



**Schools of Perea (SoP)
Request for Proposals (RFP)**

Custodial Services

POSTED Monday, April 17, 2023

SoP does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin. Schools of Perea will provide equal opportunities without regard to race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin by requiring that any organization doing business with Schools of Perea provide equal opportunities to persons and businesses employed by, or contracting with the supplier of products or services to SoP.

1. Statement of Work

1.1. Purpose

Prospective vendors are invited to submit proposals to supply custodial services For Schools of Perea (SoP).

1.2. Coverage & Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, is for the use of all departments at SoP. SoP reserves the right not to enter into any contract, add and/or delete elements, or change any aspect of the coverage and participation without prior notification and any liability or obligation of any kind or amount.

2. General Information

2.1. Original RFP Document

SoP shall retain the RFP, and all related terms and conditions, exhibits, and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification

2.2. The Organization

SoP is dedicated to the preparation of all students academically, socially, and emotionally for success by creating and maintaining a classroom and school environment that is student-centered, has high academic expectations, and makes all students feel welcomed, appreciated, and valued. SoP - Perea Elementary and Perea Preschool - are fully committed to educating the whole child, providing a culturally responsive learning environment that is grounded in foundational literacy.

3. Proposal Preparation Instructions

3.1. Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to SoP as necessary to gain such understanding. SoP reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, SoP reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. If awarded, said right also extends to revocation of the award. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to SoP.

3.2. Good Faith Statement

All information provided by SoP in this RFP is offered in good faith. Individual items are subject to change at any time. SoP makes no certification that any item is without error. SoP is not responsible or liable for any use of the information or any claims asserted therefrom.

3.3. Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

Questions and requests for clarifications relating to this RFP must be directed to the SoP's authorized representing firm, KAPOSH Consulting (KC). KC is to be the sole point of contact at SoP in connection with this RFP for potential vendors, effective with the date of release of this

RFP and until a vendor is selected to provide the above-referenced services. Contact with any representative of SoP, other than what is stated above, will result in disqualification. KC can be reached at:

robert@kaposheconsulting.com

Written questions and requests for clarification must be received by KC the date listed in section 3.6 of this RFP. Questions will only be accepted by email. Questions and requests for clarification received after the deadline, will not be accepted, reviewed, or responded to. Responses to any questions received will be sent by the dates listed in section 3.6 of this RFP, to all bidders. SoP reserves the right to change any dates contained within this RFP. Any changes to this RFP or its schedule will be posted to SoP's website or communicated directly to all bidders.

3.4. Proposal Submission

- 3.4.1. Attach RFP document in Adobe Portable Document Format (.pdf). Other formats will not be accepted
- 3.4.2. PDFs must be less than 25 MB
- 3.4.3. The subject of your email should be in the following format: 2023 SoP Custodial Services RFP_Company Name
- 3.4.4. File names should be in the same format as the email subject format explained above. 2023 SoP Custodial Services RFP_Company Name
- 3.4.5. You will receive a response within 24 hours confirming our receipt of your bid.

Proposals must be received by the deadline listed in section 3.6 of this RFP via email as stated above. SoP will not accept proposals received by fax or delivered by any shipping carrier. Vendors must submit an electronic copy only in Adobe Portable Document Format (.pdf) as stated above.

3.5. Criteria for Selection

The evaluation of each response to this RFP will be based on a weighted matrix scale (from 0-100) including but not limited to pricing, its demonstrated competence, financial stability, and ability to complete the work. The purpose of this RFP is to identify those suppliers who can best provide SoP with services as identified in the Scope of Work.

The SDO will sign the evaluation criterion score sheet of competitive proposals, signifying a review and approval of the selections. The individuals selected to open proposals may change with or without notice to vendors. SoP will show due diligence in ensuring proposals are opened with a minimum of four SoP representatives.

Total Possible Points (100)	Criteria
45	<p>Pricing</p> <ul style="list-style-type: none"> ● The vendor with the lowest price receives 45 points. ● The vendor with the second-lowest price will receive 35 points. ● The vendor with the third-lowest price receives 25 points. ● All other vendors will receive 20 points.

