

CLINCH COUNTY BOARD OF EDUCATION

**46 South College Street
Homerville, GA 31634
(912) 487-5321**

REQUEST FOR PROPOSALS

For

CUSTODIAL SERVICES

Contact for Questions about this RFP:

Dr. Lori James

Clinch County Board of Education

(912) 487-5321

ljames@clinchcounty.com

Proposals due on April 13, 2017 at 2:00 pm

It is the policy of the Clinch County Board of Education not to discriminate on the basis of race, color, national origin, sex, marital status, age, native language, religion, creed, or disability in educational programs and activities, admission to facilities, or employment practices.

Request for Proposal Contracted Custodial Services

Basic Information:

Clinch County School System is a small system located in South Georgia that serves approximately 1400 students on two main campuses – Clinch County Elementary/Middle School (grades PK-7, 920 students) and Clinch County High School (grades 8-12, 480 students).

Schedule:

March 20 – April 11, 2017 Individual On-Site Visits may be scheduled

*The system's Spring Break is **March 30 – April 7 and no on-site visits will be conducted during Spring Break**. If you need to reach the contact person, Lori James, during this time, you may do so via email at ljames@clinchcounty.com or phone at 229-445-9928. All emails should have "Custodial RFP" in subject line.

April 13, 2017 @ 2:00 pm Proposals due. Late offers may be rejected.

April 17 – 19, 2017 Interviews with Top Candidates

April 20, 2017 Recommendation Presented to BOE for Award of Contract

June 1, 2017 Contract Beginning Date

Proposal Requirements:

The Clinch County Board of Education reserves the right to reject any or all proposals and to accept the proposal which best serves the interest of the school system. The school system reserves the right to waive technicalities and informalities. This Request for Proposals (RFP) is issued for the purpose of negotiating a contract for custodial services for the Clinch County School System.

All proposal packets must contain the following, at a minimum:

- Company Profile Information and Qualifications
- List of at Least Three References
- Staffing Plan (including recruitment, management, and training)
 - Outline number of proposed day and evening cleaning hours
 - Outline employee benefits, if applicable
 - Outline pay procedures for employees, including hourly rate and pay periods
- Certificate of Liability Insurance
- Cleaning Specifications (Exhibit A, attached)
- Other Information (Exhibit B, attached)
- Proposal Sheet (Exhibit C, attached)

Contractor Selection:

A number of factors will be considered by the system prior to making any decision based upon the proposals received. The system may elect to interview a number of companies after receiving proposals. The award shall be made to the responsible contractor whose proposal is determined to be the most advantageous to the system. Pricing is a vital criterion, but the proposals with the lowest pricing may not necessarily be the awarded contractor. Other considerations will include company overview, references, relevant custodial experience, personnel & staffing plan, and presentation/responses to interview. The System reserves the right to not select any contractor or to negotiate terms of the proposal.

Contract Length:

The system desires a contract period of June 1, 2017 – May 30, 2020. However, Georgia Code 20-2-506 requires that any multi-year agreement "shall terminate absolutely and without further obligation on the part of the school system at the close of the calendar year in which it was executed and at the close of each

succeeding calendar year for which it may be renewed. Furthermore, the “contract” may provide for automatic renewal unless positive action is taken by the school system to terminate such contract.”

The terms and conditions quoted by the contractor, at the option of the Clinch County School System, must be valid for three years. To accomplish this, the contract will provide that at the end of the first year, at the sole option of the system, the contract can be extended for a second year, and at the end of the second year, at the sole option of the system, the contract shall be extended for a third year. While the system contemplates the contract will have a duration of three years, in no event is the school system obligated for more than one year at a time.

Description of Needs of Service:

To provide custodial services, supplies, equipment, and supervision to locations listed below:

- Clinch County Elementary/Middle (CCES/MS) 82,870 sq ft*
- Clinch County High (CCHS) 85,716 sq ft*
 - CCHS Weight Room (cleaned 2x weekly) 2500 sq ft*
- Clinch County BOE (cleaned 1x month) 5000 sq ft*

****Please note the square footage estimates set forth above are based upon previous facilities reports and are intended to give the Contractor a general idea of the spaces to be cleaned. These estimates may or may not be accurate. Potential bidders may conduct their own field surveys to determine the size of actual cleaning areas. Site visits can be coordinated with Lori James at ljames@clinchcounty.com or 912-487-5321 or 229-445-9928. The system’s Spring Break is March 30 – April 7 and no on-site visits will be conducted during Spring Break. All emails should have “Custodial RFP” in subject line. Deadline to complete site visits is April 11, 2017.***

Submit proposals to:

Dr. Lori James, Assistant Superintendent
Clinch County Board of Education
46 S. College Street
Homerville, GA 31634

Proposals should be received by **Thursday, April 13, 2017 at 2:00 pm.**

Exhibit A – Cleaning Specifications

Daily Services

1. Vacuum, dust, and clean all carpeted floor areas in the building.
2. Dust mop, damp mop, and clean all classrooms with tile floor.
3. Sweep and mop all tile halls and floors in the school building; no buildup in corners or along walls is visible.
4. Mop and clean gym floor daily.
5. Mop, clean, and sanitize all restrooms and replenish all bathroom supplies.
6. Empty all trash containers and replace liners.
7. Clean and sanitize drinking fountains.
8. Clean front office area and glass entry area of school – sweep all entries.
9. Cafeteria - put up tables and mop floor and put tables back down after mopping.
10. Any other cleaning services deemed necessary by administration.

