

INVITATION TO BID

St. Joseph Public Schools (SJPS) is seeking proposals for a Custodial Services Contract. If an award is made, this RFP will act as the binding contract between the District and the successful bidder(s).

St Joseph Public Schools
Business Services and Human Resources Office
2580 S. Cleveland Ave
St. Joseph, MI 49085

At **9:00 am on March 20, 2023 at St. Joseph High School** (2521 Stadium Drive, St Joseph MI) there will be a mandatory pre-bid meeting and walk of facilities. We will hand out maps with square footages and areas of coverage and recommended routes. The walkthrough times are as follows:

9:00 am High School
10:00 am Lincoln Elementary
10:45 am Central Office
11:30 am Brown Elementary
12:15 Upton Middle School
1:15 EP Clarke Elementary

The purpose of the meeting is to provide questions and answers as required to clarify the requirements and specifications contained in the RFP. Only those prospective bidders present will be deemed eligible to bid on this project. Any assistants or subcontractors in the project are also required to attend the pre-bid meeting to be held at St. Joseph High School at 2521 Stadium Drive, St. Joseph, MI 49085. You must walk every site to ensure all contractors see all locations. No other walks will be available.

Questions: All questions will be directed to the Facilities Director, Mike King @ mking@sjschools.org before or after the pre-bid meeting, or during the question/answer period during the pre-bid meeting. Please do not ask questions on the walk of facilities. Instead, write them down and we will respond to these questions at the end of the walk thru. Questions may be asked via e-mail until the deadline of **March 21, 2023 at 4:00 pm**.

At **10:00 a.m. on March 31, 2023 at Central Office** the bids will be opened and read for presentation to the Board of Education at their next regularly scheduled meeting. No oral, telephonic, telegraphic or facsimile proposals will be considered. No proposals will be considered after the time of closing of bids.

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The Board of Education reserves the right to accept or reject any or all items in the bid; to accept or reject any or all bids; to waive any informalities therein; or for reasons of establishing uniformity, to award the contract to other than the low bidder. If either a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.

Prices bid are to be F.O.B. St. Joseph, MI. All purchases are to be exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request.

All bids must be submitted on the attached bid form and signed by the bidder. Two (2) signed copies of the bid form should be addressed to the attention of:

St. Joseph Public Schools
Attn: Brenda Graham, CFO
2580 S. Cleveland Ave
St. Joseph, MI 49085

Office of Business Services and Human Resources

District Wide Custodial Services Proposal

Year One \$ _____

Year Two \$ _____

Year Three \$ _____

Hourly Rate for General Custodial Staff \$ _____

Overtime Rate for General Custodial Staff \$ _____

Weekend Rate for Custodial Staff \$ _____

Total yearly hours of on-site Management budgeted \$ _____

Total yearly hours of Custodial Staff budgeted \$ _____

Yearly days of service included in proposal \$ _____

Grand total yearly hours provided in proposal \$ _____

Additional costs passed on for benefits \$ _____

Price for Equipment \$ _____

Price for Cleaning Supplies \$ _____

Printed Name of Executive Official for Contractor _____

Signed Name of Executive Official for Contractor _____

Date _____

Proposal Costs: Any recipient of the RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to the RFP, or any negotiations incidental to its Proposal or the RFP.

Facilities: The District is comprised of 6 different buildings servicing a pre-K-12 education. The list of buildings and gross square footage for each is attached and will be used in the contract for the initial bid price. Should the District add or reduce square footage, a square footage reduction or addition in price will be established on the pricing form.

Cover Letter: Please prepare on company's business letterhead an executive letter from the leader of the contracted organization with authorized signature. This should be limited to a brief narrative highlighting the proposal and should be aimed at non-technical personnel.

Resumes of Key Personnel: The proposal shall include profiles identifying specific management personnel (i.e. Direct and indirect Management, etc) in your proposal that will be assigned to District's campus. The profiles should describe experience, education, and background, specific professional accomplishments and any special qualifications. Final selection of management personnel must be approved by the District.

Organizational Chart: An organizational chart of overall Contractor's management, showing special staff personnel, line supervision, and their relationships to school personnel shall be included.

Transition Plan: The Contractor must provide precise plans for each step in assuming management control and describe its ability to commit the staff personnel and resources required to develop a quick and effective transition into the responsibilities of this contract. A statement of the Contractor's management philosophy, mission and/or vision should be included. All start-up costs associated with this contract shall be part of the bid price.

Staffing Requirements: Each proposal must design a staffing table for each facility including shift times, hours and starting pay rates to complete the daily, weekly and monthly cleaning requirements during the school year. All hours are NOT to include lunch breaks, on or off the clock, only productive and supervisory time. Staffing is NOT to include substitute or fill-in staffing, only regular staffing scheduled to be in the buildings. Regular year round staffing is NOT to be reduced in the summertime.

