

Piedmont Valley Elementary-Meade 46-1
CONTRACT BID FORM

DATE: March 14, 2019
Meade School District 46-1
1230 Douglas Street
Sturgis, South Dakota 57785

RFP # 14 A

Meade School District 46-1, hereafter referred to as the "District", is seeking bids from qualified vendors to provide custodial services for Piedmont Valley Elementary, hereafter referred to as PVE.

Sealed bids for furnishing the services described herein will be received until 9:00 a.m. (MDT) on April 25, 2019, and opened in public at the District Business Office. LATE PROPOSALS WILL NOT BE ACCEPTED. Contact Brett Burditt for complete request for proposal. Sealed bids are to be labeled "Custodial Services RFP # 14 A and delivered to the following address:

Meade School District 46-1
Attn: Brett Burditt, Business Manager
1230 Douglas Street
Sturgis, South Dakota 57785

PERIOD OF CONTRACT: Initial contract for PVE will be for 24 months starting July 1, 2019 and continuing to June 30, 2021 with an annual contract adjustment based on State of SD CPI index: minimum of 1.5% not to exceed 3%. The district will have the option of extending the contract for an additional 12 months based upon the satisfactory performance of the contractor. INQUIRIES: Vendors shall have until 2:00 pm (MDT) on Monday, April 22, 2019 to make any inquiries. District responses to all vendors will be by Tuesday, April 24, 2019. All inquiries for information should be directed in writing to:

Meade School District 46-1
Attn: Brett Burditt, Business Manager
1230 Douglas Street
Sturgis, South Dakota 57785
Email: brett.burditt@k12.sd.us

A mandatory pre-proposal meeting for all interested bidders will take place on Monday, April 22, 2019 at 9:00 am (MDT) at Piedmont Valley Elementary 16159 Second St., Piedmont, SD 57769. Any bids received by a contractor not in attendance of the pre-proposal will not be opened and returned to the contractor.

In compliance with this Request for Proposal and all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal.

Name: _____

Date: _____

Bid for annual contract: PVE \$ _____

I. PURPOSE OF REQUEST FOR PROPOSAL

The purpose of this Request for Proposal is to solicit bids from qualified vendors for custodial services for Piedmont Valley Elementary School.

II. NATURE OF PROPOSAL

Each interested vendor shall be responsible for the review of information contained herein, other information which may be requested, site visitation as required, and other efforts as necessary for the submission of a comprehensive proposal which will represent the vendor's best offer as a supplier of custodial services for PVE.

III. PROGRAM REQUIREMENTS

A. General

The contractor shall furnish cleaning personnel and equipment for custodial services at PVE from July 1, 2019 to June 30, 2021, with the possibility of extending services for up to one year. The contractor will provide all necessary cleaning supplies and equipment for daily, weekly, and annual cleaning services as specified. The district will provide paper towels, toilet paper, and garbage can liners.

B. Level of Cleanliness

It will be the responsibility of the vendor to provide custodial services for the PVE in keeping with high standards for an educational institution from the perspectives of sanitation, public relations, and protection of the physical facility. Therefore, the intent of this proposal request is to approach this matter from a level of cleanliness concept, and a detailed cleaning schedule is included.

IV. SCOPE OF PROGRAM

A. GENERAL

In general, the overall requirement is to provide custodial services for night shift during the school year and summer cleaning services as required for PVE.

See (Attachment B for operating schedule.)

- 1) **The cleaning and floor maintenance of the Old Piedmont Gym will be the responsibility of the district.**

B. SPACE

Square footage of the PVE facility is 82,300 sq. ft. The building is 2 levels and was constructed in 2009.

C. SUPPLIES/EQUIPMENT

The contractor will be responsible for providing the all the necessary cleaning supplies, tools, and equipment for the daily, weekly, and annual cleaning routines in the classrooms, offices, restroom, and gym and hallways at the facility. **(The annual maintenance of the Old piedmont Gym floor is the responsibility of the district).**

V. SPECIAL REQUIREMENTS FOR THE SUBMISSION OF A PROPOSAL

A. Qualifications

- ◆ Vendor must currently be in the custodial services business for a minimum of three (3) years.
- ◆ Vendor core business must be in providing custodial services to School Districts or other equivocal commercial businesses. Please include within your proposal, a list of current school districts or equivocal commercial businesses where you are providing custodial services. **Misrepresentation of references will disqualify vendor. A minimum of three references is required to be considered for this job.**

B. Pre-Proposal meeting and tour of facilities

It is mandatory that vendors attend the pre-proposal meeting on April 22, 2019 at 9:00 a.m., to be considered an eligible vendor. An attendance sheet will be used to verify attendance. It shall be the sole responsibility of the vendor to acquaint themselves with the nature and extent of work at the building.