Weekly Services

1. Auto scrub all tile floors.
2. Clean gym floor weekly with scrubber and vacuum, as proscribed in gym floor maintenance manual.
3. Auto scrub all tile corridors and lobbies.
4. Sweep and clean all entrances to the building.
5. Dust horizontal surfaces and furniture in hallways, entrances, lobbies, and offices.
6. Spot clean walls up to 2m high in hallways, entrances, lobbies, and offices.
7. Clean CCHS weight room twice weekly.

As Needed Services

1. Clean all glass throughout the building.
2. Use auto scrubber to clean and then apply additional wax to tile floors.
3. Clean carpet with extractor.
4. Clean walls.
5. Clean/prepare facility for special events.
6. Deep clean gym floor as proscribed in gym floor maintenance manual.

Annual/Semi-Annual Services (Christmas and/or Summer)

1. Strip and wax all floors (hallways, common areas, 2x/year; classrooms 1x/year)
2. Clean all carpet floors in classrooms, offices, media center, lounge areas, and any other areas that are needed. (1x/year)
3. Use pressure washer to thoroughly clean and sanitize all bathrooms and locker rooms.
4. Clean all windows (1x/year).

Monthly Services (BOE Office):

1. Floors and baseboards are cleaned.
2. Windows, window seals, and blinds are cleaned.
3. Vertical and horizontal surfaces are cleaned and polished.
4. Bathrooms (sinks, toilets, mirrors) are cleaned and mopped.

Appendix B - Other Information

Custodial Products, Equipment, Supplies, and Materials:

- All cleaning equipment and cleaning supplies will be furnished by the contractor.
- A separate line item in the proposal should include the cost of can liners, paper towels, tissue paper, and hand soap so the district can determine if those items should be included in the contract or if the system will provide paper products, can liners, and hand soap.

Supplies and Services Provided by the System:

- Clinch County School System staff will clean kitchens.
- Clinch County School System will provide floor mats, where necessary.
- Clinch County School System will provide the contractor with storage space for cleaning supplies.
- Clinch County School System will furnish paper products, can liners, and hand soap to the **BOE office**, *regardless of if the system or the contractor provides these items for the schools.*

Day Porters:

- **Clinch County Elementary/Middle Facility** – day porter hours should at least include 6:30 am – 2:00 pm. Day porter is responsible for unlocking the ES/MS facility each morning.
- **Clinch County High School Facility** – day porter hours should at least include 8:00 am – 2:00 pm.
- Day porters are responsible for lunchroom cleaning duties (emptying trash, sweeping floors, wiping tables, etc.) during breakfast and lunch periods. Other facility cleaning duties include maintenance of restrooms, hallways, cleanups, etc. and other duties as requested.
- **Substitutes must be provided whenever a Day Porter is absent.**
- Day porters should be assigned during scheduled school days (180 days/year).
- Cell phone use shall be limited during day porter hours.

Additional Employee Information:

- All on-site employees will be required to have had and passed background checks prior to working on this site. The contractor will provide the BOE copies of any and all background checks.
- In the event the criminal background check on site employees reveals any prior convictions for crimes or offenses which, in the sole discretion of the BOE, negatively impact the health, safety, and welfare of children, said employee shall not be qualified to work under this contract.
- All personnel must be processed through E-Verify. Contractor must provide E-Verify number and a signed contractor affidavit when the contract is signed and on January 1st of each contract year.
- Uniforms for custodial personnel must be worn at all times.
- The Contractor shall prohibit visitors from being on the premises during the times services are being performed.
- Contractor's employees shall not watch television or use computers in classrooms, offices, or media centers, unless approval has been granted by system Assistant Superintendent.
- The Contractor shall prohibit his employees from disturbing papers on desks, opening drawers or cabinets, or using telephone or office equipment.

Management:

- A contract manager shall be appointed to the school system with the expectation that he/she is physically in the system **at least 8 hours per week** and more if requested.

- This individual shall be available for purposes of reporting problems, requesting schedule changes, scheduling special events, etc.
- It is recommended that this person visit the schools at least once per week while school is in session to touch base with the school administration.
- Upon request, and at a minimum of once per calendar quarter, the manager shall be available during office hours for joint inspection of the premises.
- A phone number shall be provided so the system administrators may contact manager 24 hours a day.