35	<p>Service Capability Plan (vendor is required to provide examples of providing service to similar type schools)</p> <ul style="list-style-type: none"> ● “Poor” shall mean the proposal does not meet RFP requirements. A “poor” rating equals 0 points. ● “Fair” shall mean that the proposal meets most but not all of the RFP requirements. A “fair” rating equals 20 points. ● “Good” shall mean that the proposal meets RFP requirements. A “good” rating equals 30 points. ● “Exceptional” shall mean that the proposal exceeds the RFP requirements. An “exceptional” rating equals 35 points.
10	<p>Years of Experience</p> <ul style="list-style-type: none"> ● The vendor with the most years of experience receives 10 points. ● Every other vendor will receive 1 point for each year of experience with a maximum of 9
10	<p>Financial Conditions/Stability, Business Practices (the vendor is required to provide examples of past audits)</p> <ul style="list-style-type: none"> ● “Poor” shall mean the proposal does not meet RFP requirements. A “poor” rating equals 0 points. ● “Fair” shall mean that the proposal meets most but not all of the RFP requirements. A “fair” rating equals 2 points. ● “Good” shall mean that the proposal meets RFP requirements. A “good” rating equals 6 points. ● “Exceptional” shall mean that the proposal exceeds the RFP requirements. An “exceptional” rating equals 10 points

3.6. Selection & Notification

Vendors determined by SoP who possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to these vendors via e-mail. Those vendors not selected for the negotiation phase will not be notified via e-mail.

Bid Advertised and Sent to Eligible Vendors	April 17, 2023
Questions Emailed	By April 24, 2023, @ 4:00 pm CST
Responses to Questions Posted	By April 26, 2023, @ 4:00 pm CST
Optional On-Site Visit	April 26, 2023 9:30 am CST
Bid Submission Deadline	May 05, 2023, @ 4:00 pm CST
Bid Winner Determined	By May 17, 2023, @ 4:00 pm CST
Vendors Notified	By May 18, 2023, @ 4:00 pm CST

4. Scope of Work, Specifications & Requirements

4.1. General Scope

4.1.1. The contract resulting from this RFP is to begin tentatively **from July 01, 2023, through June 30, 2024**, with options to renew for up to 3 years. SoP currently serves approximately 500 students in grades PreK-5 on one campus. *The vendor should also advise if they have capacity to begin prior to July 01, 2023.*

4.1.2. General Cleaning

The contractor understands that they shall provide all management, supplies, tools, equipment, and labor necessary to ensure custodial services at SoP are conducted in a manner that will maintain a satisfactory facility condition and present a healthy, clean, neat, and professional appearance. The contractor shall ensure cleaning is performed to improve the total environment of the facilities, this includes the interior and exterior of the building. The contractor will be responsible for the cleanliness of all spaces inside the facility and on the grounds outside the facility (excluding groundskeeping). The kitchen will not be part of the vendor's responsibility, but the vendor is expected to maintain all aspects of cleanliness in the cafeteria, including pulling trash, cleaning tables, and maintaining the floor. *The contractor shall include a detailed and itemized cleaning schedule as part of the bid submission.*

4.1.3. Client Satisfaction

The contractor understands that during each year of the contract, SoP will evaluate the performance of the cleaning services as specified on a monthly basis. The contractor will be required to perform weekly inspections and be proactive in addressing all problems with the school systems' personnel to ensure maximum quality control. The contractor will be informed of deficiencies in writing by SoP. Failure to take corrective actions may result in contract termination or invoice adjustments. Should any facility be overlooked and/or cleaning activities are found not to have been completed or

cleaning did not occur, the contractor must take immediate steps to rectify this situation. Cleaning must occur within a one-hour time frame from notification by the school. Should more than three occurrences of a similar nature transpire the contractor will not bill the school for 25% of total monthly expenses for the facility during the month of occurrences. Should this become a recurring event, SoP will notify the contractor with a written notice giving them thirty (30) days from the date of notification to rectify the situation or the contractor will forfeit additional payment or be terminated as the contractor.

4.1.4. Time On Premises

The contractor understands that they shall have staffing at each school 1 hour prior to students and staff arriving. They shall also be responsible for securing the building at the end of the night after all cleaning has been completed.

4.1.5. Disruption to Student Learning

The contractor understands that the majority of the cleaning will be done after students leave the premises. Cleaning required during school hours is to be done with minimum disruption to the instructional process. The right is reserved to change and/or adjust hours based on special events.

