

# **TULSA CHARTER COLLABORATIVE**

**TULSA CHARTER  
COLLABORATIVE**



## **REQUEST FOR PROPOSALS**

Custodial Services for 2025-2028

## **INVITATION TO SUBMIT PROPOSALS**

### **Notice**

Tulsa Charter Collaborative, a collaborative comprised of several charter school organizations with a track record of high achievement and high growth, is inviting proposals for custodial services for six Tulsa-area charter schools for the 2025-2026 school year with up to two one-year renewals. Inquiries and any communications about this RFP must be directed to Amanda Yuen at [ay.llc@proton.me](mailto:ay.llc@proton.me).

### **Proposal Submission**

All proposals should be submitted via e-mail with the subject line <RFP Response: Custodial Services> and shall be addressed to the person identified below:

Amanda Yuen

[ay.llc@proton.me](mailto:ay.llc@proton.me)

Proposals are due by 11:59pm on February 28, 2025. Late proposals may be accepted at the discretion of Tulsa Charter Collaborative. Tulsa Charter Collaborative reserves the right to accept or reject any or all proposals, waive any irregularities, and accept the proposal in the best interest of the school/s. Tulsa Charter Collaborative shall be held harmless for any failure to solicit proposals from potential firms. While solicited jointly, upon selection of the awardee, each individual charter school board will review and approve final contracts.

### **Successful Proposal Components**

While all responses must include the provided summary sheet, additional information that may be helpful in determining a vendor's ability to provide high-quality, reliable custodial service may also be submitted.

**Important Dates**

- Release: January 31, 2025
- Optional Building Walkthroughs: February 13 and February 14, 2025
- Questions Due: February 14, 2025 at 11:59pm
- Proposals Due: February 28, 2025 at 11:59pm

Responses to questions submitted via email to [ay.llc@proton.me](mailto:ay.llc@proton.me) or during building walkthroughs will be posted at [www.tulsacharters.org](http://www.tulsacharters.org) no later than Friday, February 21. Questions received after February 14, 2025 are not guaranteed to be answered.

Interviews, if needed, will be held the week of March 10, 2025. Successful vendors will be notified no later than April 15, 2025. Contracts are anticipated to go before each school's board of directors in May or June 2025.

**Building Walkthrough Schedule**

Building walkthroughs will be held at a scheduled time on February 13<sup>th</sup> and February 14<sup>th</sup> for all interested vendors, and vendors are strongly encouraged to attend and attendance will be a factor in evaluation. For the exact schedule and to RSVP, please complete the following form: <https://forms.office.com/r/buM3L3QPx3>

Vendors who are unable to attend at the scheduled time but wish to view the building may indicate so in the form. While schools may accommodate these visits, visits outside of the scheduled walkthroughs are not guaranteed.

## **CONTENTS OF THIS REQUEST FOR PROPOSALS**

<b>INVITATION TO SUBMIT PROPOSALS</b>	<b>2</b>
<b>INTRODUCTION AND GENERAL INFORMATION</b>	<b>5</b>
<b>SCOPE OF WORK</b>	<b>14</b>
<b>ADDITIONAL REQUIREMENTS</b>	<b>16</b>
<b>TERMS AND CONDITIONS</b>	<b>17</b>
<b>TULSA CHARTER COLLABORATIVE CUSTODIAL PROPOSAL: SUMMARY SHEET</b>	<b>19</b>

## INTRODUCTION AND GENERAL INFORMATION

Tulsa Charter Collaborative, a collaborative comprised of several charter school organizations with a track record of high achievement and high growth, is seeking proposals from qualified vendors to provide custodial services for the 2025-2026 school year with the option of up to two one-year extensions.

While the preference is that vendors provide a proposal for all listed schools, vendors may choose to provide a proposal for one or more of the buildings.

### The Schools and Buildings

Information for the following interested charter schools will be included in this RFP:

<b>Charter School Name/Building</b>	<b>Building Abb.</b>	<b>Address</b>	<b>Grades Served</b>	<b># of Students</b>	<b>Sq. Feet</b>
College Bound Academy-Eastside	CBA: E	2525 S 101st E Ave, Tulsa 74129	Pre-K-4	570	68,650
College Bound Academy-Brookside	CBA: B	1110 E 45th Place Tulsa OK 74105	Pre-K-8	350	99,534
KIPP Tulsa: College Prep	KIPP:C	1661 E Virgin St, 74106	6-8	275	40,010
KIPP Tulsa: University Prep	KIPP: U	541 S 43rd W Ave, 74127	9-12	249	57,462
Tulsa Honor Academy: Lakewood Campus	THA: L	209 S Lakewood Ave, Tulsa, OK 74112	5-8	380	44,231
Tulsa Honor Academy: Sheridan Campus	THA: S	1421 S. Sheridan Rd. Tulsa, OK 74112	5-12	900	124,023
Tulsa Legacy: Primary Academy	TLCS:PA	105 East 63rd Street North, Tulsa OK 74126	Pre-K-4	318	45,472
Tulsa Legacy: Upper Academy	TLCS:UA	6001 North Peoria Avenue, Tulsa OK 74126	5-8	195	51,451
Tulsa School of Arts and Sciences	TSAS	1202 W. Easton St., Tulsa, OK 74114	6-12	595	102,119
Under the Canopy School	UTCS	3205 W. 39th Street	Pre-K-3	150	35,000

