



Chattahoochee County Board of Education
326 Broad Street
Cusseta, Georgia 31805
706-989-3775

The Chattahoochee County Board of Education is now accepting sealed bids only on Custodial Services for all campuses located throughout the system. Sealed Bids will be accepted at the Board Office, located at 326 Broad Street, Cusseta, GA 31805 until 2 :00 PM on Wednesday 4 March 2020. The received Sealed Bid Opening will be at 10:00 AM on Thursday 5 March 2020 at the Chattahoochee County Board Office. All bidders must show proof of past performances and certificates of liability, workmen's compensation insurance and at least 3 references. Faxed bids will not be accepted. Contact Dr. Kristie Brooks, superintendent or Mr. James M. Sims, Facilities & Operations Director with questions and to set up a site visit prior to 4 March 2020 at 706-989-3774. The Chattahoochee County Board of Education reserves the right to accept or reject any or all bids.

Chattahoochee County School District Mission Statement

Our mission at Chattahoochee County School District is to prepare all students for college and career readiness as they grow to be productive contributors in society.



**REQUEST FOR PROPOSALS
CHATTAHOOCHEE COUNTY
SCHOOL DISTRICT**

**CUSTODIAL AND
MAINTENANCE SERVICES
PROVIDER**

The purpose of this request is to obtain proposals from skilled and proven vendors to provide complete custodial/maintenance services to the facilities of the Chattahoochee County School District.

I. RFP Details

- A. The proposal shall be mailed or hand delivered to be received in the office of the Superintendent (at the address below) no later than **2:00 pm on Wednesday, March 4, 2020**. Final proposals received before the deadline will be accepted. Each response should be mailed or hand delivered to the following:

Attention: Dr. Kristie Brooks
Email: kbrooks@chattco.org
Address: 326 Broad Street, Cusseta, GA 31805
OR

Attention: Mr. Jim Sims
Email: jsims@chattco.org
Address: 326 Broad Street, Cusseta, GA 31805

- B. Vendors interested in submitting bids shall notify the office Superintendent with pertinent contact information as soon as possible, by email or telephone. This will ensure all interested vendors are included in the distribution of correspondence concerning this RFP (if such correspondence is needed).

II. Notice to Bidder

Each company, before submitting proposals, shall become fully informed as to the extent and character of the services required. No consideration will be granted for any alleged misunderstanding of the services to be furnished. Vendors must make appointments to walk district facilities prior to submitting a bid. Please do so by contacting Mr. Jim Sims or his designee.

III. Proposal Acceptance

Proposals will be reviewed and evaluated before a decision is determined. The Chattahoochee County School District reserves the right to evaluate all proposals, to waive any informality, to reject any and all proposals, to accept portions of any proposal and to accept any proposal which in its opinion may be in the best interest of the school system.

The Chattahoochee County School District shall take an amount of time deemed necessary by the System to make the award- meaning notice of award should not be expected on the date of the deadline for submission of proposals.

The System may elect to conduct post-RFP interviews with any or all vendors as deemed appropriate and in the best interest of Chattahoochee County Schools. A competitive selection process may be used post-RFP if deemed appropriate and in the best interest of Chattahoochee County School District.

Contract period is anticipated to begin on or before April 15, 2020.

IV. Evaluation of Proposals

A. Committee – Evaluation of proposals submitted in response to the solicitation will be conducted by officials of the Chattahoochee County School District. In the evaluation process, the total Contractor presentation and proposal will be considered. However, particular attention will be paid to the criteria which are referenced in Section VI. (B) of the request. During the presentation and evaluation, the committee may request additional information for clarification at the end of the Contractor’s oral presentation. Each area in Section VI.(B) will be assigned a numeric score rating by each committee member. The committee will recommend a Contractor to the Chattahoochee County School District Superintendent based on the numeric scores with the total cost for the proposal considered. The Board of Education will consider the Superintendent’s recommendation and may authorize a contract for custodial services. Any Contractor that fails to appear on time for their scheduled presentation and proposal submission will result in rejection of their bid.