4.1.6. Movement of Furniture

The contractor understands that for all operations where furniture and equipment must be moved, no chairs, waste paper baskets, or other similar items shall be stacked on desks, tables, or sills. Upon completion of work, all furniture and equipment are to be returned to their original position.

4.1.7. Procurement Support

The contractor understands that in an effort to ensure that SoP funds are spent wisely, the contractor will assist and sometimes lead in the procurement of all facility needs related to custodial services.

4.2. Employee Recruitment, Hiring, & Training

4.2.1. Qualifications of Workers

The contractor will employ professional, properly-licensed (if applicable), and trained employees. The contractor will be responsible for ensuring that employees remain licensed, comply with any new training requirements that may arise, and have successful background checks on file. During the term of this contract, all employees must comply with Federal drug and alcohol testing and physical ability testing requirements at the contractor's expense. The contractor's personnel must complete required EPA and OSHA training including but not limited to asbestos awareness, hazard communications, and blood-borne pathogen awareness. Any additional training deemed necessary by the school system must be supplied by the contractor. The contractor must furnish records of training to SoP no later than June 1 of each year for the duration of the contract.

Management representatives of the contractor must be present when any and/or all training occurs. The contractor's personnel shall have the proper training, equipment, and personal protective equipment (PPE) to safely clean potentially infectious materials/bodily fluids, and prevent cross-contamination into other areas of the building.

4.2.2. Compensation

The contractor will be responsible for all salaries, payroll, and other taxes, benefits, fees, and insurance required by any federal, state, and local law, statute, or regulation (including but not limited to unemployment taxes,

Social Security contributions, worker's compensation premiums, and all similar taxes and payments). At a minimum, employees should make \$15/hr to ensure competitive pay and adequate staffing.

4.2.3. Adherence to SoP Policies

All contractor employees assigned to SoP will be subject to the rules and regulations of SoP while at any school facility. The contractor, including its employees and agents, will be responsible for knowing SoP's policies and procedures concerning the appropriate behavior of persons in its facilities and will comply with all such policies and procedures. SoP will use its best efforts, as reasonably requested by the contractor, to assist the contractor in complying with all applicable policies.

4.2.4. Grievances

In case of improper employee conduct according to school policies, safety guidelines, or as otherwise identified by SoP, the contractor will work with SoP to devise an acceptable resolution, potentially including imposing sanctions and/or removing employee(s) from the facility temporarily or permanently. SoP may orally or in writing request the removal or replacement of any prospective or actual employee or agent of the contractor from working under the contract. The contractor shall comply with any such request.

4.3. Insurance Requirements

Enclosed with the proposal, the bidder must include a certificate of insurance signed by an insurer(s) employee providing coverage (not an agent). The insurer's employee must possess the authority to bind that the insurer(s) will meet no less than the minimum limits of insurance required in this RFP will be completed.

4.3.1. Minimums

Minimum liability and property damage coverage shall be not less than \$1,000,000.00 in combined limits. Additionally, the vendor selected must list SoP as additional insured for General Liability. A Waiver of Subrogation in favor of SoP should be also included in the vendor's General Liability coverage. The vendor selected should also provide SoP a certificate of insurance as proof of insurance requirements by June 01, 2023.

5. Vendor Qualifications & References

5.1. Experience & References

Companies that have not contracted with SoP within the past three years must provide the following documentation of experience and references:

To demonstrate the company's experience with similar schools or other facilities and experiences in the education sector, including a Summary Description of the company and relevant experiences and any strategic partners, if applicable. A list of clients served within the past five years (preferably schools); please include contact information (name, address, email, phone number).

5.2. Business Stability

To demonstrate sufficient financial soundness and capacity to provide the services and carry out the contractor's requirements and obligations under this RFP and the subsequent contract, please provide: (1) A company financial report for the most recent fiscal year, or (2) explanation of unavailability and equivalent alternative financial documentation and documentation of company legal operating status. Provide copies of all relevant certificates or disclosures.

