



Educational Data Systems, Inc. (EDSI)

Berks County One-Stop Operator
1920 Kutztown Road, Suite F
Reading, PA 19604

Request for Proposals (RFP)

Janitorial Services – PA CareerLink® Berks County

Procurement Timeline

RFP Release Date: **May 19, 2026**
Mandatory Pre-Bid Walkthrough: **June 1, 2026**
Deadline for Vendor Questions: **June 8, 2026**
Responses to Questions Issued: **June 9, 2026**
Proposal Submission Deadline: **June 22, 2026**
Evaluation Period: **June 23 – June 25, 2026**
Anticipated Award Date: **June 26, 2026**
Contract Start Date: **July 1, 2026**

1. Overview

Educational Data Systems, Inc. (EDSI) is requesting proposals from qualified vendors to provide janitorial services for the PA CareerLink® Berks County facility located at 1920 Kutztown Road, Suite F, Reading, Pennsylvania.

Public Notice and Procurement Process

This Request for Proposals (RFP) will be publicly posted for a minimum of thirty-one (31) days on the EDSI website and advertised in a local newspaper to ensure full and open competition in accordance with federal, state, and local procurement requirements.

2. Facility Information

Facility Characteristic
Approximate Square Footage
Number of Offices:
Number of Restrooms:
Breakroom/Kitchenette Areas:
Public Resource Room
Conference Rooms
Flooring Types (Carpet/Hard Surface)

Details

12,000–15,000 sq. ft
16 Individual Offices
5 Restrooms
3 breakroom/kitchenette areas
1 public resource room
8
Combination of carpet and hard surface flooring



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3. Contract Term

The anticipated contract term will begin July 1, 2026, and continue through June 30, 2027, with the option for one (1) year renewal periods thereafter, contingent upon satisfactory performance and funding availability. Cleaning services will generally occur Monday through Friday between 5:00 PM and 9:00 PM, unless otherwise coordinated with site leadership.

4. Mandatory Pre-Bid Walkthrough

A mandatory walkthrough of the facility will be conducted prior to proposal submission. Vendors who do not attend may be disqualified.

5. Scope of Services

The contractor shall provide routine janitorial services including, but not limited to: floor cleaning, trash removal, restroom sanitation, carpet vacuuming, dusting, and interior glass cleaning.

6. Vendor Responsibilities

The contractor shall provide all labor, supervision, equipment, and cleaning supplies necessary to perform the required services.

The contractor must ensure consistent staffing levels, provide appropriate supervision, and maintain quality control measures. Any service deficiencies must be addressed within 24 hours.

The contractor shall designate a primary point of contact for communication and issue resolution.

7. Insurance Requirements

General Liability: \$1,000,000 per occurrence / \$5,000,000 aggregate

Workers Compensation: minimum \$1,000,000

Automobile Liability (if applicable): \$1,000,000 combined single limit

8. Proposal Submission Requirements

Submit all qualification materials electronically in PDF format to:

Aidelsa Calaman, Site Admin proposals@careerlinkberks.com (610) 988 – 1357

Subject line: **RFQ Submission – Janitorial Services – PA CareerLink® Berks County**

Late submissions may not be reviewed.

Company overview and experience

- **Description of the company, years in business, and experience providing janitorial services for similar facilities (preferably workforce centers, government offices, or high-traffic public facilities).**

References for similar facilities

- **At least three (3) references from clients with similar size and scope of services, including contact name, title, phone number, and email.**



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Staffing plan

- **Description of staffing structure, including number of staff assigned, supervision plan, and contingency coverage for absences.**

Cleaning methodology

- **Detailed explanation of cleaning procedures, quality control measures, and how services will be performed in alignment with the Scope of Work.**

Pricing proposal

- **Clear and itemized pricing, including monthly cost and any additional or optional service fees.**

Proof of insurance capability

- **Documentation or certification showing the vendor can meet required insurance coverage levels.**

Incomplete proposals or proposals that do not meet the submission requirements may be considered non-responsive and may not be considered for award.

9. Evaluation Criteria

Evaluation Factor	Weight
Experience with similar facilities	25%
Ability to meet scope requirements	25%
Pricing competitiveness	25%
References and reliability	15%
Staffing plan and service quality	10%

EDSI reserves the right to request additional information, conduct interviews, or negotiate with selected vendors prior to final award.

10. Scope of Work

The detailed Scope of Work is included in Appendix A and is incorporated as part of this RFP.



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