

ANNISTON CITY BOARD OF EDUCATION
Request for Proposals (RFP) for
Sacred Heart of Jesus Catholic School
Contracted Cleaning Services
Bid#: SH Cleaning Svc. 2020-2021

Purpose – Anniston City Board of Education is soliciting Proposals for Sacred Heart School from interested and qualified Proposers to provide two (2) custodial services.

Schedule

RFP Release..... August 12, 2020
Mandatory pre-bid meeting and walk through..... August 14, 2020
Deadline for Receipt of Written Email Questions Only – mproper@shcards.orgAugust 17, 2020
Deadline for Receipt of Proposals.....12:00 p.m., August 18, 2020
Closed Proposal Opening.....12:00 p.m. August 18, 2020
Board Approval..... August 20, 2020 (TBA)

Proposer Requirements - Should the Anniston City Board of Education (ACBOE) elect to proceed with this project, the successful Proposer will be required to enter into an Agreement with the school district for implementation and operation of the Proposed System offered in the successful Proposer’s submittal in response to this RFP.

Terms of Agreement - Any Agreement developed as a result of this RFP will commence and take effect on a date mutually agreed upon by the successful Proposer and the ACSBOE and will be set forth in the Agreement. The contract shall begin on August 24, 2020 and end on May 31, 2021.

Accordingly, proposals should be for the periods August 24, 2020 – May 31, 2021. During this school year agreement, the contract will not renew automatically at the end of contract year due to funds not being available. If the pandemic continues and funds are given to school system, there will be an option to re-bid.

During the contract period, the Board or the successful bidder may terminate the agreement if a breach occurs which is not resolved within thirty days after written notice.

Payment- Invoices must be submitted by the end of the month, with payment by the Board by the 20th 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.

1. **Description of Needs of Service**

To provide cleaning services, supplies and supervision to the following locations:

Sacred Heart of Jesus Catholic School 16 Morton Road Anniston, AL

Additionally, qualified proposer will provide the following:

- All equipment, supplies, and labor.
- Provide a Director of Custodial Services to manage the employees assigned to our facilities, and provide that director with a cell phone so that Sacred Heart School administrators can contact that Director 24 hours a day.
- Provide vehicles to move equipment and supplies from location to location.
- Preferred rates for special conditions and events
- Photo ID badges for all cleaning personnel
- The successful bidder must comply with all statutes of the Equal Opportunity Employer Act and be a Drug-Free Employer in the State of Alabama. Criminal background checks on all employees must be maintained on file by the successful bidder. All personnel must be processed through E-Verify. Successful bidder must provide E-Verify number and a signed affidavit when the bid is submitted and by January 1st of contract year.

Specifications for Cleaning Services

I. Services to be Performed Inside Buildings

1. Number of workers provided will be two (2).
2. The hours worked will be from 8:30 am until 4:00 pm, Monday thru Friday.
3. All chemicals and supplies will be provided by Vendor and will be compliant with recommended CDC guidelines for Sanitizing against Covid-19.
4. All consumables such as trash bags and paper products will be provided by Sacred Heart School.
5. On days when Sacred Heart is regularly scheduled to be closed, Vendor will have at its discretion how it will staff its employees.
6. Vendor will require their staff to meet all Diocese of Birmingham guidelines concerning background checks and youth protection requirements.
7. Vendor will follow the school's protocol concerning all Covid-19 requirements concerning on site screening and social distancing guidelines.
8. The term of the contract will be for the remainder of the Academic 2020-2021 school year.