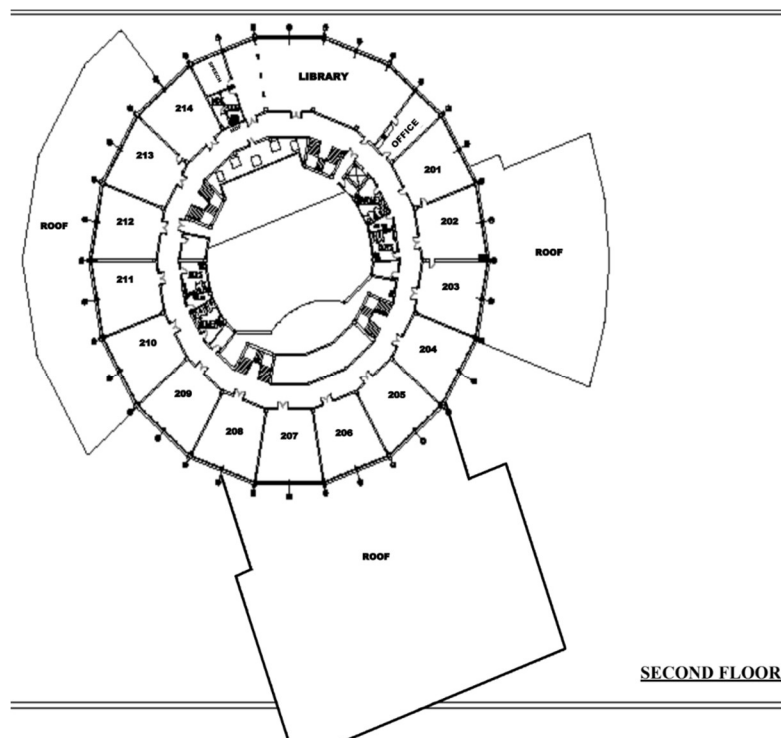
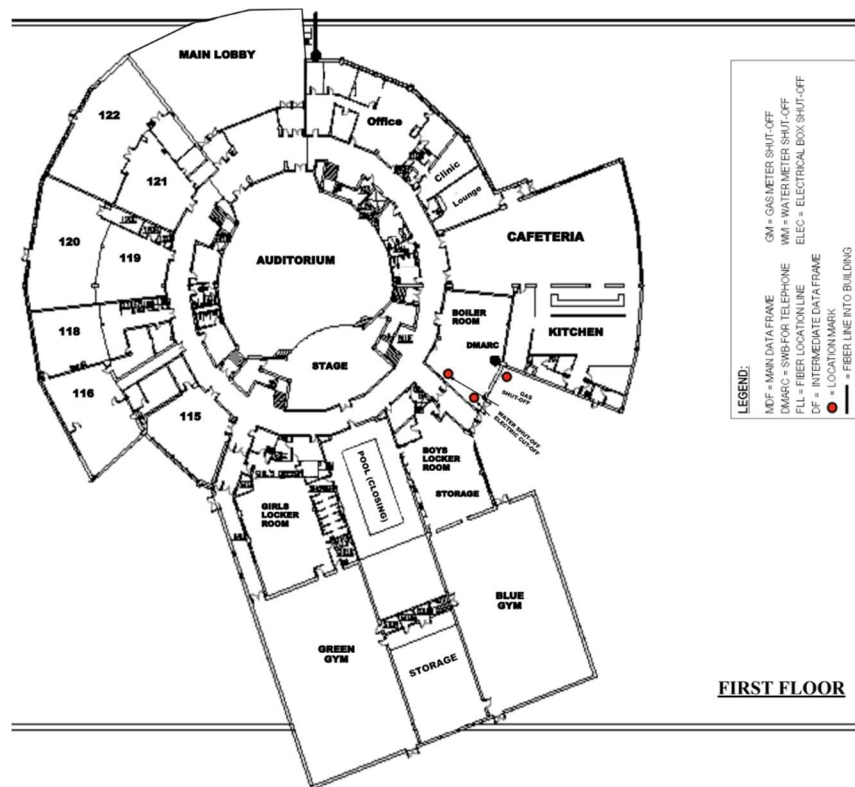
## Building-Specific Information

The following is an estimate of details that may be pertinent in preparing the custodial proposal. Counts are approximate and may slightly vary or change over time.

