

Philadelphia
HEBREW PUBLIC  **C**
CHARTER SCHOOL

Request for Proposal
For
Custodial Services

Philadelphia Hebrew Public Charter School, Philadelphia, PA
Bids will be accepted through **April 10, 2026 for services**
starting July 1, 2026

Request for Proposal for Custodial Services

Philadelphia Hebrew Public Charter School invites written proposals from qualified companies for custodial services.

The successful company will be required to enter into a contract that incorporates this Request for Proposal (RFP), including all of its exhibits, and then Proposal, as may be modified by the agreement of the parties.

Vendors should read the general terms and conditions for submission within this document.

If you are unable to download these documents, you may contact cleaningrfp@philadelphiahebrewpublic.org

A pre-bid meeting and site visits will be held at 11 am on April 29, 2026 at 3300 Henry Avenue, Philadelphia, PA 19119. ATTENDANCE AT PRE-BID MEETING WILL NOT BE MANDATORY TO COMPLETE THE BID SUBMISSION PROCESS.

Proposals shall be accepted at our main office, located at 3300 Henry Avenue, Philadelphia, PA 19119 and/or by email cleaningrfp@philadelphiahebrewpublic.org NO LATER THAN 1:00 PM EST Friday, May 8, 2026. Submittals will be time stamped at the reception desk and electronic computer time stamp.

Proposals submitted prior to the proposal close date and time can be received during normal business hours (between 8:00 a.m. ET and 3:00 p.m., ET) or electronically. Deliveries attempted by any method (including mail, electronic mail, express courier, or in person) before 8:00 a.m. ET or after 3:00 p.m. ET, on the date due CANNOT be accepted; therefore, we suggest that you submit proposals well in advance of the date and time due.

To ensure proper and timely routing of your proposal, packages shall be addressed to the attention of Elyssa Yeun.

Purpose of Request

The purpose of this solicitation is to hire a vendor to provide all cleaning, janitorial, and custodial services for Philadelphia Hebrew Public Charter School.

Philadelphia Hebrew Public Charter School's Rights and Options

The Philadelphia Hebrew Public Charter School reserves the following rights, which may be exercised at the Philadelphia Hebrew Public Charter School's sole discretion:

- To supplement, amend, substitute or otherwise modify this RFP at any time
- To cancel this RFP with or without the substitution of another RFP
- To take any action subject to this RFP that would be in the best interests of Philadelphia Hebrew Public Charter School
- To issue additional requests for information
- To require one or more Contractors to supplement, clarify or provide additional information in order for Philadelphia Hebrew Public Charter School to evaluate the Proposals submitted
- To conduct investigations with respect to the qualifications and experience of each Contractor
- To waive any defect or irregularity in any Proposal received
- To reject any or all Proposals

- To award all, none, or any part of the Services that is in the best interest of Philadelphia Hebrew Public Charter School, with one or more of the Contractors responding, which may be done with or without re-solicitation
- To discuss and negotiate with selected Contractors conditions in the proposals including but not limited to financial terms.
- To enter into any agreement deemed by Philadelphia Hebrew Public Charter School to be in the best interest of Philadelphia Hebrew Public Charter School with one or more of the Contractors responding
- Philadelphia Hebrew Public Charter School will accept no claims of ignorance regarding any item in this RFP or the agreement as a basis for any claim by the vendor for extra charges or fees.

Proposal Terms and Conditions

The following terms are applicable to this RFP and the Contractor's Proposal.

- RFP not an Offer:
This RFP does not constitute an offer by Philadelphia Hebrew Public Charter School. No binding contract, obligation to negotiate, or any other obligation will be created on the part of Philadelphia Hebrew Public Charter School unless Philadelphia Hebrew Public Charter School and the bidder execute a contract. No recommendations or conclusions from this RFP process concerning the Contractor will constitute a right (property or otherwise) under the Constitution of the United States, case law, or statutory law of New Jersey.
- Right to terminate discussions:
The Contractor's participation in this process might result in Philadelphia Hebrew Public Charter School selecting the Contractor to engage in further discussions. The commencement of such discussions, however, does not signify a commitment by Philadelphia Hebrew Public Charter School to execute a Contract or to continue discussions. Philadelphia Hebrew Public Charter School can terminate discussions at any time and for any reason.
- Requirement for representation as to accuracy and completeness of proposal:
Each Contractor will make the following representations and warranty in its Proposal Cover Letter, the falsity of which might result in rejection of its Proposal: "The information contained in this Proposal or any part thereof, including its Exhibits, Schedules, and other documents and instruments delivered or to be delivered to Philadelphia Hebrew Public Charter School, is true, accurate, and complete. This Proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead Philadelphia Hebrew Public Charter School as to any material facts."

Prohibited Discrimination:

Philadelphia Hebrew Public Charter School is committed to promoting equal opportunities for all and to eliminating prohibited discrimination in all forms. For purposes of this section, Prohibited Discrimination means discrimination in the solicitation, selection, and/or treatment of any sub-Contractor, vendor, supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination. Without limiting the foregoing, Prohibited Discrimination also includes retaliating against any person, business or other entity for reporting any incident of Prohibited Discrimination. It is understood and agreed that not only is Prohibited Discrimination improper for legal and moral reasons, Prohibited Discrimination is also an anti-competitive practice that tends to increase the cost of goods and services to Philadelphia Hebrew Public Charter School and others. As a condition of entering into any Agreement, the Contractor will represent, warrant and agree that it does not and will not engage in or condone Prohibited Discrimination. Without limiting any rights Philadelphia Hebrew Public Charter School may have at law or under any other provision of any Agreement, it is understood and agreed that a violation of this provision constitutes grounds for Master Charter to terminate any such Agreement.

Statutory Requirements:

Any Contract awarded as a result of this RFP will be in full conformance with all statutory requirements of the Commonwealth of Pennsylvania and all statutory requirements of the Federal Government, to the extent applicable.

Additional Evidence of Ability: Contractor will be prepared to present additional evidence of experience, qualifications, abilities, equipment, facilities, and financial standing. Philadelphia Hebrew Public Charter School reserves the right to request such information at any time during the Proposal evaluation period for this RFP.

No Collusion or Conflict of Interest:

By responding to this RFP, the contractor will be deemed to have represented and warranted that the Proposal is not made in connection with any competing Contractor submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud.