Scheduling of Cleaning Services:

- Major cleaning services, except work done on Saturdays, Sundays, and Holidays, shall be performed to completion between the hours of 3:00 pm and 1:00 am unless otherwise specified herein or agreed upon.
- If requested, contractor shall provide a daily check list signed by employees for services completed each day.
- When the school system is out of school for longer than a four-day weekend, the contractor shall provide someone to do a “spot-check” of the building the day before employees return to ensure that the buildings are still in presentable condition.

Special Events:

- Preferred rates will be provided for special events.
- School Administration will provide contractor with event dates via email at least three days prior to events. Special events are scheduled throughout the year and may include things such as prom, dances, honor banquets, drama productions, etc. Detailed cleaning expectations will be provided for each event. Price for special event cleaning will be provided by contractor prior to the event.
- **HS Football Games:** Contractor will provide cleanup services after home football games to include trash being picked up, bathrooms cleaned, trash taken to dumpster, etc. Contractor will help prepare facility prior to event by making sure bathrooms are cleaned and well-stocked. Price per varsity game will be a line item in the proposal.
- **HS Basketball Games:** Contractor will make sure facility is clean and ready for events (bathrooms, concession lobby area, gym, bleachers, locker rooms, and hallways cleaned and bathrooms stocked. Gym floor is swept and mopped. Team chairs and score table setup). Contractor will cleanup after games (floors swept and mopped, area under the bleachers is swept before bleachers are closed, trash picked up and taken to dumpster, bathrooms cleaned and ready for next day, etc.) During basketball season, the concession stand should be cleaned weekly (counters and refrigerator/freezers wiped, floor mopped, etc. This can be completed during day porter hours.) Price per varsity game will be a line item in the proposal.
- **Emergency/Unexpected Events:** Occasionally, unexpected events happen where administrators cannot provide three days prior notice. Contractor will work with administration to provide cleaning services for these situations.

Security of Building:

- All doors must be closed and locked daily.
- Administrator, bookkeeper, and nurse offices have highly confidential information and there should be a specific check that these offices are locked and secured each night.
- Contractor accepts all responsibility for all keys issued to the Contractor. The Contractor also agrees that no duplicate keys will be made and the Contractor will be responsible for the return of any keys that may have been provided to the Contractor’s employees who terminate employment with the

company. If keys are lost, notification should be provided to the Assistant Superintendent. Replacement for lost keys will be \$10/key and may be deducted from the contractor's monthly statement.

- Contractor shall be responsible for safeguarding against loss, theft, or damage of school property, materials, and equipment which may be exposed to contractor's personnel.
- The contractor is responsible for the security of the facility during the performance of these services and shall ensure that all facility exterior doors remain locked during his work and upon the contractor's or his employee's departure from the facility each day.

Safety:

- Contractor will provide training to his personnel in the use of chemicals and equipment, which meet all OSHA requirements.
- Contractor will ensure that industry accepted safe practices are followed in performance of work, including but not limited to, placing appropriate signage warning of wet or newly waxed floors. After each period of cleaning and other services, the areas shall be inspected for fire hazards, unnecessary lights shall be turned off, and outside doors and windows closed and locked.
- Contractor will provide the system with a notebook for each location containing Hazardous Chemicals listing and copies of applicable Material Safety Data Sheets (MSDS).

Insurance:

- Workman Compensation and Employer's Liability insurance coverage which meets all statutory requirements mandated by the state and federal law, but under no circumstances shall said limits be less than \$100,000 per accident for bodily injury, bodily injury (accidental) and/or bodily injury (disease), said limits to be on a per accident or per occurrence basis.
- Commercial general Liability insurance policy for \$1,000,000 per occurrence and \$2,000,000 general aggregate. Contractor shall make the BOE an additional insured under this policy.

Appendix C – Proposal Sheet

**Contract Price Quotation for Custodial Services
Clinch County School System
Proposal Deadline – April 13, 2017 @ 2:00 pm**

1. Total Annual Contract Price for Custodial Services \$ _____

*Does NOT include paper towels, tissue paper, hand soap, and can liners

2. Total Annual Cost for Contractor to provide paper towels, tissue paper, hand soap, and can liners: \$ _____

3. Rate for Cleanup/Prep of High School Football Games: (on a per game cost) \$ _____

4. Rate for Cleanup/Prep of High School Basketball Games: (on a per game cost) \$ _____

Name of Company _____

Address _____

Contact Person for Proposal Questions _____

Phone Number for Contact Person _____

Email Address for Contact Person _____

Authorized Company Representative _____

Title/Position of Authorized Rep _____

Signature of Authorized Rep _____

Date _____