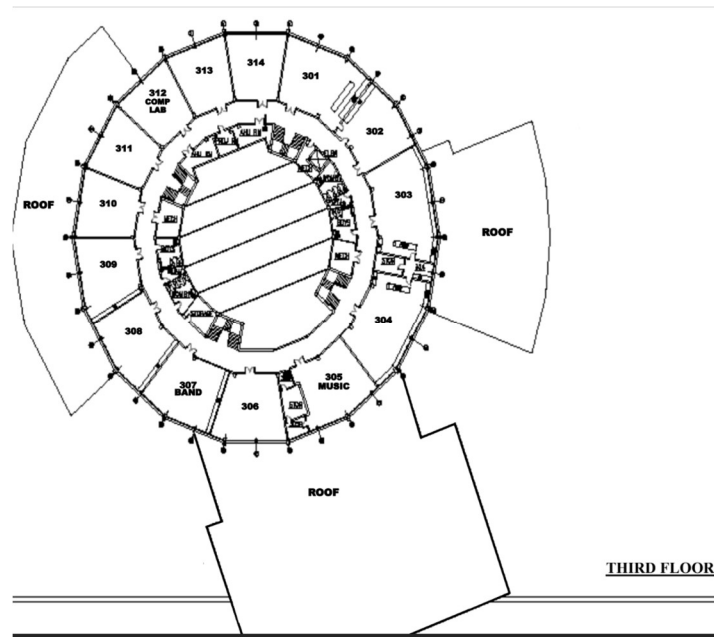
	<b>CBA: B</b>	<b>CBA: E</b>	<b>KIPP: CP</b>	<b>KIPP: UP</b>	<b>THA: S</b>	<b>THA: L</b>	<b>TSAS</b>	<b>TLCS: PA</b>	<b>TLCS: UA</b>	<b>UTCS</b>
<b>Total Sq. Ft.</b>	99,534	68,650	44,231	57,462	124,023	44,000	102,119	45,472	51,451	35,000
<b>Day Porter Desired?</b>	Yes	Maybe	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Maybe
<b><i>ESTIMATED TYPE OF SPACE COUNT</i></b>										
<b>Classrooms</b>	32	31	28, incl trailers	28	60	21	36	22	26	open concept floor plan: 4 large open spaces, 1 gym, and 4 rooms.
<b>Offices/ Conference Spaces</b>	10	8	10	12	26	5	12	11	7	
<b>Cafeteria</b>	1	1	1	1	2	1	1	1	1	
<b>Gyms/ Large Multi- Purpose Spaces</b>	3+ Audit- orium	1	1	2	5	1	1	1	1	
<b>Bathrooms- Single</b>	4	4	4	40 b/t classes	6	6	4	3	3	5
<b>Bathroom- Group</b>	14	5	6	2	6	4	8	4	4	6
<b><i>ESTIMATED FIXTURE COUNT</i></b>										
<b>Toilets</b>	40	19	17	47	60	24	25	20	23	22
<b>Urinals</b>	15	10	6	2	15	7	8	8	9	1
<b>Lavatories</b>	42	37-40	4	40	63	21	14	13	22	25
<b>Drinking Fountain</b>	15	16	6	4	28	9		3	12	4
<b>Custodial Closet</b>	9	2-3	2	3	4	5	4	2	2	4

The layout of the buildings can be found below:

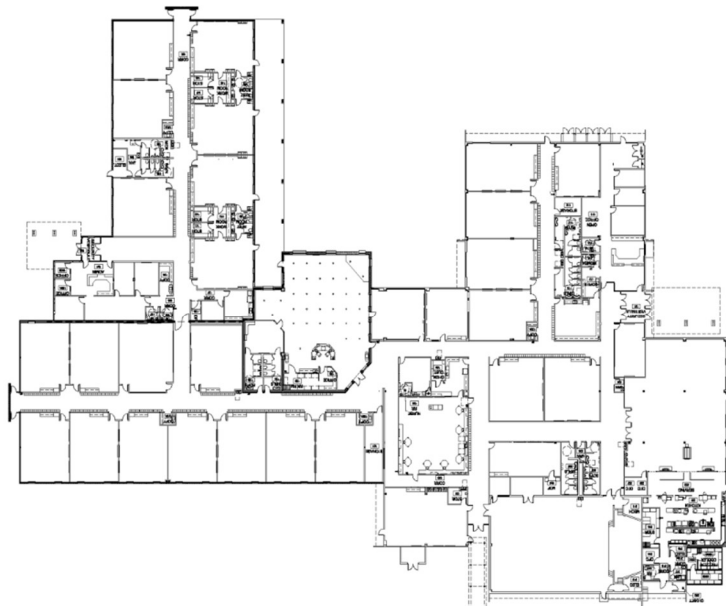
### College Bound Academy: Brookside Campus