Proposal Terms Firm and Irreversible:

The signed Proposal will be considered a firm offer on the part of the contractor; however, Philadelphia Hebrew Public Charter School reserves the right to negotiate price and services. All Proposal responses (including all statements, claims, declarations, prices and specifications in the Proposals) will be considered firm and irrevocable for purposes of future contract negotiations unless specifically waived in writing by Philadelphia Hebrew Public Charter School. The contractor chosen for award should be prepared to have its proposal and any relevant correspondence incorporated into the contract, either in part or in its entirety, at Philadelphia Hebrew Public Charter School's election. Any false or misleading statements found in the proposal will be grounds for disqualification.

Proposal Binding for 60 Days:

Each Proposal will contain a statement to the effect that the proposal is a firm offer for sixty (60) calendar day period from the date of the opening. This statement must be signed by an individual authorized to bind the Contractor and include their name, title, address, and telephone number. On the part of the Contractor, all prices quoted will be firm and fixed for the full Contract Period. Philadelphia Hebrew Public Charter School reserves the right to ask for another offer before the bid award is finalized.

M/W/SBE Program:

Philadelphia Hebrew Public Charter School strongly encourages and supports utilization of MBE/WBE participation in this RFP process.

Subcontracting:

In the event of a subcontracting relationship, the Contractor will remain the prime Contractor and will assume all responsibility for the performance of the Services that are supplied by its sub-Contractor. Additionally, Philadelphia Hebrew Public Charter School must be named as a third party beneficiary for any subcontracts.

Equal Opportunity:

Philadelphia Hebrew Public Charter School seeks to ensure that all segments of the business community have access to supplying the goods and services needed required by this RFP.

Use of Philadelphia Hebrew Public Charter School's Name:

No advertising, sales promotion or other materials of the Contractor or its agents or representatives may identify or reference Philadelphia Hebrew Public Charter School or Hebrew Public in any manner without prior written consent of Philadelphia Hebrew Public Charter School.

No Bribery:

In submitting a response to this RFP, each Contractor certifies that neither it, any of its affiliates or Sub-Contractors, nor any employees of any of the foregoing has bribed, or attempted to bribe, or in any other way coerced an officer or employee of Philadelphia Hebrew Public Charter School in connection with the Contract.

Contractor's Obligation to Fully Inform Themselves

Contractors or their authorized representatives are expected to fully inform themselves as to all conditions, requirements and specifications of this RFP before submitting Proposals. Failure to do so will be at the Contractor's own risk.

Disclaimer

Each Contractor must perform its own evaluation and due diligence, at its own expense, to verify all information and data provided by Philadelphia Hebrew Public Charter School. Philadelphia Hebrew Public Charter School makes no representations or warranties regarding any information or data provided by Philadelphia Hebrew Public Charter School.

Specifications and Scope of Service

Philadelphia Hebrew Public Charter School is seeking a custodial service provider with a proven track record of providing custodial services with great reliability and attention to detail. Service will be required every regular business day, regardless of if school is in session, but can be scaled back if the school and network administration see fit on days when no students are present. Service will be provided five times a week. Weekend work is acceptable under certain circumstances and only if approved in advance by school operations. Occasionally weekend service will be required but school will provide advance notice.

Schedule and Process

The following shows the schedule of events to prepare the Contractors Proposal. The purpose of providing the schedule is to provide each potential Contractor with an estimate of timing for this process. However, this tentative schedule in no way binds Philadelphia Hebrew Public Charter School to specific dates or times. The key events and deadlines for this process are as follows, some of which are set forth in more detail in the Sections that follow:

| | |
|-----------------|---|
| April 10, 2026: | Release RFP |
| April 17, 2026: | Deadline for written questions/clarifications |
| April 23, 2026: | Response to questions provided to bidders |
| April 29, 2026: | Optional site walkthrough |
| May 8, 2026: | RFP due date |
| May 15, 2026: | Admin Review date |
| June 5, 2026: | Anticipated Award Notification |

The scope of work is as follows, and the school is located at: **3300 Henry Ave, East Falls, PA 19129**. The school is located in a 75974 Sq. Ft. facility and includes food service for 702 students.

Submission of Proposals

All Proposals must be submitted via Mail, email at cleaningrfp@philadelphiahebrewpublic.org, or hand delivered NO LATER THAN 1:00 PM EST May 8, 2026 and must include the following:

- Signed cover letter
- Contractor Information

- Exhibit A, Rate Sheet
- Exhibit B, Breakdown of Hours
- Exhibit C, Products and Consumables,
- Exhibit D, Additional Services
- Exhibit E, References
- Exhibit F, Certificate of Insurance

Mailing address for the Proposal:
 Philadelphia Hebrew Public Charter School
 3300 Henry Avenue, Suite 200
 Philadelphia, PA 19119
 Attn: Head of School

Clarifications or interpretation must be requested via email at cleaningrfp@philadelphiahebrewpublic.org prior to the proposal deadline.

Permission to distribute this RFP in any form (paper or electronic) for any purpose other than to respond to this RFP is not granted without the knowledge of Philadelphia Hebrew Public Charter School.

Term of Contracts

The minimum term of contracts with successful contractors will be 3 years with potential for subsequent annual renewals. Philadelphia Hebrew Public Charter School reserves the right to add a forth and/or fifth year to the contracts. As such, the contract lengths can vary from 3 to 5 years.

Proposal Evaluation

As part of the evaluation process, Philadelphia Hebrew Public Charter School may engage in discussions with any Contractors. Discussions may be held with individual contractors to determine in greater detail the Contractor’s qualifications, to explore with the Contractor the scope and nature of the required contractual Services, to learn the Contractor’s proposed method of performance and the relative utility of alternative methods, and to facilitate arriving at a contract that will be satisfactory to Philadelphia Hebrew Public Charter School. Philadelphia Hebrew Public Charter School may in its discretion require one or more contractors to make presentations to Philadelphia Hebrew Public Charter School for an interview. During such interview, the contractor may be required to orally and otherwise present its proposal and to respond in detail to any questions. Philadelphia Hebrew Public Charter School will notify the contractors in advance of such meetings and coordinate with the contractors for an interview date. Additional meetings may be held to clarify issues or to address comments, as Philadelphia Hebrew Public Charter School deems appropriate. Contractors will be notified in advance of the time and format of such meetings. After receiving all proposals, Philadelphia Hebrew Public Charter School will evaluate the most favorable contractor/s based on what is in the best interest of Philadelphia Hebrew Public Charter School.

