2026 - 2027 School Calendar

August '26 (10)						
Su	M	Tu	W	Th	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					

September '26 (21)						
Su	M	Tu	W	Th	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			

October '26 (21)						
Su	M	Tu	W	Th	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

November '26 (15)						
Su	M	Tu	W	Th	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					

December '26 (16)						
Su	M	Tu	W	Th	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		

January '27 (19)						
Su	M	Tu	W	Th	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						

February '27 (19)						
Su	M	Tu	W	Th	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						

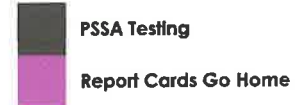
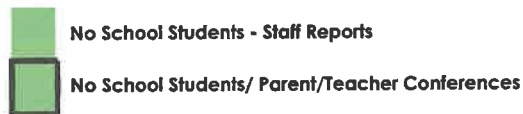
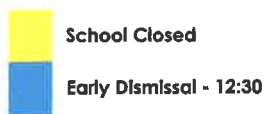
March '27 (20)						
Su	M	Tu	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '27 (22)						
Su	M	Tu	W	Th	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	

May '27 (20)						
Su	M	Tu	W	Th	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					

June '27 (3)						
Su	M	Tu	W	Th	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			

End Of Grading Periods						
Quarter 1 - October 23						
Quarter 2 - January 15						
Quarter 3 - March 22						
Quarter 4 - June 3						



Aug 12-17: In-Service

Nov 11: Veterans' Day

March 25-29: Spring Break

Jun 2: Kda Graduation

Aug 18: First Day Of School

Nov 26-30: Thanksgiving Break

Apr 27-29: ELA PSSAs (3rd-6th grade)

Jun 2: 6th Grade Graduation

Sep 7: Labor Day

Dec 23 - January 1: Holiday Break

May 4-5: Math PSSAs (3rd-6th grade)

Jun 3: Last Day Of School

Oct 12: Columbus Day

Jan 18: Martin Luther King Jr. Day

May 6: Science PSSAs (5th grade)

Nov 5-6: Parent Teacher Conferences

Feb 15: Presidents' Day

May 31: Memorial Day