

# **REQUEST FOR PROPOSAL 2023-002**

## **Nightly Janitorial Services**

Base Year - July 01, 2023 – June 30, 2024, with optional renewal at Board's sole discretion

Opening Date: April 6<sup>th</sup>, 2023

Proposal Due Date: May 1<sup>st</sup>, 2023

Number of Copies: One Original and Seven Copies

Submit Questions to: Michael Lindsey, Facilities Manager  
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## **I. Request for Proposals for Night Janitorial Services**

Gila Crossing Community School, ("GCCS or the "School) will accept sealed proposals from all entities (hereinafter "Offerors") capable of providing security services as described in this Request, under the terms and conditions set forth herein. Indian –owned businesses, individuals, and enterprises are especially encouraged to submit proposals. The Project includes supplying night security services for GCCS and limited maintenance/custodial services as requested by the building principal.

The closing date for the acceptance of proposals is 4:00pm (MST) on May 1<sup>st</sup>, 2023, at the administration office of GCCS. The office is located at 4665 W. Pecos Rd., Laveen, AZ 85539. The GCCS Board of Trustees reserves the right to accept or reject any or all proposals, and to waive formalities or minor inconsistencies therein.

Notice is hereby given that the award the a procurement contract, as outlined in the GCCS Fiscal Management Policies 6.16.D will be made on the basis of the ranking of the proposals submitted, based on the criteria established, price and the advantage to GCCS.

## **II. Background**

Gila Crossing Community School is a tribally-controlled grant school, organized pursuant to 25 U.S.C § 2501, et seq., located within the Gila River Indian Community. GCCS serves approximately 500 students in Kindergarten through eighth grade. The School is funded primarily with federal monies, but also receives a generous contribution from the Gila River Indian Community yearly.

As a local-controlled grant school, GCCS is committed to serving the Community's children in education, while striving to infuse the curriculum with cultural components pertinent to our students' lives. The School is dedicated to providing the best education it can so that our students are prepared to succeed in all aspects of life.

The GCCS Board issues the Request for Proposals, pursuant to its authority, and consistent with the GCCS Fiscal Management Policies.

## **III. Scope of Work and/or Desired Services:**

- A. Purpose. The qualified offeror will be providing night security services for GCCS by patrolling and providing visible presence at both the North campus.
- B. Mandatory Qualifications.

- i. Must be licensed to provides services in the State of Arizona

- ii. Must obtain a business permit to conduct business on the Gila River Reservation

C. Procedures to Be Performed.

1. Performing and executing scope of work that is given by Facility Manager.
2. Nightly, weekly, and monthly cleaning

D. Time requirements. The offeror must begin work on 07/1/2023 and provide uninterrupted service for 212 days per year culminating on 06/30/2024

IV. **Proposal Format, Requirements, and Submission:**

A. **Proposal Format and Requirement:** A fully executed original and seven (7) copies of the proposal must be submitted to the School within the timeframe and in the manner set forth herein. The School will provide no reimbursement for the cost of development or presenting proposals in response to this RFP. In order to be considered, proposals are to be submitted in the same format (sequence) as outlined below, with each section clearly identified.

1. **Title Page.** Each proposal must contain a title page that identifies the RFP and subject and provides the Offeror's name, address and telephone number, the name and title of a contact person and the date the proposal was submitted.
2. **Table of Contents.** The table of contents of the proposals should include a clear and complete identification of the material submitted by section.
3. **Company Profile and Qualifications.** The following information should be included and referenced in the table of contents of the proposal:
  - A description of the Offeror, firm and organization.
  - A statement of the Offeror's philosophy, policies and services. You may include any special or unique services you plan to provide.

- Three (3) references (preferably from other schools) for whom the Offeror has provided similar services. Include a specific contact person and that individual's telephone number and email address.
- Identify all services that will be provided in-house, along with those that will be provided by outside consultants and professionals.
- List all personnel who will be directly involved with this project and provide resume (to include brief work history) for each.
- Feel free to provide any additional information you feel relevant, and that may assist the School in evaluating your qualifications.

4. **Listing of Pricing for Individual Items Requested:**

1. All proposals shall include and describe all costs, of any nature, that are associated with each of the specific goods and services that are to be provided.

B. **Proposal Submission:**

1. Proposals may only be submitted ***in hardcopy, directly to the School, at the physical address indicated above.*** All proposals shall be in a sealed envelope, and shall be labeled as follows: "Sealed Bid for Nightly Janitorial Services – RFP No. 2023-002."

All bids will remain open for thirty (30) days from the date of receipt.

V. **Evaluation Criteria:**

The School will evaluate the proposals and make an award to the Offeror whose offer conforms with the RFP, and whose offer demonstrates it would be most advantageous to the School, taking into account pricing and other factors. The School may conduct interviews to clarify information received and to assist in the evaluation process. Awards will be based on a number of criteria, including but not limited to:

- The proposal's responsiveness to the specification and requirements of the RFP.
- Past performance and previous experience of the Offeror with other schools and/or public projects of relative size and nature.
- Demonstrable reliability of the Offeror in performance of service.

- Reputation of Offeror, as demonstrated by references and/or other sources.
- The price of the proposal, including all cost, qualitative and reliability factors.

The School shall be the sole judge of the proposals and application of the above-described criteria. The School reserves the right to accept or reject any or all bids and to waive any formalities or minor inconsistencies. The decision of the School is final.

### **GENERAL INSTRUCTIONS**

1. The original proposal must be fully executed by the Offeror or its authorized, designated representative to be valid. The signature of said person must be the actual signature or that person executed in ink and dated. Facsimile signatures are not acceptable. A second party's initialed signature shall not be valid.
2. The proposal shall indicate that the Offeror understands the specific requirements set forth in the RFP and can furnish the materials specified within the times and under the conditions stated.
3. The School may select an Offeror based on the submitted data or pursuant to an appointment selection committee which may interview, meet or otherwise review Offerors and/or confer Offerors or request other proposals.
4. If, after the award, the School fails to negotiate and accept an agreement within a reasonable time with the Offeror receiving the award, the School may terminate said negotiations by written notice to said Offeror and enter into discussion and agreements with other Offerors or request other proposals.
5. Pursuant to the foregoing, the School shall submit a contract to the Offeror receiving the award pursuant to the procedures set forth herein.
6. If the Offeror fails to perform pursuant to the RFP specification set forth herein and any contract relative thereto, the contract or agreement pursuant to this RFP may be cancelled upon ten (10) days written notice to the Offeror. The award and/or contract is also subject to cancellation pursuant to any applicable GRIC and/or federal law.
7. The award may not be assigned. It is understood and agreed that the successful Offeror may not assign, transfer, convey, sublet or otherwise dispose of the

award and/or contract or Offeror's right, title or interest therein or Offeror's power to execute such contract to any other person, company or entity without prior written consent of the School.

8. Specific terms and conditions of draws and payment will be mutually agreed upon between the successful Offeror and the School. However, payment will only be made after work or services for which payment is received is completed and proper invoices, as required by the School and/or GRIC and/or federal law, have been submitted.