Proposal Evaluation Criteria

Proposals will be assessed to determine the most comprehensive, competitive and best value solution for Philadelphia Hebrew Public Charter School based on, but not limited to, the criteria below. NOTE: Philadelphia Hebrew Public Charter School reserves the right to modify the evaluation criteria or waive portions thereof. Proposals will be evaluated on the following eight factors:

- Ability to provide timely, quality and efficient custodial services including general on-demand support to ensure smooth daily operations
- Complete proposal pricing
- Complete references
- Provided proof of insurance
- Provided MBE/WBE identification certificate and/or documentation, if appropriate

- Staffing model for each school
- Provide business history including the following information – Years in business, years of experience in K-12 school settings, company structure (e.g., sole proprietorship, corporation)

Philadelphia Hebrew Public Charter School intends to accept the proposal that is of the greatest benefit to its students.

Review Committee

The review committee shall consist of Philadelphia Hebrew Public's Director of Operations, Head of School, Hebrew Public's Managing Director of Operations, Chief Operating Officer, and a representative of the Board of Directors Finance Advisory Board.

Qualifications, Experience and Approach

Contractors will be evaluated based upon their understanding, experience and qualifications in performing the same or substantially similar Services.

Financial Qualifications

This criterion includes an evaluation of the financial ability/standing of the Contractor. The evaluation will take into account the financial strength of the Contractor and its ability to meet the long-term financial requirements of the Contract.

Cost Effectiveness and Value

Under this criterion, proposals will be compared in terms of the most reasonable, and/or most effective pricing option. Philadelphia Hebrew Public Charter School will also take into consideration any indirect costs associated with the Services. Assumption: Yearly dollar amount proposed by the Contractor would be paid in 12 equal monthly installments.

Correction of Errors

Every price line within the printed copy of the Pricing Sheet and the Excel version of the pricing sheet must be the same. There should be no hand-made corrections/changes on the pricing sheet provided with the printed copy of the proposal. In the event of a discrepancy between the Excel file and printed copy, the printed copy of the pricing sheet will be considered final but Philadelphia Hebrew Public Charter School may choose to ask for a new pricing sheet from any contractor if there are discrepancies. Contractors are responsible for accuracy of all calculations.

SCOPE OF SERVICES FOR PHILADELPHIA HEBREW PUBLIC CHARTER SCHOOLS

Contractor Reimbursements

Philadelphia Hebrew Public Charter School will not reimburse the Contractor for any expenses incurred in the performance of the Services. All expenses for any subcontractor, supplies, equipment, materials or labor are the responsibility of the Contractor.

Emergency Contact

With regard to emergency services, the Contractor will also provide 24-hour emergency contact information to Philadelphia Hebrew Public Charter School for a primary and secondary contact.

Equipment and Supplies

Equipment and supplies for the fulfillment of the Services are the responsibility of the Contractor. This includes but is not limited to: cleaning supplies, paper products, plastic trash bags, belts, filters, dispensers and other supplies and equipment needed to perform the Services. Replacement parts products that are Underwriters Laboratories listed and must be manufactured for the work they are expected to perform.

SDS Sheets – The Contractor will be responsible for maintaining a file of Material Safety and Data Sheets for any chemicals in the facilities used by its employees or sub-Contractors. Contractor should have safety plans, including record of training and methods of training for safety for the Contractor or their Sub-Contractors. These safety plans should be provided to Philadelphia Hebrew Public Charter School’s Director of Operations upon request.

Changes in Scope of Work

Philadelphia Hebrew Public Charter School may at any time modify the work requirements of the Contractor. If such adjustments require additional personnel or resources Philadelphia Hebrew Public Charter School may negotiate an equitable modification in the compensation to the Contractor. No long-term modifications to the work requirements will be binding on either party if not amended to the final Contract in writing. The Contractor should be flexible enough to comply with work modifications or one-time requests from Philadelphia Hebrew Public Charter School on an as needed basis without the need for a Contract amendment or price adjustment.

Philadelphia Hebrew Public Charter School’s Responsibilities

Philadelphia Hebrew Public Charter School will pay invoices from all utility providers, (the Contractor will be responsible for long distance calls made by its employees), internet access through Philadelphia Hebrew Public Charter School’s network.

Philadelphia Hebrew Public Charter School will provide reasonable work and storage space required to perform the tasks required for the Contractor. The work space provided must not be used by the Contractor for long-term storage or for providing services to clients other than Philadelphia Hebrew Public Charter School. The determination of work space area and location will be made by Philadelphia Hebrew Public Charter School based on the efficient use of space. Philadelphia Hebrew Public Charter School will coordinate with the Contractor before making such decisions.

Contractor’s Responsibilities

The Contractor will be responsible for all labor costs of all employees and sub contracted contractor employees associated with work covered by the Contract. The Contractor will be responsible for all consumable materials and supplies, tools repair and replacement parts and equipment components included with work outlined in the scope of the contract. All prospective employees of Contractor and subcontractors to the Contractor must submit to background checks required by the Commonwealth of Pennsylvania (FBI Criminal Background Check, PA Criminal Background Check, PA Child Abuse Background Check). Background check documentation must be submitted to Philadelphia Hebrew Public Charter School prior to the commencement of employment at Philadelphia Hebrew Public Charter School. Philadelphia Hebrew Public Charter School reserves the right at its sole discretion to allow or not allow said employees to perform per the contract. All prospective employees of Contractor and potential subcontractors must be approved by Philadelphia Hebrew Public Charter School before work begins.

Building Custodial

Building custodial services will be provided throughout the school. In situations where work during hours would be considered disruptive to the facility, staff and students, cause any environmental, service or utilities disruption, or pose any safety risk to facility, staff and students, the Contractor will perform such cleaning outside of normal working hours at its cost. All cleaning will be done at contractor’s sole cost and expense and will be done in accordance with the applicable codes and the direction of local code authorities.

