BETHLEHEM TOWNSHIP VOLUNTEER FIRE COMPANY

Request for Proposal: Janitorial Services

Issued	October 28, 2026
Proposals due	November 30, 2026
Submit to	rfp-responses@btvfc.org (PDF), or by sealed envelope to the Main Station, 1919 8th St., Bethlehem, PA 18020
Questions	The RFP team (Daniel Gordon and Nicholas Santiago), through btvfc.org/contact/?to=rfps or 610-694-0062

1. Introduction and purpose

The Bethlehem Township Volunteer Fire Company (BTVFC) is requesting competitive sealed proposals from qualified independent contractors and commercial cleaning firms for janitorial services at BTVFC facilities. The contractor provides the labor and supervision for routine cleaning and sanitizing.

BTVFC supplies all paper products (paper towels and toilet tissue), hand soap, and the primary cleaning products and chemicals. All chemicals supplied and used on site must be handled according to their OSHA Safety Data Sheets (SDS). BTVFC may adjust service areas or frequency by negotiating a change to the contract price.

2. Facilities

BTVFC runs emergency response facilities that are active 24/7. Cleaning staff must work without interfering with duty crews, meetings, or emergency responses. Services cover two stations:

Station	Address	Cleanable area
Main Station	1919 8th St., Bethlehem, PA 18020	About 10,496 sq. ft.
Hecktown Station	4519 Hanoverville Rd., Bethlehem, PA 18020	About 6,467 sq. ft.
Total		**About 16,963 sq. ft.**

3. Scope of work and hours

Routine cleaning takes place between 4:00 PM and 10:00 PM, Monday through Friday. The schedule must be flexible enough to work around meetings and events.

- **Site examination:** Offerors must inspect both facilities before submitting a proposal to verify conditions.
- **Emergency and unforeseen cleanup:** Proposals must include an emergency or after-hours rate for urgent issues, such as water intrusion, post-event cleanup, non-biohazard spills, or tracked-in mud. Emergency calls have a one-hour minimum charge.
- **Exclusions:** Specialized remediation, biohazard cleanup, mold remediation, high-reach window washing (needing ladders or exterior access), deep carpet extraction, and hard floor stripping or refinishing aren't part of the base services. They need a separate quote or a specialized vendor.

4. Mandatory pre-proposal walkthrough

Every offeror must walk through both stations with the RFP team before submitting a proposal. To schedule yours, contact the RFP team, Daniel Gordon and Nicholas Santiago, through btvfc.org/contact/?to=rfps or call 610-694-0062.

Submit written questions within 24 hours after your walkthrough, through the same contact form.

5. How to submit

Proposals are due by **November 30, 2026**. Email them as a PDF to **rfp-responses@btvfc.org**, or deliver them in a sealed envelope to the Main Station.

Each proposal must include:

1. **Executive summary and cover letter**, signed by the contractor or an authorized representative.
2. **Qualifications and references:** a business overview and at least three active professional references.
3. **Completed Pricing Schedule (Attachment B)**, with fixed monthly rates and supplemental labor rates.
4. **Compliance documents:** the signed Non-Collusion Affidavit (Attachment A); a W-9 form; proof of commercial general liability insurance ($1,000,000 minimum); and proof of workers' compensation insurance, or an official sole proprietorship exemption statement if you have no employees.

6. How proposals are evaluated

Proposals are scored out of 100 points:

Category	Points	Criteria
Contractor qualifications and references	25	Relevant experience, dependability, and positive reference checks.
Operational plan and quality control	30	Cleaning methods, schedule flexibility, communication plan, and understanding of station operations.
Cost proposal and rate transparency	30	Fixed monthly pricing and reasonable emergency and supplemental labor rates.
Proposal completeness	15	Following the submission guidelines, including the required forms, and presentation.

7. Contract terms, safety, and security

- **Term:** An initial three-year fixed-price agreement, with two optional one-year extensions by mutual written agreement.
- **Payment:** Net 30 days after receipt of itemized monthly invoices, billed by location.
- **Security and confidentiality:** Assigned staff must sign non-disclosure agreements, wear visible identification, and log entry and exit times. Unauthorized guests aren't allowed on site. Lost keys or badges are $25 each, plus re-keying costs if facility security is compromised.

8. Task schedule

Area	Frequency	Tasks
Restrooms and locker rooms	Weekly	Clean and sanitize toilets, urinals, sinks, countertops, and high-touch surfaces. Vacuum and mop floors. Restock paper products and hand soap.
	Biweekly	Dust windowsills, lockers, and partition tops.
Offices and board rooms	Weekly	Empty trash cans and paper shredders. Vacuum carpets and sweep or mop hard floors.
	Biweekly	Dust desks, round tables, TV stands, cabinets, and windowsills.
Kitchens and crew areas	Weekly	Empty trash. Vacuum and wet-mop floors. Clean and sanitize countertops, stovetops, tables, and sinks.
	Biweekly	Dust windowsills and cabinets.
Hallways, stairwells, and elevator	Weekly	Vacuum and mop floors. Clean water fountains. Clean the elevator's interior floor and walls. Sanitize elevator buttons weekly during flu season (October–April).
	Biweekly	Dust handrails, copier areas, cabinets, glass frames, and light fixtures.
Windows and glass	Biweekly	Clean interior window glass that's safely reachable from the floor. High and exterior glass are excluded.

Attachment A: Non-Collusion Affidavit

Request for Proposal: Janitorial Services, Bethlehem Township Volunteer Fire Company

State of _____

County of _____

I, _____, residing in _____, being duly sworn, depose and state that:

1. I am the _____ (title) of _____ (business name), the Offeror that has submitted the attached proposal to the Bethlehem Township Volunteer Fire Company (BTVFC).
2. I am fully informed about the preparation and contents of the attached proposal and of all pertinent circumstances concerning it.
3. The proposal is genuine and is not a collusive or sham proposal.
4. Neither the Offeror nor any of its agents, representatives, or employees has in any way colluded, conspired, or agreed, directly or indirectly, with any other Offeror or person to submit a collusive proposal or to refrain from proposing.
5. The prices quoted in the attached proposal are fair, proper, and untainted by collusion or unlawful agreement.

_____

Signature of authorized representative

_____

Printed name and title

Subscribed and sworn to before me this _____ day of _____, 20____.

_____

Notary Public, State of _____

My commission expires: _____

Attachment B: Pricing Schedule

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Monthly base janitorial fees

BTVFC provides all cleaning products and consumable supplies, handled according to their Safety Data Sheets.

Facility	Cleanable area	Monthly flat fee	Annual fee (monthly × 12)
Main Station 1919 8th St., Bethlehem, PA	About 10,496 sq. ft.	$	$
Hecktown Station 4519 Hanoverville Rd., Bethlehem, PA	About 6,467 sq. ft.	$	$
Total base contract	**About 16,963 sq. ft.**	**$**	**$**

Supplemental and emergency labor rates

Service	Unit	Offered rate
Standard hourly cleaning rate (non-routine tasks)	Per staff-hour	$ / hr
Emergency or after-hours call-out rate (one-hour minimum)	Per staff-hour	$ / hr
Deep carpet extraction or shampooing	Per sq. ft.	Excluded; vendor quoted
Hard floor stripping and refinishing	Per sq. ft.	Excluded; vendor quoted

Offeror authorization and insurance status

Workers' compensation status: ☐ Proof of coverage enclosed ☐ Exempt (sole proprietorship with no employees)

_____

Company or contractor legal name

_____

Authorized representative signature and date