Facility Use: The Contractor is responsible for covering all school sponsored events. These may happen on the weekend and are to be included in the base bid. Facility rentals are to be billed at the rate shown on the pricing sheet included.

Benefits, Incentives, Increases: The Contractor is to provide a detailed outline of all benefit packages (including number of employees who qualify, coverages, co-pays and deductibles), financial incentives and increase schedules for their staff. These will be used in the evaluation process, as the District recognizes a motivated employee's increased retention. Additionally, it is the Contractor's obligation to stay within all State and Federal mandated wage and benefit programs.

Paid time off: Give in detail the paid time off including vacation, sick and holiday days for all classification or workers.

Human Resources support: The Contractor shall provide detail of the human resource structure that will support the District in acquiring good candidates for hire, and describe the interview, selection and screening processes. All new hires must be FBI fingerprinted with results minimally meeting the State of Michigan requirements for staff placed in public schools, and a 5-panel drug test result that came back negative BEFORE they are to be placed working in the District. Other minimal levels of screening are listed in the specification and Contract language.

Safety: The Contractor shall use a proactive safety program for its employees and operations at the schools, as well as comply with all District safety rules that apply to custodial services operations. The contractor shall include the corporate safety program in the proposal.

Training programs: The proposal shall include a description of training programs used for ALL levels that will be employed by the District and will be expected to comply with all MIOSHA/OSHA training to schedule.

Equipment: The contractor will be expected to provide the necessary equipment to meet the demands of the custodial services specifications in this document. The equipment list including make, model, number at each location and value of equipment must be included in the bid. Failure to include this equipment list will result in being excluded from the bid process.

Repair and replacement of the equipment during the length of the contract and any subsequent renewal terms are the responsibility of the Contractor. Equipment is to be maintained in such a manner to ensure the frequencies of the specification are maintained, and the quality is not compromised due to equipment neglect, failure or absence. To that end, back up equipment must be readily available to the District at no extra charge to ensure specification frequency and quality is met.

It is understood and agreed that the District shall in no way be responsible for any theft, disappearances or other misappropriation of any equipment to be supplied by the contractor, nor for the theft, disappearance, or other misappropriation of any supplies or any other property of the contractor.

Cleaning supplies: All small tools, microfiber, mops, dust mops, laundry, mop buckets, vacuums, vacuum bags, carts, handles, etc. are the responsibility of the contractor and as such, supplied in a timely manner to ensure the specification frequency and quality are met. Please list in your proposal your cleaning supply program and cost for it.

The District will supply cleaning chemicals and a cleaning program.

Snow Removal: Required for sidewalks at each building.

Operating Statement: The contractor shall submit a complete estimated operating statement for the proposed three year contract period, indicating the following estimated costs by category.

Salaries and wages for this contract, FUTA and tax estimates for this contract, general liability and workers compensation insurance for this contract, hourly increases prorated over 3 years for this contract, health benefits paid by employer for this contract, annual vacation/holiday/personal day budgets for this contract, training and motivation program costs for this contract, custodial and office supplies including uniforms and laundry for this contract, equipment purchase for this contract, repair and replacement of equipment for this contract, IT/communication equipment for this contract, contracted window cleaning costs for this contract, direct management cost expenses for this contract, sales commission and marketing expenses for this contract. Other - list specific items for this category if included for this contract, operating profit for this contract.

Contractor's experience and capabilities: The proposal must include a description of the general background, experience and qualification of the contractor in K-12 locations. The contractor is encouraged to list at least ten operations presently serviced that are similar in nature to that of the District's within the State of Michigan. One of these references must be for a PK-12 complete District with custodial service contract needs similar to this District within the State of Michigan. List the square footage of the Districts that the contractor is responsible for cleaning, the number of FTEs servicing that District and the period of time the contractor has served the District. This information shall include the names, titles, addresses, and telephone numbers of individuals who are in a position to evaluate the general quality of the operation at their facilities. More references are welcome.