5.3. Organization & Staff Capacity

To demonstrate how personnel will manage, supervise and perform the services and communicate with SoP effectively to maintain a high standard of services, please include a description of the experience and qualifications of key personnel providing the services with a clear explanation of personnel roles and responsibilities. Include personnel responsible for work order completion, hiring/training, employee management, quality assurance, issue resolution/customer service, billing, compliance, and documentation. For all personnel, describe the planned level of effort, anticipated duration of involvement and on-site availability, and tenure with the contractor. Include a description of management and reporting relationships.

5.4. Quality Assurance Plan

To demonstrate how the bidder will ensure the quality of service, please include a description of how the bidder will monitor, measure, and provide service quality, safety and reliability. Include detail on the bidder's methods/program for project management and quality assurance (e.g., work standards, inspections, resolution of unacceptable work, safety issues log).

5.5. Training Plan

To demonstrate the contractor's capacity and quality of training provided to employees, please include: evidence and description of the scope of the bidder's formalized in-service training and educational programs and requirements for all employees, including a detailed list of orientation, training, subject, and other ongoing job training subjects. Description of how the bidder will ensure effective employee recruiting and/or staff transition and conduct employee training and safety programs.

5.6. List of Exceptions

If applicable, submit a detailed list of any requested exceptions, including explanations, to the RFP (i.e., specific services that the bidder will not provide and justifying reasons).

5.7. Bid Pricing

Provide firm bid pricing information with a breakdown of specific costs for services.

5.8. Additional Capacities (if applicable)

If applicable, description of any other resources to be provided by the contractor which would enhance the contractor's ability to carry out the services {cost savings guarantees, etc.}, specific to light maintenance.

6. Budget & Estimated Pricing

All vendors must provide a cost breakdown for implementing their solution for SoP's project as described in this RFP.

7. Additional Terms & Conditions

7.1. Personal Information

7.1.1. General

Depending on the circumstances, SoP may require information about the qualifications and experience of persons who are proposed or available to provide services, including resumes, documentation of accreditation, and/or letters of reference. The vendor should not submit as part of its response any information related to the qualifications, and experience of persons who are proposed or available to provide services unless specifically requested. Unless specifically requested, any such information, whether in the form of resumes or other documentation, will be returned immediately to the vendor. SoP will treat this information by the provisions of this Section 7.

7.1.2. Requested Personal Information

Any personal information as defined in the RFP requested from each vendor by SoP shall only be used to consider the qualified individuals to undertake the project/services and confirm that the work performed is consistent with these qualifications. It is the responsibility of each vendor to obtain the consent of such individuals before providing the information to SoP. SoP will consider vendors that obtain the appropriate consent for the disclosure to and use by SoP of the requested information for the purposes described.

7.2. Non-Disclosure Agreement

SoP reserves the right to require any Respondent to enter into a non-disclosure agreement.

7.3. Costs

The RFP does not obligate SoP to pay any incurred costs whatsoever that a vendor or any third parties may have in connection with the Response. All responses and supporting documentation shall become the property of SoP, subject to confidentiality claims regarding the Response and supporting documentation.

7.4. Intellectual Property

The vendor should not use any intellectual property of SoP, including, but not limited to, all logos, registered trademarks, or trade names of SoP, at any time without the prior written approval of SoP, as appropriate.

7.5. Vendor's Response

All accepted responses shall become the property of SoP and will not be returned.

7.6. Governing Law

This RFP and the vendor's response shall be governed by the laws of the State of Tennessee.

7.7. No Liability

SoP shall not be liable to any vendor, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, because of, or attributable to, the vendor responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

7.8. Entire RFP

This RFP, any addenda to it, and any attached schedules constitute the entire RFP.

8. Vendor Certification

This certification attests to the vendor’s awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company. This vendor certification should be included as the last page of the RFP submission.

This proposal is submitted in response to the 2023 SoP Custodial Services issued by SoP. The undersigned is a duly authorized officer, hereby certifies that:

_____ **Vendor Name**

The vendor agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of 60 calendar days as of the RFP Due Date.

The undersigned further certifies that their firm (circle one):

IS
IS NOT

currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify SoP of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: _____

Signature: _____

Title: _____

Date: _____

Name: _____

Signature: _____

Title: _____

Date: _____

Signature of Authorized SoP Officer:

Name: _____

Signature: _____

Title: _____

Date: _____