## College Bound Academy: Brookside Campus continued



## College Bound Academy: Eastside Campus





**LEGEND**

MDF = MAIN DATA FRAME  
 DMARC = SWB - FOR TELEPHONE  
 FLL = FIBER LOCATION LINE  
 IDF = INTERMEDIATE DATA FRAME  
 ● = LOCATION MARK  
 — = FIBER LINE INTO BUILDING

GM - GAS METER / SHUT OFF VALVE  
 WM - WATER METER / SHUT OFF VALVE  
 ELEC - ELECTRICAL BOX / SHUT OFF  
 HYD - WATER HYDRANT

0 10 25 50 100

**KEY PLAN**

**FLOOR PLAN**

8TH GRADE 21  
 8TH GRADE 19  
 18  
 17  
 101  
 15 MUSIC  
 16 GYMNASIUM  
 22  
 15A 16B 16C  
 12 CAFETERIA  
 11 KITCHEN  
 DMARC  
 7TH GRADE 8  
 7TH GRADE 9  
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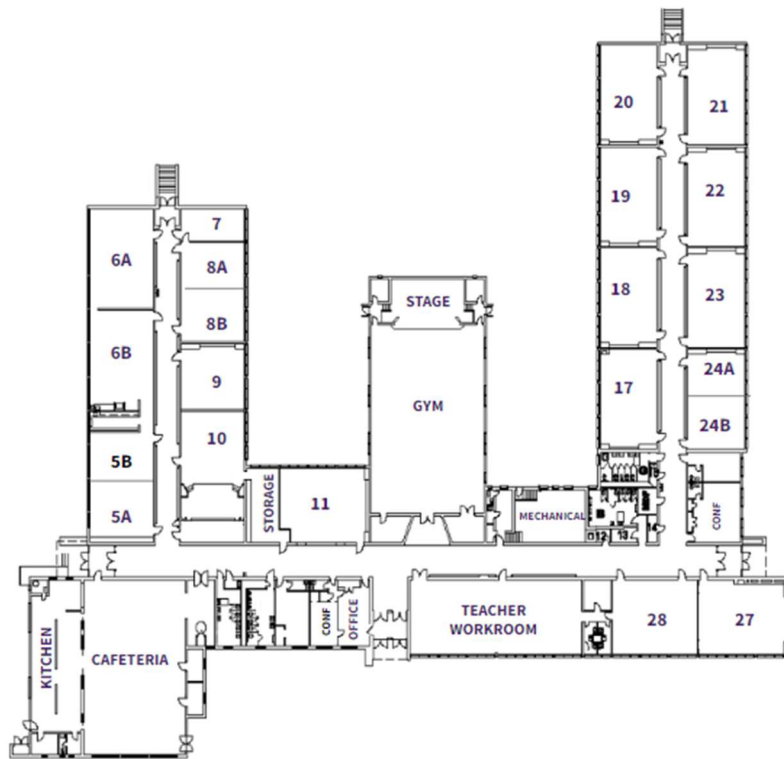
**LEGEND**