MATERIALS AND EQUIPMENT

The Contractor shall furnish all materials, equipment, training and supplies necessary to perform said services. The successful Contractor shall, within sixty (60) days of contract award, provide samples of products to be used in each school. Said products must be pre-approved by Philadelphia Hebrew Public Charter School prior to commencement of services. Philadelphia Hebrew Public Charter School retains the right to accept or reject any or all products submitted for approval. Philadelphia Hebrew Public Charter School prefers the use of “Eco-Friendly” or “Green” products. Contractor should make every attempt to use products that are “Eco-Friendly”, “Green”, or that contain recycled materials.

The Contractor shall provide manufacturer’s technical literature, specifications, and Safety Data Sheets on all materials to be used ten (10) days prior to commencement of services. Accurate Safety Data Sheets will be maintained and a copy for each product shall be placed in each “Janitorial Closet” or as designated by Philadelphia Hebrew Public Charter School.

GENERAL REQUIREMENTS

The premises shall be maintained in a clean and sanitary condition for facility, staff, students and the public use per the specified instructions herein. Compliance with the performance of the work to meet these specifications is the sole responsibility of the Contractor and shall be assured by systematic weekly inspection of the premises by a competent employee of the Contractor. Completion of the inspection form provided shall be submitted to Philadelphia Hebrew Public Charter School upon completion of said inspection. Any deficiencies shall be corrected within 24 hours or as agreed upon by the Contractor and Philadelphia Hebrew Public Charter School. The Contractor shall submit a monthly schedule to Philadelphia Hebrew Public Charter School when inspections are to be made so that they may accompany the Contractor if desired.

Philadelphia Hebrew Public Charter School may request additional inspections at any time.

SPECIFICATIONS AND RESPONSIBILITIES

The specification outlines the requirements for the Cleaning Service for Philadelphia Hebrew Public Charter School Schools. Building specifications include:

- 2 Floors
- 75974 Sq Ft
- 650 students in 2026-2027 school year
- 91 directly employed staff members (additional contracted staff such as substitute teachers and paraprofessionals onsite depending on need)
- 3 outdoor play areas
- 1 main entrance
- 1 freight elevator
- 1 loading dock
- 1 dismissal pad (garage)

Responsibilities of the Contractor- the following cleaning instructions include but are not limited to cleaning location within the building, and a cleaning schedule of Philadelphia Hebrew Public Charter School.

All Restrooms – Daily

- Fill all dispensers (hand towels, toilet tissue, hand soap, sanitary products, etc.)
- Clean and sanitize all sinks, faucets & vanity.
- Spray and wipe all mirrors/glass streak free and all dispensers.
- Use bowl cleaner in all toilets and urinals and swab. Using a restroom cleaner, spray and wipe all exterior surfaces.

- Empty all waste receptacles, Replace liners and wipe exteriors as needed.
- Using restroom cleaner, spray and spot wipe doors, partitions, walls and other touch points removing any splatter or smudges.
- Mop floors daily
- Wipe all partitions at least once a week.
- Remove any graffiti

Public Entrances and Hallways – Daily

- Empty all waste receptacles and Replace liners.
- Using glass cleaner, spot wipe all glass (interior and exterior doors, partitions, vending machines, etc.) to remove smudges and prints.
- Spray and wipe all drinking fountains to remove all watermarks, scale and splashes on sides and front. Wipe the surrounding wall to remove all watermarks.
- Dusts mop all hard surface floors daily.
- Damp mop all hard surface floors with clean water and floor cleaner at minimum three times a week. When ice melt is used on the exterior sidewalks, an approved neutralizer must be used on hard surface floors.
- Vacuum walk off mats, Vacuum all carpeted floors. Spray and blot any carpet spots.
- Using all-purpose cleaner, spot wipe all touch points, walls and doors removing all smudges and fingerprints and spills.
- Remove any graffiti

Classrooms and Offices – Daily

- Empty all waste receptacles and replace all liners.
- Clean, sanitize and disinfect counters, tabletops, all desk tops, and any sinks etc.
- Spot clean all windows
- Spot Mop all floors.
- Sweep, or vacuum all carpets daily.
- Wipe tops of student, teacher, and administrator desks and remove graffiti.
- Dust shelves, ledges, etc.
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- Remove any graffiti
- Notify Director of Operations of any dangerous or unsafe condition

Classrooms and Offices – Weekly

- Low dust all horizontal surfaces to hand height (70")
- Damp clean baseboards
- Damp clean window ledges
- Damp wipe white board rails

Classrooms and Offices – Monthly

- High dust above hand height horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, heating, outlets etc..
- Remove cobwebs and from ceiling and light areas
- Clean/dust all HVAC vents and grilles

Conference and Training Rooms – Daily

- Empty all waste receptacles, and Replace liners.
- Using all-purpose cleaner, spot wipe all touch points, walls and doors removing all smudges and fingerprints and spills.
- Vacuum all carpeted floors. Spray and blot any carpet spots.

- Using appropriate cleaner, wipe cleared areas of table tops.
- Using glass cleaner, spot wipe all partition glass clear of fingerprints and smudges.
- Remove any graffiti

Nurse's Office – Daily

- Empty all waste receptacles, and Replace liners.
- Thoroughly clean and sanitize all counters, desktops, door handles, nurses' bed/bench/chairs, and light switches.
- Damp mop all hard surface floors with clean water and Philadelphia Hebrew Public Charter School approved floor cleaner.
- Replace as needed all hand towels, toilet tissue, hand soap, and sanitary products.
- Spray and wipe clean all sinks, faucets & vanity mirrors streak free and all dispensers and wipe all exterior walls to remove hard water surfaces and/or smudges.
- Remove any graffiti

Cafeteria – Daily

- Damp mop all hard surface floors with clean water and Philadelphia Hebrew Public Charter School approved floor cleaner.
- Wipe tops of all tables and seats.
- Remove any graffiti.
- ANY SPACES BEHIND SERVING AREA IS NOT THE RESPONSIBILITY OF THE CLEANING COMPANY, unless previously arranged to complete on project cleaning.

