

BOROUGH OF PHOENIXVILLE REQUEST FOR PROPOSAL

January 8, 2018

The Borough of Phoenixville is seeking sealed proposals for School Crossing Guard Service contracts. Specifications may be obtained at the address below, or by calling Phoenixville Police Lieutenant Brian Marshall at (610) 933-8801 ext. 812. E-mail requests for information can be sent to bmarshall@Phoenixville.org. Proposals must be received at the Phoenixville Borough Manager's Office at the Borough of Phoenixville, 351 Bridge Street, 2nd Floor, Phoenixville, Pa., 19460, NO LATER than January 31, 2018 11:00 am Prevailing Time. Proposals must be sealed and clearly marked "CROSSING GUARD PROPOSAL".

E. Jean Krack
Borough Manager
Borough of Phoenixville

Notice to run in The Mercury on Monday, January 8, and January 22, 2018

BOROUGH OF PHOENIXVILLE

GENERAL INSTRUCTIONS

1. All vendors must be prepared to present suitable evidence of similar work satisfactorily completed or in progress.
2. No verbal instruction or verbal information to vendors will be binding on the borough. The written specifications will be considered clear and complete unless attention is called to any apparent discrepancies or incompleteness before the opening of proposals. Any clarification needed by a vendor regarding specifications must be submitted in writing. Should any alterations to the proposal specifications be deemed necessary by the Borough of Phoenixville, these alterations will be made in the form of written addenda which will be mailed to all vendors. These addenda shall then be considered to be part of the specifications.
3. Submissions of a proposal will be considered conclusive evidence of the vendor's complete examination and understanding of the specifications.
4. Each proposal must be enclosed in a sealed envelope, clearly marked on the outside "CROSSING GUARD PROPOSAL", and delivered to the Borough of Phoenixville, 351 Bridge Street, 2nd Floor, Phoenixville, Pa., 19460, no later than January 31, 2018 11:00 am Prevailing Time. No proposals shall be considered if submitted after the aforementioned date and time. An opening of the sealed proposals will take place at 351 Bridge Street, 2nd Floor, Phoenixville, Pa., 19460 at January 31, 2018 11:00 am Prevailing Time.
5. No modifications, clarifications or explanations of any proposals will be allowed after the sealed proposal is delivered to the Borough of Phoenixville.
6. The Borough of Phoenixville reserves the right to reject any proposals or parts thereof as deemed to be in the best interest of the borough.

AWARD OF CONTRACT

7. The award will be made (within 30 days) to that responsive and responsible vendor whose proposal, conforming to specifications, will be most advantageous to the borough and school district. Price and other factors will be considered such as delivery time, quality of work, service, etc.

EXTRAS

8. No extras or additional work will be allowed or paid for unless such extras or additional work are/is ordered, in writing, by the Borough of Phoenixville and with the price for such established and agreed upon before such extras are delivered or work is

performed. Neither the borough nor the school district shall incur expenses prior to the signing of said papers.

ADDITIONS OR DELETIONS

9. The borough shall have the right, without invalidating the contract, to make additions or deletions from the items of work covered by the specifications. In case such additions or deletions are made, an equitable price adjustment shall be made between the borough and the vendor. Any such adjustments in price shall be made in writing.

PROTECTION BY VENDOR

10. The vendor agrees to indemnify and hold harmless the Borough of Phoenixville and the Phoenixville Area School District, its representatives, employees and agents, from all claims, demands, actions, suits and liabilities arising from the vendor's own fault or negligence or fault of the services offered by the vendor. This obligation shall extend to and include all litigation costs and reasonable attorney's fees incurred by the borough or school district in response to such claims, demands, actions or liabilities, provided it is ultimately determined that such claims result from the vendor's fault or negligence.

BRAND NAME(S) (NO SUBSTITUTES)

11. Vendors will note that where specifications indicate a specific brand name, that specification is used to indicate a minimum standard of quality that will be accepted. This specification shall mean that products of equal or higher quality may be substituted, subject to the approval of the Borough of Phoenixville as the sole judge of "equal or higher" status, unless specifically noted the "no substitutes" may be made.

PAYMENTS

12. Payments shall be made to the vendor in a timely manner upon receipt of invoice, after inspection by and acceptance of material, goods, and/or work by an authorized representative of the Borough of Phoenixville and approval of the invoice by the ordering department.

EXEMPTION FROM FEDERAL EXCISE AND PENNSYLVANIA SALES TAX

13. The Borough of Phoenixville and the Phoenixville Area School District are exempt from Federal excise taxes and Pennsylvania sales tax as political subdivisions of the Commonwealth of Pennsylvania. Net prices as shown in the proposal shall exclude Federal and State taxes.

WORKERS COMPENSATION

14. The Municipal Codes require all contracts involving the employment of labor include provisions for the Workers Compensation. All contractors must produce proof that they accept the provisions of the Workers Compensation Act and have insured their liability under the act.

SPECIFICATIONS

The successful vendor must:

1. Be a full service vendor, meaning all costs are included in the proposed hourly billing rate. (Hourly billing rate includes, but is not limited to, recruitment, background clearance, training, equipment, payroll, insurance, substitutes, supervision and management of the program);
2. Pricing is to be stated as a dollar amount, per hour, per guard. (Total hours to be covered the first year is estimated to be 8,368);
3. Have proof of current Workers Compensation insurance;
4. Have a customer service representative available by phone, e-mail or both in the event the Borough of Phoenixville or Phoenixville Area School District must contact them to address issues;
5. Follow the school calendar, or other direction of the School District, for crossing times including early dismissals and emergency delayed openings, early dismissals or school closings;
6. Provide at least 5 references of like contracts;
7. Provide initial and on-going crossing guard safety and procedural training;
8. Provide all necessary equipment to crossing guards, conforming to State and Federal D.O.T. specifications. At a minimum, a yellow/green reflective vest, meeting or exceeding ANSI II Hi-Visibility standards, and hand-held high intensity stop sign;
9. Monitor and supervise guards to ensure the guard locations are filled and guards are fulfilling their duties correctly;
10. Have proof of current and sufficient liability insurance of a minimum of 8 million dollars (\$8,000,000);
11. Conduct and manage all employee background checks;
12. Manage all payroll services and handle all payroll matters to its employees;
13. Provide proposal based on the need for anywhere from 25 to 35 crossing guards, plus supervision, for up to 2 1/4 hours per school day, the actual number of which may vary from year to year and crossing to crossing based on the school districts need to add,

eliminate or modify school crossings, (The number of locations and hours of school crossings shall be determined each year by the Phoenixville School District);

14. Require employees to not use communication devices except for emergencies while in the performance of their duties;
15. Require employees to not make use of tobacco products (smoke or chew) while in the performance of their duties;
16. Require employees not bring with them any pets while performing their duties;
17. Provide in the proposal, physical requirements, if any, of employees;
18. Provide a list of equipment that employees must use (subject to change per the needs of the Borough of Phoenixville or Phoenixville Area School District);
19. Include all training vendor will provide to employees, and;
20. Invoicing is to only be for services rendered on designated "school days" unless otherwise requested by the Borough.