B. Award Criteria – Specific criteria which will be utilized by the committee referenced above and the relative weight given to each are listed in the next section and must be included with the proposal.

CLEANING CONTRACTOR PROPOSAL FORMAT CRITERIA

TAB 1 Understanding and ability to meet all service requirements (0 points)

1. Submit cover letter and introduce company detailing the acceptance of requirements and policies stated within the RFP. The cover letter should be signed by a representative authorized to legally bind the firm.
2. How long in business (submit date organized).
3. Submit information related to the company compensation package.
4. Submit address of support office within 100 mile radius of Cusseta, GA

TAB 2 Satisfactory record of performance/ relevant experiences/references (30 points)

1. Submit experience with projects of similar size and scope.
2. Identify all clients that you have provided services for over the past thirty-six (36) months. The client list should include the following: company name, mailing address, contact name, telephone number, project scope, project value, and dates of service.

TAB 3 Training, qualifications and experience of contract and area managers who will be assigned to this

contract. (20 points)

1. Submit name, experience, training and qualifications of contract and area managers to be assigned to this contract (with titles). If a manager has not been firmly identified for this project at the time of submittal, state the minimum qualifications/job experience that he/she possess.
2. Submit new and ongoing training programs.

TAB 4 Personnel Plan (20 points)

1. Submit a complete plan of management, organization, number of custodians per location and detailed duties including time schedule for each manager and custodian.
2. Submit pay rate and benefits schedule for each manager and custodian.
3. Submit a detailed plan for attracting and retaining new employers to Chattahoochee County Schools and list of employee benefits.

TAB 5 Cost (25 points)

1. Submit proposed contract cost

TAB 6 Additional information not requested (0 Points)

1. Submit any additional information or recommendations to be considered by the Carroll School System.

TAB 7 Annual report or financial statement (5points)

1. Submit a copy of current annual report of financial statement prepared by a Certified Public Account or statement that such information shall be available if chosen for an interview with the Evaluation Committee.

V. Custodial Services Required for the Following Facilities

Chattahoochee County Middle/High School

360 GA Highway 26, Cusseta, GA 31805 - (137,000 sf)

Chattahoochee County Education Center

140 Merrell St, Cusseta, GA 31805 - (66,000 sf)

Chattahoochee County School District Central Office

326 Broad Street, Cusseta, GA 31805 - (facility square footage unknown)

***All square footage information is approximate.**

VI. Scope of Work

The School System requires of the contractor: daily cleaning of all facilities; labor; supervision of custodial staff, consumable supply stock and quality of work; cleaning supplies and chemicals; and preventive maintenance on all System provided equipment. Scope of services includes, but is not limited to, inspecting, surface cleaning, deep cleaning, and reporting. Items such as restrooms, sinks, toilets, walls, carpet, windows, vents, doors, furniture, fixtures, etc. must be properly and thoroughly cleaned.

The Contractor will provide all consumables.

The Contractor will provide a Site Manager of Custodial Services to manage the employees assigned to our facilities.

The Contractor will provide all cleaning supplies, chemicals and cleaning equipment as needed to meet and exceed the expectations of the System. Contractor will provide hand soap, hand sanitizer, paper towels, toilet tissue, restroom deodorants, trash can liners, vacuum bags, scrubber pads, etc. Contractor will supply dispensers as needed for soap, toilet paper, paper towels, etc.

Contractor will deep clean, scrub and sanitize restrooms daily.

The System will allow the use of its cleaning equipment to contractor with the contractor being held responsible for preventive maintenance and regular servicing of the equipment. The System will supply gas and propane.

All employees of the Contractor must be provided uniforms and ID badges that must be worn at all times while on the job. (Chattahoochee County Schools-issued ID badges may be issued to Contractor employees in lieu of Contractor badges.)

The Contractor must comply with all statutes of the Equal Opportunity Employer Act of the state of Georgia, and be a Drug-Free Employer. Criminal background checks must be run on all employees. Background checks should be permanently maintained on file and copies sent to the Chattahoochee County Board of Education for approval before being assigned to any campus facility of the Chattahoochee County School District.