Gymnasium/Multi-Purpose Room – Daily

- Sweep all hard surfaces.
- Damp Mop weekly.
- Empty Trash and replace liners.
- Remove any graffiti

Stairwell and Non-Student Hallways – Daily

- Sweep all hard surface floors and stair landings daily.
- Damp mop all hard surface floors and stair landings with clean water daily or minimum of 3 times a-week.
- Remove any graffiti

All floors – Tri-Annually (i.e.) Winter, Mid-Winter & Spring Breaks

- Strip and refinish VCT or vinyl. Schedule to be pre-approved by Philadelphia Hebrew Public Charter School.
- Annual steam cleaning of classroom carpets

Additional Cleaning Requirements for all Buildings

- No garbage should remain in waste receptacles overnight or over the weekends.
- No recyclable product should remain in the building.
- No wet floors allowed in public areas during business hours (8:00 a.m. – 4:00 p.m.).
- No equipment (i.e. vacuums, floor sweepers) used during business hours (8:00 a.m. – 4:00 p.m.) unless instructed otherwise.
- Contractor must provide to each school all SDS sheets for each and any chemicals stored on-site.
- School Building exterior grounds must be cleaned and/or cleared of any hazards and trash on a daily basis.

Grounds (including Building Entrances, Elevator, Play Areas, Dismissal Areas)

- Remove trash and debris from ground (including but not limited to all areas from edge of building to property boundary)
- Empty trash containers
- Sweep entrances, doorways, walkways, steps and curbs
- Remove any graffiti
- Notify Director of Operations of any dangerous or unsafe condition

Miscellaneous – in addition to general cleaners, Contractors are responsible for providing day maintenance for minor repairs/building needs, event set up support, deliveries distribution, etc. Day porter shall assist the Director of Operations with any general on-demand support to ensure smooth daily operations.

- Monitor all restrooms after each break and hourly throughout the day.
- Pick up trash
- Clean and mop any accidents that may occur during the day
- Respond to clean up requests by Director of Operations
- Notify Director of Operations of any dangerous or unsafe condition
- Light maintenance tasks (e.g., minor plumbing fixes, tightening fixtures)
- Receiving and distributing deliveries (including moving boxes from mail areas)
- Event setup and breakdown (tables, chairs, basic room configurations)
- Light furniture assembly and classroom support
- Hanging posters, signage, and basic materials

Vendor Management Requirements

- All employees of both, contracting or subcontracting firms must have child abuse clearances, FBI finger printing criminal history check on file and verification provided to Philadelphia Hebrew Public Charter School Schools.
- Contractor is responsible for providing supervision of employees during working hours.
- Contractor employees are required to wear identification badges and uniform furnished by employer.
- It is the contractor's responsibility to be sure that all the building and doors are secured and armed when leaving the building after any evening cleaning.
- Philadelphia Hebrew Public Charter School requires the Contractor to have (1) monthly meeting with each awarded school's leadership team.
- Philadelphia Hebrew Public Charter School requires the Contractor to attend monthly zoom or in person meetings with Philadelphia Hebrew Public Charter School's Operations leadership team. These meetings will be scheduled by Philadelphia Hebrew Public Charter School.
- The Contractor will be responsible for reimbursements of any damages to school property (inside or outside of building) including lost keys at cost.

Any discrepancies noted either from inspection reports or identified by Philadelphia Hebrew Public Charter School shall be corrected within the next scheduled normal workday period. Services shall be provided in all areas of the schools except those areas specifically excluded by Philadelphia Hebrew Public Charter School.

When performing any services it is the Contractor's responsibility to ensure due diligence is practiced to insure a complete and thorough job. The Contractor is to provide all the necessary equipment, products and training as required ensuring compliance with the contract. Any damage to the premises observed by the Contractor should be reported to Philadelphia Hebrew Public Charter School immediately. Any damage done by the Contractor shall be reported to Philadelphia Hebrew Public Charter School and arrangements made to either repair or replace said property.

It is the sole responsibility of the Contractor to comply with any and all Environmental Protection Agency (EPA) regulations. (For example: proper labeling, storage and or disposal of any products used by the Contractor.) Should the EPA have any additional requirements, it is the sole responsibility of the Contractor to insure compliance. Should Philadelphia Hebrew Public Charter School or designee of the Public Works Director determine noncompliance, Philadelphia Hebrew Public Charter School or designee of the Public Works Director retains the right to take any and all actions deemed necessary to comply with EPA regulations. The Contractor is responsible to insure compliance with any and all guidelines outlined by the Center for Disease Control (CDC) for the overall protection of public health.

TIME OF SERVICE

Services shall be provided between the hours of 6am and 12am five days per week unless otherwise noted. Services not performed because of inclement weather will be performed the following workday unless other arrangements are made in advance with the respective Philadelphia Hebrew Public Charter School school.

Dates of service must be indicated on Daily Checklist to be submitted with monthly invoices. Philadelphia Hebrew Public Charter School reserves the right to adjust the date of periodic services at its sole discretion.

EMERGENCY AND ON CALL SERVICES

The Contractor shall honor requests by Philadelphia Hebrew Public Charter School for emergency or special services as quickly as possible. Response time will be as soon as reasonably possible. Emergency Call Out: The Contractor will provide emergency contact information for on-call personnel. Up-to-date emergency contact information will be supplied to Philadelphia Hebrew Public Charter School on an ongoing basis.

KEY POLICY

The Contractor will supply the required employee information and complete the appropriate forms and submit it to Philadelphia Hebrew Public Charter School. A minimum of ten (10) days will be required before any employee may report to work. Philadelphia Hebrew Public Charter School retains the right to have any Contractor's employee removed from the premises for any reason. Said reason does not have to be disclosed to the Contractor. Keys and access cards to these schools will be disclosed to the successful Contractor. Any keys and access cards are and will remain the property of Philadelphia Hebrew Public Charter School. Duplication of keys is prohibited. Should the Contractor lose any keys or access cards, said Contractor shall pay to have the locks changed, systems rekeyed or access cards terminated and reimburse Philadelphia Hebrew Public Charter School for all costs associated with such action. The successful Contractor is responsible for providing to the Philadelphia Hebrew Public Charter School's Facilities Manager a current list of employees. It is the responsibility of the Contractor to notify Philadelphia Hebrew Public Charter School of changes to the employee listing.

