



MANOR COLLEGE

Janice Salerno
Interim Director of
Finance and Facilities
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To: Janitorial Service Companies
From: Janice Salerno, Interim Director of Finance and Facilities
Manor College
Date: June 28, 2018
Re: Request for Janitorial Services Proposal
Submission Deadline: Not later than End of Business August 31, 2018

Manor College is accepting proposals from companies to provide our entire campus with janitorial services. We invite your firm to submit a proposal to us by **EOB August 31, 2018**. A description of our organization, the services needed, and other pertinent information follows and can be viewed online at www.Manor.edu:

Background of Manor College

Manor College is a 501(c)(3) organization and a private, four year institution offering Associates and Bachelor's degrees incorporated under the laws of the Commonwealth of Pennsylvania. Programs include: [allied health, science and math](#); [business technology and legal studies](#); and [liberal arts](#).

Manor College serves upwards of 600 students each year with funding from tuition and fees, auxiliary services, grants, and other revenue. We have approximately 100 employees located in 3 buildings. Our annual revenue has approximately ranged between \$10.1M and \$11.3M over the past 5 years.

Services to be performed

Your proposal is expected to cover the following:

1. All normal janitorial services for all buildings on campus.
2. Day porter for 6 hours per day for 5 days a week from August 21-May14
3. Day porter for 4 hours per day for 5 days a week from May 15-August 20
4. Evening crew to start after 9PM for 5 days per week from August 21-May 14
5. Evening crew reduced hours after 9PM for 5 days a week from May 15-August 20
6. Special summer services include Refinish and Wax, Power Scrub Restrooms, and Carpet Cleaning

Information to Include in your Proposal

In responding to this request, please provide the following information:

- Detail your firm's experience in providing janitorial services for organizations similar to Manor College.
- Discuss your firm's staffing, including education, certifications, and experience.
- Provide your fee proposal including the individual billing rates of any staff who may be assigned to Manor College's account.

Contract Requirements

Any accounting services agreement with a respondent will include:

- Performance measurements and targets
- Pricing
- Responsibilities of the parties
- Annual review process
- Insurance, bonds, licenses
- Termination clause
- General terms and conditions

Evaluation of Proposals

All proposals will be evaluated upon these criteria:

- Experience and capabilities in light of project scope
- Qualifications of key personnel
- Management philosophy and plan for Manor College
- Proposed pricing

Please send proposal to:

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