



## **Renaissance Academy Charter School of the Arts**

### **Request for Proposal: Nighttime Janitorial Services**

**Renaissance Academy Charter School of the Arts (RA)** is located at 299 Kirk Rd., Greece, NY. The mailing address is 299 Kirk Rd., Rochester, NY 14612. The school's Board of Trustees is seeking proposals for nightly janitorial services. RA is issuing this Request for Proposals (RFP) to contract with a qualified janitorial firm who specializes in daily cleaning of large commercial buildings and schools for the 2021-2022 school year.

RA is dedicated to fostering the continued development and economic growth of small, minority-, veteran-, and women-owned businesses. Participation of a diverse group of vendors or contractors central to the RA's effort (small, minority-, veteran-, and women-owned business enterprises) are encouraged to participate in the school's bidding process.

**Proposal Submission:** Companies wishing to submit proposals should do so no later than 4:00 P.M. on Friday, October 29th, 2021. The proposal must answer all the questions put forth in this RFP. Along with the proposal, companies should feel free to submit materials which demonstrate the company's qualifications for successful completion of daily building cleaning needs and submit their M/WBE certification (if applicable). Questions and/or proposals should be submitted by email to Dr. Kymberly Cruz at [kmacruz@renacad.org](mailto:kmacruz@renacad.org) or mailed or hand-delivered to Renaissance Academy Charter School of the Arts, 299 Kirk Rd., Rochester, NY 14612

**Background:** Renaissance Academy Charter School of the Arts, (RA), is a public charter school that educates 500+ students and has 90+ employees. The total area of the school is roughly 72,000 square feet on a 15-acre campus.

The current bid for work includes the daily cleaning needs of a roughly 72,000 square foot building with 27 classrooms, 25 bathrooms, 29 offices, 1 library, 1 gymnasium, 1 dance studio, and 1 teachers' lounge.

**All cleaning chemicals, supplies, and tools (floor scrubber, janitorial carts, vacuums, etc.) will be provided and maintained by the school.** RA will coordinate with the winning bidder to ensure all supplies and tools needed to complete the job are available.

To schedule a walk through of the building, please reach out to Dr. Kymberly Cruz at [kmacruz@renacad.org](mailto:kmacruz@renacad.org) or 585-225-4200 x 214.

**RFP Components:** Items listed below must be provided in the RFP.

1. Cleaning of a 72,000 square foot building with 27 classrooms, 25 bathrooms, 29 offices, 1 library, 1 gymnasium, 1 dance studio, and 1 teachers' lounge.
2. Daily expectations by area:

**Classrooms/Offices/Hallways/Common Areas/Library:**

- Empty all garbage cans
- Sweep/scrub floors
- Wipe down/disinfect all open hard surfaces including student desks, tables, faculty desks
- Vacuum all carpets
- Check and fill paper towel and sanitizer dispensers

**Bathrooms:**

- Sweep/mop floors
- Wipe down/disinfect hard surfaces including sinks, counter tops, dispensers, etc.
- Flush and clean all toilets
- Clear toilets as needed
- Check and fill soap, towel, toilet paper, and feminine dispensers
- Wipe down and disinfect all bathroom grab bars
- Spot clean wall stains as needed
- Clean and report graffiti as needed

**Gym/Dance Studio:**

- Sweep/dust mop the entire floor
- Spot clean floor as needed

3. Plan for cleaning the building for the entire school year which should include how many people will be on site, expected schedule, and contingency plans for sick calls, vacation time, etc.
  - a. **Cleaning will begin November 15, 2021** and continue based on the calendar in Appendix A (no school, no cleaning days are indicated in red) through June 29, 2022.
4. Submit pricing in the form of a daily rate to clean and will be associated with the attached school calendar in Appendix A. Cleaning will occur on school days, with the exception of the week before school starts and after school ends (see item 3a).

**Additional Information:** The winning bidder will be expected to:

1. Submit a nightly cleaning log which will include, but is not limited to, any outstanding items, supply requests, broken/missing equipment, and questions/concerns.
2. Meet in-person prior to November 15, 2021 to affirm expectations of a successful contract with RA.
3. Set the alarm system each evening upon departure.
4. Invoice RA for payment bi-monthly (twice per month).