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**FLOOR PLAN**

**KEY PLAN**

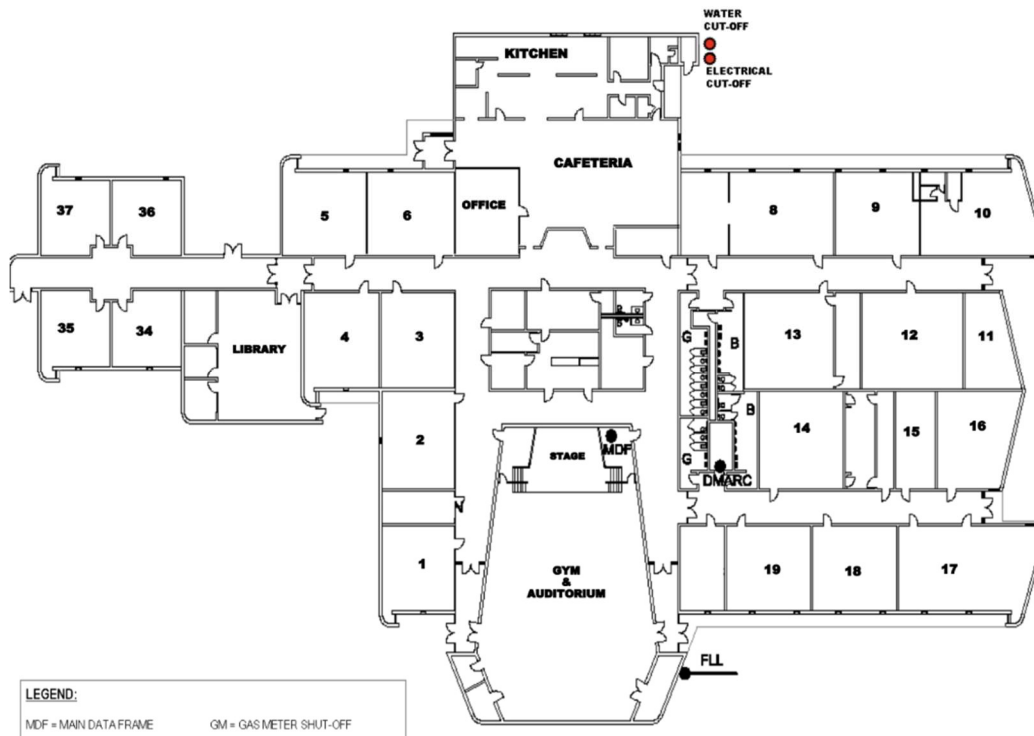
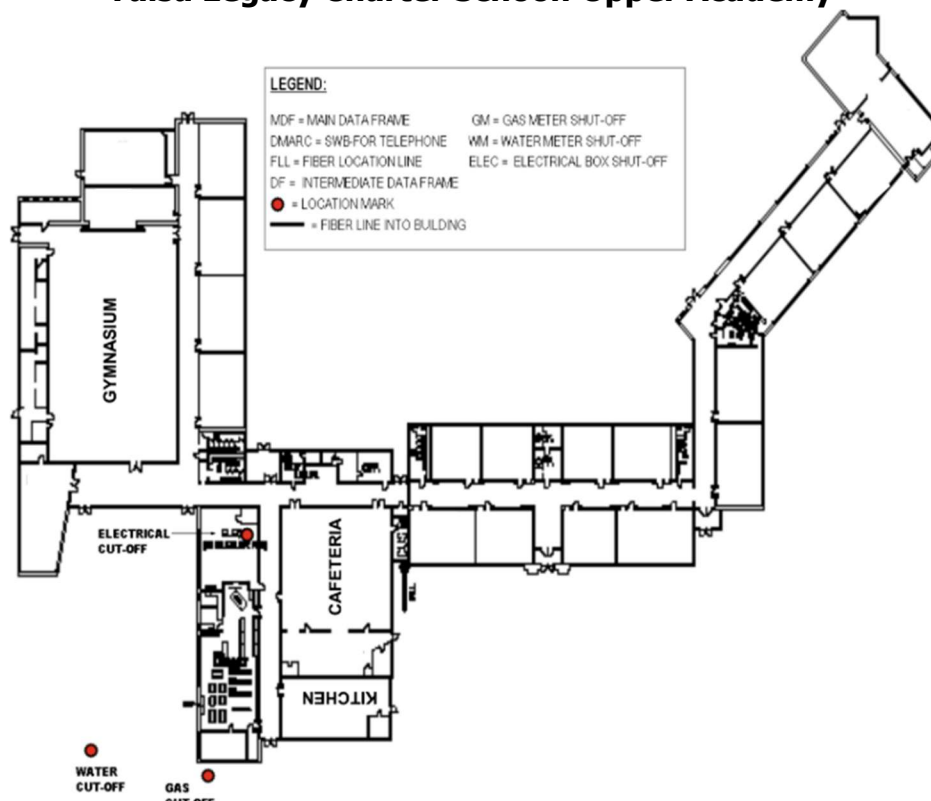
## Tulsa Honor Academy: Lakewood Campus



## Tulsa Honor Academy: Sheridan Campus

MAIN LEVEL



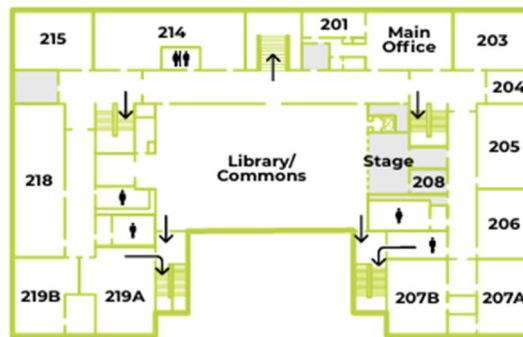
**Tulsa Legacy Charter School: Primary Academy****Tulsa Legacy Charter School: Upper Academy**