CONTRACTING GUIDELINES FOR PHILADELPHIA HEBREW PUBLIC CHARTER SCHOOL

Any Agreement entered into will be written by Philadelphia Hebrew Public Charter School with the successful Contractor that contains, at a minimum, the terms and conditions set forth in this Section. Each Contractor must state specifically in its Proposal any exceptions to the terms and conditions included in this Section, and any proposed additional terms or conditions deemed important by the Contractor. Philadelphia Hebrew Public Charter School will take any such exceptions and proposed additions into account during the evaluation process. Philadelphia Hebrew Public Charter School will incorporate any terms and conditions that the Contractor does not specifically object to into the resultant Agreement. Notwithstanding the foregoing, Philadelphia Hebrew Public Charter School reserves the right to change

the proposed contractual terms and conditions prior to or during contract negotiations if it is in Philadelphia Hebrew Public Charter School's best interest to do so. The terms and conditions set forth in this Section are not all inclusive. Philadelphia Hebrew Public Charter School may propose additional terms and conditions based on the responses to this RFP and Philadelphia Hebrew Public Charter School's analysis of the successful Contractor's Proposal. As used in this Section of the RFP, the term "Agreement" will refer to any contract entered into between Philadelphia Hebrew Public Charter School and the successful Contractor, and the term "Contractor" will refer to the successful Contractor.

Engagement; Competent Work.

1. Engagement. Philadelphia Hebrew Public Charter School hereby engages Contractor, and Contractor accepts such engagement, to perform certain services for Philadelphia Hebrew Public Charter School as more specifically set forth on Schedule A (collectively, the "Services").
2. Competent Work. All Services will be performed in a competent fashion in accordance with applicable standards of the profession.

Term; Termination.

1. Term. Contractor shall provide Services to Philadelphia Hebrew Public Charter School pursuant to this Agreement for a term (the "Term") commencing on the Effective Date, and continuing until completion of the Services (the "Expiration Date"), unless sooner terminated in accordance with the provisions contained herein. Term can be found in Schedule A of this agreement.
2. Termination.
 - a. For cause by Philadelphia Hebrew Public Charter School. If Contractor commits a breach of its obligations under this Agreement, Philadelphia Hebrew Public Charter School may terminate this Agreement by giving Contractor at least ten (10) days' prior notice, except that any such notice will not result in termination if Contractor cures the breach before the ten (10) day period elapses.
 - b. For convenience by Philadelphia Hebrew Public Charter School. Philadelphia Hebrew Public Charter School may terminate this Agreement at any time and for any reason upon giving Contractor thirty (30) days prior written notice. Contractor may terminate this Agreement at any time and for any reason upon giving Philadelphia Hebrew Public Charter School One Hundred and Eighty (180) days prior written notice.
 - c. Effect of termination; return of materials to Philadelphia Hebrew Public Charter School. In the event either party terminates the Agreement prior to the Expiration Date for reasons other than misconduct or gross negligence on the part of Contractor, payment will be made to Contractor for Services rendered up to the termination date, on a prorated basis. In the event Philadelphia Hebrew Public Charter School terminates the Agreement due to Misconduct on the part of Contractor, Philadelphia Hebrew Public Charter School will determine what final payment, if any, shall be made to Contractor. "Misconduct" includes any actions that are illegal or unethical in standard business practice. Upon termination of this Agreement for any reason, Contractor shall promptly return to Philadelphia Hebrew Public Charter School all documents (including copies) and other materials and property of Philadelphia Hebrew Public Charter School, or pertaining to its businesses, including without limitation student files, contracts, files, letters, reports and records in Contractor's possession or control, no matter from whom or in what manner acquired.
3. Place of Work; Reporting; Time
Contractor shall render Services at Philadelphia Hebrew Public Charter School's schools, as reasonably requested by Philadelphia Hebrew Public Charter School and in accordance with Schedule A. Contractor's daily schedule and hours worked under this Agreement on a given day shall generally be subject to Contractor's discretion, provided that Contractor shall devote sufficient time during normal business hours as is reasonably necessary to perform the Services and to fulfill the spirit and purpose of this Agreement.

4. Fees; Payment

- a. Fees. Philadelphia Hebrew Public Charter School shall pay Contractor fees for Services performed pursuant to this Agreement in accordance with the fee schedule set forth in Schedule B (the "Fees") as the sole consideration to Contractor for the Services performed hereunder:
- b. Invoices. Contractor shall submit monthly invoices to Philadelphia Hebrew Public Charter School for Services provided by Contractor in such month. Such invoices shall be due and payable by Philadelphia Hebrew Public Charter School within thirty (30) days after receipt, other than Fees being contested by Philadelphia Hebrew Public Charter School in good faith. Contractor shall submit no more than one invoice per month.

5. Independent Contractor.

Contractor is, and at all times shall be, an independent contractor to Philadelphia Hebrew Public Charter School. Contractor does not have, nor shall same at any time hold itself out as having, any right, power or authority to create any contract or obligation, either expressed or implied, on behalf of, or in the name of Philadelphia Hebrew Public Charter School, or to bind Philadelphia Hebrew Public Charter School to pledge the credit of Philadelphia Hebrew Public Charter School, or to extend credit in the name of Philadelphia Hebrew Public Charter School. Each person provided by Contractor while performing Services pursuant to this Agreement, shall at all times be acting and performing as an independent contractor, employed by the Contractor and not as an employee of Philadelphia Hebrew Public Charter School for any purpose whatsoever, and no such employee or independent contractor of Contractor shall be eligible to participate in any compensation plan, benefit program or entitlement provided by Philadelphia Hebrew Public Charter School for or to its employees. Contractor shall be exclusively responsible for the payment of all compensation to its employees and contractors. Contractor shall not bring any action and shall hold harmless and provide Philadelphia Hebrew Public Charter School with a defense against any and all claims alleging that Philadelphia Hebrew Public Charter School is or was responsible for filing of documents and returns or for the payment of withholdings, contributions and taxes, including but not limited to social security taxes and employer income tax withholding obligations, or that Philadelphia Hebrew Public Charter School is or was responsible for the payment of compensation, providing of benefits and entitlements to such employees and contractors.