**Minimum Requirements:** To be considered, the company must meet the following minimum requirements:

1. Proof of sufficient insurance must be provided.
2. Suitable qualifications and experience, including appropriate licensing and suitable references.
3. Evidence that all on-site employees are NYSED background check and fingerprint cleared.

**Evaluation Criteria:** Renaissance Academy Charter School of the Arts (RA) will be evaluating prospective proposals based upon the following criteria:

1. **Qualifications and Experience** of the applicant, including appropriate licensing, M/WBE Certification, and suitable references. (25%)
2. **Cost** RA operates under a budget that is approved annually in June, with the current budget period running from July 1, 2021 through June 30, 2022. RA is committed to remaining within budget parameters, and is seeking competitive bids for the project. (25%)
3. **Applicant's ability to provide the requested services** for the duration of the school year. This should include contingency plans for sick calls and vacations. (25%)

4. **Ability to work collaboratively** with the school to keep the environment clean for all the students. (25%)

**Proposal Submission:** Bidding will open Monday, October 18<sup>th</sup>, 2021 at 8:00 am. Proposals may be submitted via email to Dr. Kymberly Cruz at [kmacruz@renacad.org](mailto:kmacruz@renacad.org), hand-delivered, or mailed to the school no later than **Friday, October 29<sup>th</sup>, 2021 at 4:00pm.**

**Bid Opening:** Bids will be opened **Monday, November 1<sup>st</sup>, 2021 at 9:00 am** and the successful bidder will be notified **Tuesday, November 2<sup>nd</sup>, 2021 by 4:00 pm.**

*Should this prove to be a cost prohibitive venture, Renaissance Academy reserves the right not to award the contract to a 3<sup>rd</sup> party and to complete the work internally.*

# Appendix:

## 2021-2022 School Calendar

Renaissance Academy Charter School of the Arts	
Bell Schedule 7:50am-3:35pm	
299 Kirk Road	
585-225-4200 (Fax) 585-225-4201	
Rochester, New York 14612	
<b>JULY</b>	
<b>AUGUST</b>	
Aug 2	First Day 11 Month
Aug 11	New Staff Report
Aug 16	First Day 10 month Staff
Aug 23	First Day Students
<b>SEPT</b>	
Sep 6	Labor Day - No School
Sep 7	Staff Development - No School
<b>OCT</b>	
Oct 11	Indigenous Peoples' Day - No School
<b>NOV</b>	
Nov 2	Staff Development - No School
Nov 11	Veterans Day - No School
Nov 24	Parent/Teacher Conference
Nov 25-26	Thanksgiving Recess
<b>DEC</b>	
Dec 23-31	Building Closed
<b>JAN</b>	
Jan 3	School Resumes
Jan 17	Martin Luther King, Jr. Day-No School
<b>FEB</b>	
Feb 4	Staff Development
Feb 21	Presidents Day
Feb 22-25	Winter Recess - No School
<b>MAR</b>	
Mar 29-31	NYS ELA Testing Gr.3-6
<b>APR</b>	
Apr 15	Good Friday - No School
Apr 18-22	April Recess
Apr 26-28	NYS Math Testing Gr 3-6
<b>MAY</b>	
May 30	Memorial Day - No School
<b>JUN</b>	
Jun 24	Last Day of School
Jun 24	1:00 Dismissal
Jun 27	Last Day - Teachers
191	Student Days
201	Staff Days *1 flex day in August
	First Day of School
	NYS ELA Testing
	NYS Math Testing
	HOLIDAYS
	STAFF DEVELOPMENT-NO SCHOOL
	Last Day of School
	1:00 DISMISSAL

Approved 4.21.2021

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S=7/T=13

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S=21/T=21

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S=20/T=20

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S=18/T=19

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S=16/T=16

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S=20/T=20

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

S=14/T=15

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S=23/T=23

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S=15/T=15

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S=21/T=21

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S=17/T=18