School facility list:

1. St. Joseph High School - 223,000 sq ft
2. Upton Middle School - 134,000 sq ft
3. Lincoln Elementary - 45,000 sq ft
4. EP Clarke Elementary - 50,000 sq ft
5. Brown Elementary - 50,000 sq ft
6. Central Office - 7100 sq ft

St. Joseph Schools Task Frequency Schedule

<u>School Year Tasks</u>					
<u>Entries / Common Areas / Gyms</u>					
<u>Task</u>	<u>As Needed</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Other</u>
<u>Cob Webs -- Remove from interior areas</u>	<u>X</u>				
<u>Doors, Walls, and Jams -- Clean (Dust, Dirt, and Mark Free)</u>	<u>X</u>				
<u>Waste Receptacles -- Clean outsides and interior</u>	<u>X</u>				
<u>Displays (cabinets, case work, glass) -- Clean as needed</u>	<u>X</u>				
<u>Carpet -- Spot clean any spills</u>	<u>X</u>				
<u>Bleachers -- Spot Clean after events</u>	<u>X</u>				
<u>Door Glass -- Clean (Hand and Finger Print Free)</u>		<u>X</u>			
<u>Waste Receptacles -- Empty Trash and Replenish Liners</u>		<u>X</u>			
<u>Carpet and Matting -- Vacuum (spot extract as needed)</u>		<u>X</u>			
<u>Hard Surface Flooring (including stairs) -- Sweep or Dust Mop or Vacuum</u>		<u>X</u>			
<u>Hard Surface Flooring -- Damp Mop and/or operate floor scrubber</u>		<u>X</u>			
<u>Drinking Fountains -- Clean, Sanitize, and Polish</u>		<u>X</u>			
<u>Exterior -- Patrol Outside Areas (debris from entrance areas up to 10' out)</u>		<u>X</u>			
<u>Furniture -- Clean and/or Vacuum</u>			<u>X</u>		
<u>Dusting -- High Horizontal Surfaces Above 6'</u>			<u>X</u>		

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<u>Dusting -- Low Horizontal Surfaces Below 6'</u>			<u>X</u>		
<u>Bleachers -- Full Clean</u>			<u>X</u>		
<u>Exterior -- Clear Snow and Apply Ice Melt (snow season)</u>	<u>X</u>				
<u>Set-up / Tear Down -- Set-up and tear down for events</u>	<u>X</u>				
<u>Café / Multi-Purpose / Vending / Lounge Areas</u>					
<u>Task</u>	<u>As Needed</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Other</u>
<u>Cob Webs -- Remove from interior areas</u>	<u>X</u>				
<u>Doors, Walls, and Jams -- Clean (Dust, Dirt, and Mark Free)</u>	<u>X</u>				
<u>Waste Receptacles -- Clean outsides and interior</u>	<u>X</u>				
<u>Waste Receptacles -- Empty Trash and Replenish Liners</u>		<u>X</u>			
<u>Paper Product Dispensers -- Inspect, Replenish as needed</u>		<u>X</u>			
<u>Hand Soap Dispensers -- Inspect, Replenish as needed</u>		<u>X</u>			
<u>Door Glass -- Clean (Hand and Finger Print Free)</u>		<u>X</u>			
<u>Counters -- Clean and Sanitize</u>		<u>X</u>			
<u>Tables and Chairs -- Clean and Sanitize (set-up and/or put away as necessary)</u>		<u>X</u>			
<u>Carpet and Matting -- Vacuum (spot extract as needed)</u>		<u>X</u>			
<u>Hard Surface Flooring -- Sweep or Dust Mop or Vacuum</u>		<u>X</u>			
<u>Hard Surface Flooring -- Damp Mop and/or operate floor scrubber</u>		<u>X</u>			
<u>Drinking Fountains -- Clean, Sanitize, and Polish</u>		<u>X</u>			

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<u>Kitchen -- Remove Trash; Sweep and Damp Mop and/or Operate Auto Scrubber on floor</u>		X			
<u>Restrooms / Locker Rooms</u>					
<u>Task</u>	<u>As Needed</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Other</u>
<u>Cob Webs -- Remove from all areas</u>	X				
<u>Deodorizers -- Check and Replenish when empty</u>	X				
<u>Doors, Walls, and Jams -- Clean (Dust, Dirt, and Mark Free)</u>	X				
<u>Waste Receptacles -- Clean outsides and interior</u>	X				
<u>Touch Points -- Clean and Disinfect (light switches, door handles/push bars/plates, etc)</u>		X			
<u>Paper Product Dispensers -- Inspect, Replenish as needed</u>		X			
<u>Hand Soap Dispensers -- Inspect, Replenish as needed</u>		X			
<u>Waste Receptacles -- Empty Trash (including person hygiene dispensers)</u>		X			
<u>Floors -- Sweep</u>		X			
<u>Toilets, Basins and Urinals -- Clean and Disinfect</u>		X			
<u>Pipes and Flush Meters -- Clean and Disinfect</u>		X			
<u>Chrome work -- Clean, Disinfect, and Polish</u>		X			
<u>Personal Hygiene Dispensers -- Clean and Disinfect</u>		X			
<u>Partition Sides -- Clean and Disinfect</u>		X			
<u>Sinks and Counters -- Clean and Disinfect</u>		X			
<u>Mirrors -- Clean</u>		X			
<u>Stainless Steel -- Clean and Polish (Dispensers, Trash, etc)</u>		X			