6. Background Checks; Good Standing; Non-discrimination.

- a. Background Checks and Certification. The Services provided by Contractor are contingent upon Contractor and each of its contractors and employees providing services at one or more of the Philadelphia Hebrew Public Charter School Schools having obtained and maintained the following: (a) satisfactory Criminal Background Check(s) and Official Clearance Statement(s) of Child Abuse and Neglect and any other background requirements required by Section 1-111 of the Pennsylvania Public School Code, 24 P.S. § 1-101 et seq., as amended; (b) proper state certification for the subject matter, class, grade level, and or student status (regular or special education status) or proper certification as a state school nurse. Contractor agrees that prior to performing any of the Services at any of the Philadelphia Hebrew Public Charter School Schools, it shall ensure that all individuals possess the clearances and credentials referenced in this paragraph and shall provide said clearances and credentials for review by Philadelphia Hebrew Public Charter School. Contractor shall also comply with any additional requirements as may be reasonably requested by Philadelphia Hebrew Public Charter School which relate to student and/or employee health and safety.
- b. Good Standing Representation. Contractor represents that neither it, nor any of its owners or employees, have been convicted of, nor indicted for, a crime related to public or charter school education, or listed by a federal agency as debarred, excluded, or otherwise ineligible for participation in a public or charter school. Contractor agrees to

notify Philadelphia Hebrew Public Charter School in the event of any such conviction, indictment, listing or notification arising during the Term of this Agreement. Upon the receipt of such notice, or if Philadelphia Hebrew Public Charter School otherwise becomes aware of such conviction, indictment, listing or notification, Philadelphia Hebrew Public Charter School shall have the right to terminate this Agreement immediately.

- c. Non-discrimination. Contractor represents and warrants that it shall comply with the Pennsylvania Human Relations Act (“PHRA”) and all state and federal laws prohibiting discrimination in employment or hiring opportunities. In the hiring of any employee(s) for performance of work under this Agreement, Contractor (and any subcontractors and any person(s) acting on behalf of Contractor) shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, against any person who is qualified and available to perform the work to which the employment relates. In the event of Contractor’s non-compliance with this non-discrimination provision or with any such laws, this Agreement may be terminated or suspended by Philadelphia Hebrew Public Charter School, in whole or in part. In certain circumstances, Philadelphia Hebrew Public Charter School and/or Contractor may be subject to additional requirements concerning non-discrimination and equal opportunity, in which case, the terms of the additional requirements shall be incorporated by reference as if fully set forth herein.
 - d. Anti-Racism. Philadelphia Hebrew Public Charter School is an anti-racist organization, believing in fostering diversity, equity, inclusion, and belonging of people regardless of their race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, veteran status, military membership, national origin, genetic information, or any other protected characteristic. As such, it is the expectation of Philadelphia Hebrew Public Charter School to contract with vendors and individuals who proactively oppose and do not tolerate racism, prejudice, bigotry, and/or discrimination. Philadelphia Hebrew Public Charter School will move to investigate and address any such reports of racism or racist expression. Any contractor (vendor or individual) found to be engaging in any racist behavior/expression OR who retaliates against someone who has made such a complaint will be subject termination of the agreement under the terms of Misconduct.
7. Ownership of Materials.
Philadelphia Hebrew Public Charter School will own all materials created by Contractor in connection with the performance of the Services under this Agreement. All materials produced by Contractor in connection with the performance of Services hereunder shall be deemed a “work for hire” under copyright law and Philadelphia Hebrew Public Charter School will be deemed the "author" of such materials for the purposes of copyright, and the copyright to such materials will vest with Philadelphia Hebrew Public Charter School.
 8. Indemnification.
Contractor shall indemnify Philadelphia Hebrew Public Charter School and its officers, directors, employees and agents (collectively, the “Philadelphia Hebrew Public Charter School Indemnified Parties”) against any damages, judgment, amount paid in settlement, fine, penalty, punitive damages, or cost or expense of any nature (including, without limitation, attorneys’ fees and disbursements) incurred by the Philadelphia Hebrew Public Charter School Indemnified Parties in connection with any threatened, pending or completed action, suit, appeal or other proceeding of any nature, whether civil, criminal, administrative or investigative, whether formal or informal in which the Philadelphia Hebrew Public Charter School Indemnified Parties may be involved as a party or otherwise, resulting from actual or alleged breach or neglect of duty, error, misstatement or misleading statement, gross negligence, negligence or any act of Contractor in connection with any and all past, present or future Services performed by Contractor under this Agreement.
 9. Insurance

- a. Comprehensive General Liability Insurance. Contractor shall carry and be responsible for its own expense comprehensive General Liability Insurance with reputable insurance carriers acceptable to Philadelphia Hebrew Public Charter School, including product liability for personal injury and property damage with minimum limits of one million dollars (\$1,000,000) per occurrence and two million (\$2,000,000) in the aggregate. The liability policy must not contain any exclusions or limitations for the type of work being performed and must include abuse/molestation coverage.
- b. Worker's Compensation. Contractor shall carry at its own expense Worker's Compensation insurance in compliance with all applicable laws and Employers' Liability with limits of \$1,000,000, waiving insurer's right of subrogation against Philadelphia Hebrew Public Charter School
- c. Automobile Liability Insurance. Contractor agrees that any vehicle operated by Contractor or Contractor's employee will be covered by automobile liability insurance in full force and effect during the period of the event, against risk of causing personal and property damage. Insurance must cover the use of all owned, non-owned and hired vehicles with a Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 Each Occurrence.
- d. Umbrella/Excess Liability Insurance. Contractor shall carry at its own expense Umbrella/Excess Liability Insurance with limits of \$5,000,000 Each Occurrence and a \$5,000,000 Aggregate. Such policy shall be excess of the Commercial General Liability, Automobile Liability & Employers' Liability and follow the underlying policy forms.
- e. Certificate of Insurance. Contractor shall supply Philadelphia Hebrew Public Charter School with a valid certificate of insurance evidencing the aforementioned insurance coverage and naming Philadelphia Hebrew Public Charter School and/or its officers, agents, employees, successors, assigns and representatives as additional insureds and providing that additional insureds receive at least thirty (30) days notice before any modification or cancellation of said coverage.

10. Legal Authority.

Contractor and Philadelphia Hebrew Public Charter School represent and warrant to one another that each has the legal right to enter into this Agreement and to perform the Services in accordance with its terms without violating the rights of others or any applicable law and that each has not and shall not become a party to any other agreement of any kind which conflicts with this Agreement.

11. Nondiscrimination & Equal Opportunity.

Contractor agrees that, in the performance of this Agreement, all Services will be provided without discrimination toward any students, employees, or other persons regardless of their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or any other manner prohibited by law.