## Tulsa School of Arts and Sciences

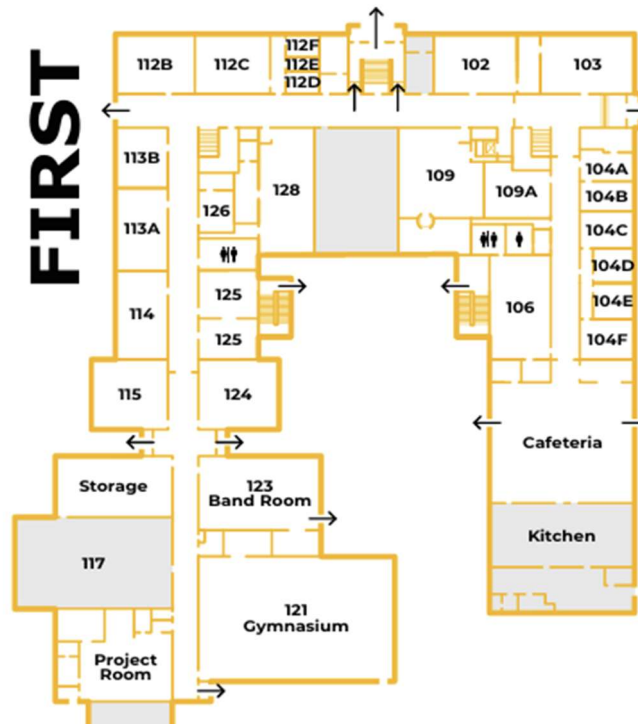
**THIRD**



**SECOND**

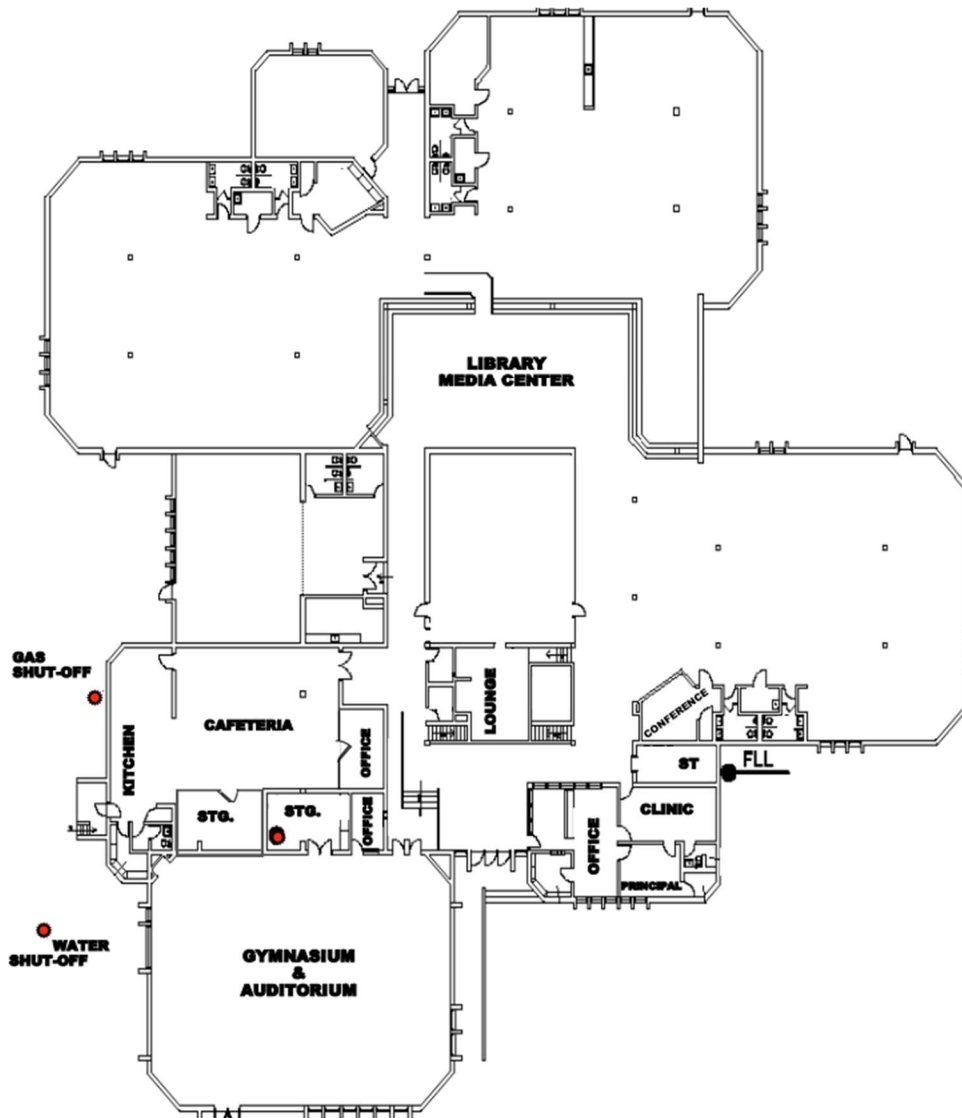


**FIRST**



## **Under the Canopy School\***

*\* Note: Under the Canopy School is scheduled to open in Fall 2025 and finalization of the location is pending.*



## SCOPE OF WORK

The successful vendor will furnish nightly (5x/week) custodial services as well as deep cleaning during school breaks. Day porter services may also be provided at an hourly rate.

### Required Services: Base Price

As part of the base price, each proposal must, at minimum, include the following:

- Clean & disinfect high touch areas
- Monitor and refill dispensers
- Replace paper towels, soap, and sanitizer dispensers
- Empty waste receptacles and ensure they're clean and free of odor; remove waste to appropriate location
- Mop tile and hard flooring and vacuum carpet
- Clean entry mats and inspect for wear/replacement
- Clean/disinfect water fountains and remove mineral build-up
- Clean white boards
- Clean and disinfect all restroom fixtures
- Clean, dust, and disinfect all surfaces
- Spot clean walls
- Spot clean carpet
- Monitor perimeter for excessive trash; remove and report, as needed
- Monitor and maintain dumpster area for cleanliness
- Remove or report graffiti and gum
- Turn off lights and close blinds, if manual
- Secure windows and doors
- Inspect restrooms and report identified leaks, clogs, or needed repairs
- Inspect HVAC vents and diffusers and clean dust and build-up
- Inspect doors for proper closing and locking and report issues
- Inspect perimeter and report concerns
- Spread ice melt, as needed
- Restock cleaning supplies
- Provide necessary equipment and training to complete all of the above

*Vendors are also encouraged to include their recommended frequency for the items above.*

**Day Porter Services**

Several schools, as outlined in the earlier table in this RFP, may request day porter services. Please include the hourly cost of a day porter as well as typical expected responsibilities. Day porters should include some litter pickup in the exterior. It is preferred that day porters are also able to complete minor maintenance, such as moving furniture, replacing ceiling tiles, replacing light bulbs, and touch-up painting.

Note: College Bound Academy: Brookside prefers a day porter who holds a boiler license.

**Additional Value-Added Services**

Additionally, each proposal must clearly outline if the following are 1) included in the base price, 2) available at an additional cost, or 3) not available.