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<u>Drinking Fountains -- Clean, Sanitize, and Polish</u>		<u>X</u>				
<u>Benches -- Clean and Disinfect</u>		<u>X</u>				
<u>Hard Surface Flooring -- Damp Mop and/or operate floor scrubber</u>		<u>X</u>				
<u>Showers -- Clean and Disinfect towers, floors, curtains</u>			<u>X</u>			
<u>Dusting -- High Horizontal Surfaces Above 6'</u>			<u>X</u>			
<u>Dusting -- Low Horizontal Surfaces Below 6'</u>			<u>X</u>			
<u>Dusting -- Door, Ceiling and Wall Vents</u>					<u>X</u>	
<u>Classroom / Office Areas / Media Center</u>						
<u>Task</u>	<u>As Needed</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Other</u>	
<u>Cob Webs -- Remove from interior areas</u>	<u>X</u>					
<u>Doors, Walls, and Jams -- Clean (Dust, Dirt, and Mark Free)</u>	<u>X</u>					
<u>Waste Receptacles -- Clean outsides and interior</u>	<u>X</u>					
<u>Waste Receptacles -- Empty Trash and Replenish Liners</u>		<u>X</u>				
<u>Door Glass -- Clean (Hand and Finger Print Free)</u>		<u>X</u>				
<u>Paper Product Dispensers -- Inspect, Replenish as needed</u>		<u>X</u>				
<u>Hand Soap Dispensers -- Inspect, Replenish as needed</u>		<u>X</u>				
<u>Counters / Sinks -- Spot Clean</u>		<u>X</u>				
<u>Floor Surfaces -- Spot Clean Open Areas</u>		<u>X</u>				
<u>Interior Partition and Sidelight Glass -- (the inner classroom / office windows) -- Clean (hand and finger print free)</u>		<u>X</u>				

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<u>Reception Counter and Work Surfaces -- Clean and Disinfect</u>		<u>X</u>			
<u>Work Surfaces (counters, desk tops) -- Complete Clean and Sanitize</u>			<u>X</u>		
<u>Desk Tops and Credenzas --Complete Clean and Sanitize</u>			<u>X</u>		
<u>Dusting -- High Horizontal Surfaces Above 6'</u>			<u>X</u>		
<u>Dusting -- Low Horizontal Surfaces Below 6'</u>			<u>X</u>		
<u>White Boards -- Clean, including trays</u>			<u>X</u>		
<u>Windows Sills and Ledges -- Dust</u>			<u>X</u>		
<u>Floor Surfaces -- Complete Vacuum and/or Mopping</u>			<u>X</u>		
Miscellaneous					
<u>Task</u>	<u>As Needed</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Other</u>
<u>Observed Irregularities: Unlocked Doors, Defective Plumbing, Burned Out Lights, Etc. -- Report</u>	<u>X</u>				
<u>Lights / Ceiling Tiles -- Replace</u>	<u>X</u>				
<u>Utility / Storage Areas -- Neat, Clean, and Organized</u>		<u>X</u>			
<u>Alarms -- Activate / Deactivate when needed</u>		<u>X</u>			
<u>Lights -- Shut Off & Turn On as Required</u>		<u>X</u>			
<u>Doors -- Secure as Directed</u>		<u>X</u>			
"Break" Project Work					

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<u>Task</u>	<u>As needed</u>	<u>Summer Break</u>	<u>Christmas Break</u>	<u>Spring Break</u>		
<u>All Schools -- Perform daily cleaning for summer school programs</u>		X				
<u>Hard Surface Floors -- Strip or scrub and re-finish -- Entries and Common Areas</u>		X	X			
<u>Carpet Floors -- Wet Extract -- Entries and Common Areas</u>		X	X	X (entries)		
<u>Hard Surface Floors -- Strip or scrub and re-finish -- Classrooms and Offices</u>		X				
<u>Hard Surface Floors -- Strip or scrub and re-finish -- Kitchens</u>		X				
<u>Carpet Floors -- Wet Extract -- Classrooms and Offices</u>		X	spot clean			
<u>Restrooms -- Detail Clean including Floors</u>		X	X	X		
<u>Clean Windows -- Interior side of exterior windows</u>		X				
<u>Interior Glass -- Clean all interior glass ("sidelight" glass, partition glass, etc, etc)</u>		X	As Time Allows	As Time Allows		
<u>Thorough, Detail Cleaning -- Classrooms and Offices</u>		X	X	As Time Allows		
<u>Lockers -- (Locker rooms) Clean and Disinfect</u>		X				
<u>Hard Surface or Carpet Floors -- Perform only "necessary" floor and/or carpet work</u>				X		

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