12. Family Educational Rights and Privacy Act.

All Philadelphia Hebrew Public Charter School Schools are required to comply with all federal student record requirements as outlined in 20 U.S.C. 1232g and the regulations promulgated there under, 34 C.F.R. Part 99 et seq. (commonly known as the Family Educational Rights and Privacy Act or "FERPA"), and in the IDEA regulations, 34 C.F.R. Part 300 et seq. To the extent permitted by FERPA Philadelphia Hebrew Public Charter School hereby designates employees of Contractor who serve in the Philadelphia Hebrew Public Charter School Schools pursuant to this Agreement as having a legitimate educational interest such that they are entitled access to education records. Both Philadelphia Hebrew Public Charter School and Contractor, and each party's officers and employees, shall comply with FERPA at all times.

13. Licenses.

All licenses and permits which may be necessary for Contractor to perform the Services within the state of Pennsylvania shall be obtained and maintained at the sole cost and expense of

Contractor. In the event of any revocation, lapse or suspension of any such licenses and/or permits, Contractor shall immediately notify Philadelphia Hebrew Public Charter School of such revocation, lapse or suspension, and Contractor shall not render Services until such revocation, lapse or suspension has been cured.

14. Confidential Information.

Contractor agrees that it will take appropriate steps to ensure that its employees will not disclose to others any confidential information of or about the business of Philadelphia Hebrew Public Charter School. Contractor understands that this undertaking applies to information which may be of a commercial nature, so that any information regardless of whether or not it is reduced to writing is to be considered confidential. Philadelphia Hebrew Public Charter School understands that the Contractor may be required to disclose from time to time such information to its legal counsel, accountants and other agents and as required by applicable federal, state and local laws, rules and regulations, and any such disclosure shall not be considered a violation of this paragraph, provided that such disclosure is made in accordance with all applicable federal, state and local laws, rules and regulations.

15. Notices.

Any notice required to be given hereunder shall be sufficient if in writing, and sent by certified or registered mail, return receipt requested, first class, postage prepaid,

in the case of Philadelphia Hebrew Public Charter School to:

Philadelphia Hebrew Public Charter School Schools
3300 Henry Avenue, Suite 200
Philadelphia, PA 19119
Attn: Head of School

A copy of all notices required to be given hereunder shall be sent by electronic mail to all email addresses listed in this Paragraph.

16. Controlling Law.

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without giving effect to the conflicts of law principles thereof or of any other jurisdiction that would cause the substantive laws of any jurisdiction other than the state of Pennsylvania to apply.

17. Entire Agreement.

This Agreement constitutes the entire understanding and agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, understandings and agreements between the parties, whether written or oral. This Agreement may be amended, supplemented or changed only by an agreement in writing signed by both of the parties.

18. Severability.

If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

19. Amendments.

No amendment or waiver of any provision of this Agreement shall be effective unless in writing signed by both parties, and each such waiver or consent shall be effective only in the specific instance and for the specific purpose for which given.

20. Counterparts; Electronic/Facsimile Signatures.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. Delivery of an executed counterpart of a signature page to this Agreement by facsimile, docuSign or equivalent, or other electronic means shall be as effective as delivery of a manually executed counterpart of this Agreement.

21. Extended Closure; Force Majeure

- a. **Extended Closure.** In the event an Extended School Closure (defined as five (5) or more consecutive business days during which school is closed due to government mandate or other urgent reason), prevents Contractor from rendering services under this Agreement, Philadelphia Hebrew Public Charter School shall pay Contractor only for services rendered prior to the closure. The Parties agree to promptly discuss the Extended Closure event and its impact on Contractor's ability to perform the Services under this Agreement. All payments to Contractor under this Agreement shall be paused until the Extended School Closure ends or the Parties agree in writing to terms for the provision of Services during the Extended School Closure, whichever may occur earlier.
- b. **Force Majeure.** Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent performance is beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy.
- c. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.

22. Federal Grant Terms.

Contractor acknowledges that Philadelphia Hebrew Public Charter School may utilize Government Funds, as that term is defined in Schedule C, to fulfill its payment obligations to Contractor under this Agreement. Contractor agrees it has reviewed Schedule C to this Agreement and represents and warrants to Philadelphia Hebrew Public Charter School that Contractor possesses the requisite skill and capacity to observe and comply with the laws, regulation, and/or guidance referenced in Schedule C. The parties agree that to the extent that any provision of this Agreement including the attached schedules conflict with the applicable federal law referenced therein, or with any grant agreements by and between Philadelphia Hebrew Public Charter School and government funders, the provisions of federal law shall control.

Exhibits to be Submitted by Vendor

- **Exhibit A, Rate Sheet: Template is provided.** Proposer must provide its rate sheet. This should include total annual contract and monthly charges that are inclusive of all labor, supervision, material and supplies for cleaning, equipment for cleaning, payroll taxes, insurance etc.
- **Exhibit B, Breakdown of Hours: Template is provided.** Describe team staffing structure and how resources are allocated, including an hourly schedule. Describe how staff turnover is handled. Describe a regular review process with management for on-site performance.
- **Exhibit C - Products and Consumables: Template is provided.** Proposer must provide a list of all products and consumables to be used with costs. The list should include the anticipated frequency of purchase and whether the cost is included with or would be billed in addition to the cost of the contract. The list should specify whether products are "Eco-Friendly", "Green", or that contain recycled materials.
- **Exhibit D - Additional Services: Template is provided.** Proposer must provide an additional services unit rate sheet for any costs outside the scope of this contract (ex: additional hourly rate for events)
- **Exhibit E - References:** Proposer must provide a list of education clients for the past two years with contact information, including reference, address, contact name, phone number and a description of services provided.
- **Exhibit F - Certificate of Insurance:** Proposer must affirm that it carries the following:

- a. Workers' Compensation insurance as required by law and Employers' Liability with limits of \$1,000,000, waiving insurer's right of subrogation against Philadelphia Hebrew Public Charter School.
- b. Commercial General Liability insurance written on an Occurrence basis with limits of \$1,000,000 Each Occurrence and \$2,000,000 Annual Aggregate. The liability policy must not contain any exclusions or limitations for the type of work being performed and must include abuse/molestation coverage.
- c. Automobile Liability insurance covering the use of all owned, non-owned and hired vehicles with a Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 Each Occurrence.
- d. Umbrella/Excess Liability insurance with limits of \$5,000,000 Each Occurrence and a \$5,000,000 Aggregate. Such policy shall be excess of the Commercial General Liability, Automobile Liability & Employers' Liability and follow the underlying policy forms.