- Purchasing consumable supplies (soap, paper towel, etc.)
- Carpet deep cleaning
- Tile stripping/waxing
- Powerwashing

*Vendors are also encouraged to outline any additional value-added services their company may provide. If vendors are unable to perform additional value-added services but can support with the contracting or sub-contracting of such services, please include this information in the proposal.*

### **ADDITIONAL REQUIREMENTS**

- **Equipment:** All proposals must include vendor-provided custodial equipment. Schools do not own custodial equipment.
- **Training:** All proposals must include vendor-provided training for custodial staff to complete the scope of work. Additionally, custodial staff must be annually trained according to 29 CFR 1926.1110 for asbestos work activities, per each school's asbestos management plan.
- **Staffing:** All staff members must have a cleared background check. The successful vendor is responsible for staffing, including when substitute staffing is required due to illness or other absence.
- **Quality Control:** All proposals should include regular quality control to ensure a high quality of service and school and vendor alignment in quality level.
- **Insurance:** Vendors must be able to provide proof of insurance upon request and list the school/s as additional insured with a waiver of subrogation. Generally, vendors must at least have Commercial General Liability of at least \$1,000,000 combined single limits for bodily injury and property damage per occurrence and \$2,000,000 aggregate, Commercial Automobile Liability of at least \$1,000,000 combined single limit for bodily injury and property damage, and a Commercial Excess Umbrella Policy with a limit of at least \$4,000,000, designed to attach to the employers' liability limits attached to the workers' compensation policy, the commercial general liability policy limit and the commercial automobile liability policy limit. Insurance must also include workers compensation of at least \$500,000 per category. The vendor is an independent contractor and not an employee of the school/s. Insurance coverage must be provided by companies authorized to sell insurance in Oklahoma. Additionally, successful vendors agree to indemnify and hold the schools and their agents, employees, and officers harmless (including defense costs) against any claim, demand or action arising from or growing out of vendor's performance of its services hereunder.



