

REQUEST FOR PROPOSAL
(RFP)

Custodial/Janitorial Services

RFP 18-01

Submission Date:

Monday, May 31, 2017

12:00 Noon

**Kingdom Charter School of Leadership
Business Office**

(121 W Church St, Blackwood, NJ 08012)
Tel: 856-232-0100

REQUEST FOR PROPOSAL

Custodial/Janitorial Services

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A. PURPOSE

The Kingdom Charter School of Leadership is seeking proposals from qualified respondents for Custodial/Janitorial Services.

B. BACKGROUND

The Kingdom Charter School of Leadership is a 210 student K-8 public charter school in Blackwood, NJ that is managed by Renaissance School Services (RSS), a leading school management company that specializes in assisting struggling schools. The school is governed by an independent Board of Trustees. The award of the contract will be determined by RSS and will be approved by the Board.

C. GENERAL CONDITIONS

A. Hours of Operation and Users/Equipment Supported

1. School is open from Monday to Friday 7:30-4:30 Sept 1-June 30
2. School is open from Monday to Friday 8:30-4:00 July 1-August 31
3. The facility consists of one 11,000 sf building.

B. Walk-Through and Questions

1. Respondents are encouraged to request a walk-through of the facility, arrangements can be made with the School Business Administrator.
2. Questions may be asked of the School Business Administrator

D. SCOPE OF SERVICE

A. Scope of Services Days and Shifts

1. Provide Day Shift one day custodian full time five days a week
2. Provide Night Shift full time five days a week to complete scope of work as outlined
3. Provide weekend shift as necessary to complete cleaning of floors and carpeting.

B. General Conditions Service Areas to be cleaned

1. Offices
2. Restrooms
3. Common Areas
4. Classrooms
5. Stairwells
6. Kitchen
7. Cafeteria
8. Conference Room
9. Nurses Office

C. General Conditions Specific Tasks to be accomplished (Day Shift)

1. Will provide full time staff during the five day work week 7:30 AM to 3:30 PM, whose responsibility will be to open the school building for staff in the morning.
2. Will be responsive to daily calls for emergency clean-ups. In addition, such staff will be responsible for policing and monitoring all bathrooms.
3. Will be responsible for maintaining and cleaning teacher's lounge, tables, counter top and microwave.
4. Will be responsible for dumping trash in areas where needed throughout the day such as bathrooms, cafeteria, kitchen and teachers' lounge; and, for policing and monitoring the outside perimeter of the school such as the playground and the outside back steps of the cafeteria for cleaning trash and dumping outside waste receptacles

D. General Conditions Specific Tasks to be accomplished (Evening Shift)

1. The evening shift will prepare the school for the next business day. To include sweeping and spot mopping all classrooms, kitchen, cafeteria, support and resource room, offices, second floor administration area, all stairways and main corridors.
2. The evening shift will dump all trash throughout the building and line all trash cans.
3. Responsible for cleaning all bathrooms and re-supplying soap, and paper products;
4. Will give a final check on the outside perimeter (particularly the school playground and back steps of cafeteria) for the removal of any trash and debris and for dumping outside trash receptacles.
5. The evening staff will also be responsible for locking and securing the school premise and setting all security alarms upon exit.

E. General Conditions Specific Tasks to be accomplished (Floor Cleaning)

1. The respondent will provide full service cleaning of all floors preferably during a weekend shift.
2. Tile flooring to include the stripping and waxing of all tile flooring throughout the building including the second floor administrative areas as needed, to further maintain the cleanliness of the floors.
3. Monitor and inspect all area rugs for spots, stains and dirt and clean as necessary to include bonnet cleaning, deep extraction, and deodorizing as necessary.

E. General Conditions Equipment and Supplies

1. The respondent will be responsible for providing all cleaning chemicals such as bathroom disinfectants, general purpose cleaner's furniture polish, floor strippers, floor wax and sealants, floor restorers, carpet/rug shampoos, carpet/rug deodorizers, etc.
2. The respondent will be responsible for providing all cleaning equipment such as: buckets, mops brooms, dusters, automatic scrubbers, burnish machines, extractor machines, stripping machines, wet/dry vacuums, and vacuum cleaners.
3. The respondent will provide a quote with and without all paper products such as hand towels, toilet paper, C-told, hand soap, and large/small trash bags.

E. QUALIFICATIONS OF RESPONDENT

1. How long has the respondent provided the proposed or very similar services?
2. Number of clients
3. Number of full-time employees
4. Profile of the founding and/or senior management team
5. Profile of the specific team lead who will oversee our account
6. Length of time in business.
7. Location of office or offices

F. CONTRACT PERIOD

The term of contract for this Proposal shall be from July 1, 2017 through June 30, 2018. The contract will be renewable annually for five additional years subject to mutual agreement by both parties to revised terms and conditions, if any.

G. COORDINATION OF ACTIVITIES

All activities for this contract will be coordinated through the office of

Riscee Langhorne
School Business Administrator
121 West Church Street
Blackwood, NJ 08012
856-232-0100 ext. 131

H. PRESENTATION PACKAGE

The Kingdom Charter School of Leadership seeks from all participating respondents' information that will Assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

All respondents shall prepare a proposal.

The Proposal shall include at a minimum the following:

I. Technical Criteria

A. Please answer the following:

- Has the respondent previously provided within the last two years to any clients all the services listed in the Scope of Services?
- Please list any services that have not been provided to any clients within the last two years that appear in the Scope of Services.
- Are there any other services you have provided that do not appear in the Scope of Services you would like to tell us about (please list)?

II. Management Criteria

A. Business Organization

The respondent shall submit a full description of the business organization to include, but not be limited to:

- Name, address, phone, fax, website, e-mail address, and other information of the professional firm or individual
- Qualifications and Technical Certificates held by the firm

B. Qualifications; Relevant Experience

We are interested in your experience. Respondents with public school experience may receive preferential consideration, but firms without public school experience are welcome to respond

- Provide a list of all clients you have had in the last two years.
- Have you lost any clients in the last two years? Explain.
- Provide three recent client references (name, firm or school, email address, phone)
- Any other information concerning the firm and/or individuals of the firm that you would like to provide.

III. Cost Criteria

A. Fee Proposal

What are your fees? We would prefer to have you propose a monthly fee for the services described in the Scope of Work. Any additional fees for work beyond the agreed upon work hours should be expressed as an hourly rate.

- Monthly rate
- Hourly rate for additional hours

I. EVALUATION PROCESS; METHODOLOGY OF AWARDING CONTRACT

All RFP responses are to be evaluated on the basis of whose response is the most advantageous to the district, price and other factors considered, and whose response will provide the highest quality of service at fair and competitive prices.

Renaissance School Services & the Kingdom Charter School of Leadership will use a one hundred (100) point system in evaluating all proposals. The criteria to be evaluated are identified below:

Evaluation Criteria

Criteria	Points
Ability to Service Contract	40
Pricing	30
Experience	20
Value Added Services	10
Maximum Points	100

J. EVALUATION OF PROPOSALS -- Evaluation Committee

A committee has been selected to evaluate proposals that have been submitted. Committee members are familiar with the need for services to be performed in the request for proposal.

In accordance with the Office of State Comptroller's publication

- Riscee Langhorne, School Business Administrator, will review and evaluate all proposals as they pertain to the procurement process in conjunction with Renaissance School Services personnel.

K. AWARD OF CONTRACT

It is the intention of the Board of Trustees to award the contract to the respondent whose response is the most advantageous to the board, price and other factors considered; and who will provide the highest quality service at fair and competitive prices.