Lobby	Doors Handles and Furniture	Every Hour
Lobby/Foyer	Entryway Swept and Door Mats and keep glass cleaned	Daily
Exterior Doors	Wipe Down and Sanitize Doors and Handles	Every Hour
Hall	Doors to Classrooms	Every Hour
Water Fountains	Wiped down sanitized with disinfectant	Every Hour
Trash	Collected throughout the day	As Needed
Bathrooms	Sinks and stalls wiped down and sanitized	Every Hour
Classrooms	Desk Tops and Seats wiped down daily spray and disinfect sinks	Once at End of Day
Floors	Daily	Swept, Vacuumed and/or Mopped daily and as needed
Restock Janitorial Items	Restock soap, hand sanitizer, toilet tissue, paper towels	Daily as needed
Lockers	Wiped down	Twice daily
School Wide	Dust for Cobwebs	Daily as needed
Outside Trash Cans	Empty Daily	Daily or as needed
Inventory	Let school know when supplies are needed	Daily

2. Additional Deep Clean and Sanitizing of the entire school may be done at the request of Sacred Heart School for an additional charge in the event of an outbreak upon approval of ACBOE. Services will include sanitizing the whole school campus. The charge will be determined by the amount of time and services performed and billed under a separate invoice.

Proposal Delivery Instructions –

Proposals shall consist of one original and six copies *Bid #: SH Cleaning Svc. 2020-2021.*

Submit proposals in a sealed envelope to:

Johanna Martin, Chief School Financial Officer
Finance Department
Anniston City Board of Education
4804 McClellan Blvd.
Anniston, AL 36206

Proposals will be received until 12:00 p.m. CDT on August 18, 2020 (**No Proposals will be accepted after this time**). To be accepted, all proposals are to be submitted, in sealed packages marked “Response to Cleaning Services RFP”. Proposals must be sent by U.S. Mail, courier service such as Federal Express or United Parcel Service or hand delivered. **NO** proposals will be accepted via fax transmission regardless of time of delivery. One original and six copies of each proposal should be sent or delivered to Anniston City Board of Education.

Contracts and Obligations - Contracts and obligations are contingent upon the ACBOE having sufficient local funding at the time the contract is secured. Contracts and obligations will commence upon approval by the ACBOE.

Data Access - Any data (Data defined as any information, associated Meta data and databases.) provided to vendors is intellectual property of ACBOE and as such must be provided to ACBOE upon request.

Insurance - Acceptable to ACBOE with limits no less than \$2 million and workers’ compensation coverage as required by applicable statute. Upon request by the Superintendent of School or ACBOE President, Respondent shall provide ACBOE evidence of such coverage.

Assignment - Any attempt by supplier to assign or otherwise transfer any interest in this Agreement without prior written consent of ACBOE void the contract.

Compliance with Law - The vendor shall comply with all applicable federal, state and local statutes, regulations, ordinances or other legal requirements that apply to it or ACBOE.

Indemnity - Respondent shall indemnify, defend and hold harmless ACBOE from and against any claims, losses, suits, charges, demands and expenses, including attorneys’ fees, arising out of or related to (i) Respondent providing the services, (ii) any breach of any duty, representation, warranty or covenant, contractual or otherwise, by or attributable to Respondent and (iii) any act or omission attributable to Respondent.

Sequence of Events

August 13, 2020 - Advertise on website of Anniston City BOE & Sacred Heart School, posted on the board at ACBOE, posted at Sacred Heart School

August 14, 2020 - Mandatory pre-bid walk through

August 17, 2020 - Receipt of Written Email Questions

August 18, 2020 - Receipt of Proposals by Anniston City Board of Education

August 19, 2020 - Evaluation of Proposals by ACBOE Building completed

August 20, 2020 (TBA) - Recommendation of selected firm to ACBOE
(Interview and BOE recommendation dates are subject to change)

Proposal Sheet
Contract price for Cleaning Services
Proposal Deadline is August 18, 2020

1. Total contract price for \$ _____
custodial services August 24, 2020
through May 31, 2021
Total Contract Bid \$ _____

VENDOR INFORMATION

Company Name: _____

Address/City/State/Zip: _____

E-Mail Address: _____

Company website: _____

Printed name and title of Authorized Company Representative:

Name

Title

Signature of Authorized Company Representative:

Date: _____