## **TERMS AND CONDITIONS**

Statements made by Tulsa Charter Collaborative or school representatives do not modify the terms, conditions, and specifications of this RFP. Changes and modifications to any section are only valid if confirmed in writing.

Vendors may not take advantage of any errors or omissions in the specifications. If noted, the vendor shall promptly notify the contact person provided prior to submission of a proposal.

Tulsa Charter Collaborative and its associated schools will not be held liable for any costs associated with the preparation of a response to this RFP.

The vendor shall provide the custodial services outlined based on the school calendar shared by each school. The vendor will also complete summer custodial services, as directed by the school.

The selected vendor agrees to comply with all applicable federal, state, local, and school rules, laws, policies, and regulations, including without limitation all requirements and regulations imposed by the Oklahoma State Department of Education.

The selected vendor further agrees that he or she will make no payment, directly or indirectly, to any elected official, officer, or employee of the school/s, of money or any other thing of value to obtain or procure the contract or purchase order. The selected vendor may be asked to sign a non-kickback affidavit with the school/s.

The selected vendor agrees that the company is not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and are in compliance with the regulations of Executive Order 12549.

In compliance with 70 O.S. §6-101.48, the selected vendor agrees that no person who performs work on school premises has been convicted of a felony offense within the last ten years nor is currently registered or required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippey Violent Crime Offenders Registration Act.

Vendors acknowledge that all school campuses are tobacco-free and weapons-free.

Tulsa Charter Collaborative schools sign contracts on an annual basis and are open to an annual contract with up to two one-year renewals.

The vendor shall fully coordinate all contract activities with the school's designated representative. Vendors should not begin work until a contract has been executed with the school/s.

Tulsa Charter Collaborative schools are exempt from the payment of sales/use tax.

Standard payment terms are net-30 from the date of receipt of the invoice, upon verification of the accuracy of the invoice and satisfactory performance according to the contract.

Proposals and quotes are public records and are subject to inspection and reproduction in accordance with the Oklahoma Open Records Act.

**TULSA CHARTER COLLABORATIVE CUSTODIAL PROPOSAL: SUMMARY SHEET**

<b>Company Name</b>	
<b>Company Point of Contact</b>	
<b>Point of Contact Email Address</b>	
<b>Point of Contact Phone Number</b>	
<b>Number of Years in Business</b>	
<b>Number of Years Operating in Tulsa</b>	

**Your Company**

<b>Number of Years in Business</b>	
<b>Number of Years Operating in Tulsa</b>	

Please describe your leadership team. Who leads your company and what experience do they have?

--

How do you ensure high quality services? What types of supervision and quality control do you provide?

--

Please list at least 2 references (school-based references are preferred).

Company Name:	Company Name:
Contact Name:	Contact Name:
Phone Number:	Phone Number:
Email Address:	Email Address

**Pricing**

For the schools for which you are proposing services, please identify the base monthly price.

<b>SCHOOL BUILDING NAME</b>	<b>MONTHLY BASE PRICE</b>
College Bound Academy: Eastside	
College Bound Academy: Brookside	
KIPP Tulsa: College Prep	
KIPP Tulsa: University Prep	
Tulsa Honor Academy: Lakewood Campus	
Tulsa Honor Academy: Sheridan Campus	
Tulsa Legacy: Primary Academy	
Tulsa Legacy: Upper Academy	
Tulsa School of Arts and Sciences	
Under the Canopy School	

If the price is not monthly, please describe below:

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If the base price excludes a required service, please describe which ones and why.

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For the additional services provided, please indicate the pricing, if available, or write that the service is included in the base price or not available.

<b>ADDITIONAL SERVICES</b>	<b>PRICE</b>
Purchasing consumable supplies	
Carpet deep cleaning	
Tile stripping/waxing	
Powerwashing	

*Additional value-added services may be listed separately in your proposal.*

Hourly Rate for Day Porter:\_\_\_\_\_

**Additional Information**

Describe the staffing you will provide to complete the scope of work. How many people are included and what are their roles? How will you provide coverage during absences? Some schools have a preference to maintain existing staff. Please describe the extent to which you will be able to honor this preference.

List your proposed equipment and chemicals to use to complete the scope of work.

Equipment	Chemicals

If you have not included one or more schools in your proposal, please explain why.

If you have a conflict of interest with any school for which you have proposed services, please identify the school and describe the conflict of interest.