During the contract period, the Board and or contractor may terminate the agreement if a breach occurs which is not resolved within thirty days after written notice. Total due payment will be prorated for the number of months that services were actually provided.

Invoices must be submitted by the end of the month, with payment from the Board by the 10th of the next month. The monthly total should be the total contract price for the period divided by the number of months in the contract period.

VII. Specifications of Services

1. Services to be Performed Inside of Buildings
 - a. All restrooms, offices, classrooms, gymnasiums, media centers, laboratories, cafeterias, dining rooms, auditoriums and common areas must be cleaned and sanitized daily, Monday thru Friday, to include weekends when school-sponsored activities are held. Each day, clean and mop all tile and vacuum all carpeted floors. No cleaning in the kitchen area will be required; however, soap and paper products must be supplied to the kitchens and kitchen restrooms. Custodial employees must remove trash from buildings during breakfast and lunch. Contractor will provide cleaning after all school events, including outside events (stadiums, field day events, etc.). Cleaning of facilities for all non-school system related events will be done by Contractor and charged to the System on an hourly rate.
 - b. Include a cleaning plan for student holidays during the school year.
 - c. Include a cleaning plan for the summer break. Strip and wax VCT tile floors and professionally clean carpet twice a year, summer and December (December excluding classroom tile).
 - d. Will respond to occasional requests for setting up dining rooms, gymnasiums, etc. for special functions. Also, include in your response the occasional requests for unloading trucks which make deliveries of schools furniture, books, tables, etc., not including food deliveries.
 - e. All custodial staff members who are currently working in Chattahoochee County Schools will be given the opportunity for a position with Contractor.
 - f. All efforts should be exhausted to employ Chattahoochee County residents before hiring from outside the county.
 - g. Janitorial services for all school-system-related extra-curricular and weekend events at Board facilities (most commonly at gymnasiums, auditoriums, schools and Red Devil Hill) will be included in the base annual contract price for services.
 - h. Services will include general Maintenance/Handiwork in the school buildings as directed by school/system administration (Ex: installing pencil sharpeners, tightening desks and tables, changing ceiling tiles, small painting projects/touchups, moving furniture, checking for tripped breakers, etc.).
2. Services to be Performed Outside Buildings
 - a. Walkways, porches, and sidewalks will be swept and/or blown daily and pressure cleaned as needed.
 - b. Insect nests and webs will be cleaned off buildings as needed.
3. Contractor must describe a plan for clear and seamless communication with school and building administration and their designees.
4. Contractor must describe a plan for continuous supervision of custodial staff.
5. Contractor must describe a plan for continuous training of custodial staff.
6. Contractor must provide a technical support plan for cleaning, cleaning of equipment and cleaning methods in detail.
7. Contractor must have a support office within 100 miles of Cusseta, GA.
8. Contractor must have been in janitorial business for at least 5 years and be servicing 5 current K-12 state of Georgia School Districts. References for all five must be included in proposal.
9. Walls, ceilings, and windows must be cleaned.
10. Contractor must include a provision for an administrator in the company (above the Site Manager level) to conduct a walkthrough of selected facilities with school system administration at least once per calendar quarter.

11. The Board desires outcome based services, meaning all facilities that are required to be cleaned should be done to Class A Building Standards and to meet and exceed the expectations of the Board and its representatives.
12. Contractor should include plan to employ current custodians that agree to continue employment, and a description of the company's total benefit package that will apply to custodial employees including but not limited to health, dental, life insurance and summary put forth.
13. Contractor will pay a minimum salary of no less than \$8.50/hour to custodians working in Chattahoochee County Schools.
14. Current custodians/maintenance personnel hired by incoming contractor must be paid no less than their current salary rate (\$/hr.), be offered full time status work hours and the contractor's complete benefits package. Current employees' salary rates are listed in attachment. If additional employees are needed to meet and exceed the expectations of the System, any new hires must be paid at or above the minimum salary of \$8.50/hr.
15. Proposals should describe employee incentive programs for custodians, such as recognition of work, promotion opportunities, etc.
16. Contractor must provide direct deposit of checks to custodians.