C. Acceptance/Rejection of Proposal

1. Award

- a. The contract will be awarded to the qualified vendor whose offer, conforming to the conditions and requirements of this request for proposal will be the most advantageous to the District.
- b. The District reserves the right to reject any or all offers and to waive informalities and minor irregularities in proposals received.
- c. This Request for Proposal does not commit PVE to contract for any requirements for this solicitation.
- d. A written award or contract furnished to the successful vendor, within the time for acceptance specified in the offer, shall be deemed to result in a binding contract without further action by either party.

VI. CONTRACT

A. Award

It is the full intent, assuming that satisfactory proposals are received, to award a contract. If an award is made it will be for a two-year period, beginning July 1, 2019 to June 30, 2021, with provisions for a one-year extension.

B. Termination/Cancellation

The District reserves the right to cancel the contract upon sixty days written notice for reasons of non-performance within the terms and conditions of this request for proposal. Notwithstanding anything in this contract to the contrary, contractor acknowledges that each School Board's authority to bind future School Board's authority may hereafter be challenged. For that reason, contractor agrees that each School Board may annually terminate the contract with the contractor without liability, penalty or expense upon providing thirty (30) days written notice to the contractor, and such termination shall be effective on the last day of the District's current fiscal year.

C. Payments

Payment for services received will be made on a monthly basis. All invoices will be submitted to the business office no later than the 1st of every month and will be submitted to the School Board for approval. Payment shall be made one day following the school board meeting.

D. Insurance and Indemnification

The vendor shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the District before the commencement of any work:

1. Commercial/Comprehensive General Liability
 - a. \$1,000,000 Bodily Injury Per Person¹
 - b. \$1,000,000 Bodily Injury Aggregate Limit
 - c. \$ 500,000 Property Damage Per Occurrence
 - d. \$1,000,000 Property Damage Aggregate Limit
2. Workmen's Compensation and Employers' Liability
 - a. \$ 500,000 Bodily Injury Per Person
3. The bidder will provide an insurance certificate with 21 days after acceptance of contract.
4. The District must have 10 days notice of cancellation or change in insurance coverage and give its approval.
5. In addition to its obligation to provide insurance, contractor hereby agrees to defend, indemnify and hold District and its School Board, officers, agents and employees harmless from and against all claims, suits, liabilities, costs and expenses, for any injury, damage or loss to persons, including death, as well as property damage, arising from contractor's negligence or intentional misconduct in the course of performing its obligations under this contract. Such indemnification shall survive the termination of this contract for any reason.

The District shall be named as an additional insured by Endorsement on the vendor's policy as to the subject contract.

VIII. RESPONSIBILITIES OF CONTRACTOR:

A. Personnel

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and Any other stipulations germane to prudent personnel management.

The successful bidder's employees will be required to have a current background check on file with the district before being allowed to work in the District. If the background checks are done through the district, the employer will not be granted access to background check results. The review of results will follow the district school board policy GCBD: Criminal Background Check. If the employer has a procedure for background checks through a separate entity, the district must be able to check with SDDCI to make sure the process is acceptable with our policy. The successful bidder will supply the District with a current list of employees on an ongoing basis.

B. Safety

The Contractor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees and the District's students, staff, and faculty.

C. Security

The Contractor shall be responsible for training employees in security requirements of Stagebarn Middle School, and shall be responsible for the enforcement of the same.

Additionally, each employee shall be informed of the following:

1. The Contractor shall be responsible for safeguarding against loss, theft, or damage of all District property, materials, equipment, and accessories which might be exposed to the contractor's personnel.
2. Guns, knives, or other dangerous weapons shall not be allowed on campus.
3. Alcohol and drugs are prohibited on campus.
4. Tobacco use (smoking/chewing/etc.) is prohibited on campus.
5. Keys which will be required by the Contractor and employees will be approved by the District and will be controlled by a person to be named after award of contract. In any event the Contractor shall be fully responsible for the security and appropriate use of the keys which may be issued. Additionally, the Contractor shall be fully responsible for the replacement of any keys that are lost and any additional cost resulting due to loss of keys.
6. Contractor's personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by the District.)

D. Supervision

All supervision as required for the execution of those contractual responsibilities assumed by the contractor shall be done by the contractor or his/her designated representative.

E. Scheduling Custodial

All custodial scheduling shall be done with a minimum of disruption to normal school functions (approved by PVE).

F. Program Responsibility

The Contractor shall assume full responsibility for the custodial services program as defined herein on **July 1, 2019.**

**ATTACHMENT A-PVE
SPECIFICATIONS/ FREQUENCIES**

Operating days

A calendar will be provided designating all days to be worked. The district will provide day services during the school year. See Attachment B for calendar.

Cleaning Schedule

DAILY: CLASSROOMS AND OFFICES

- ❖ Empty all trash containers and pencil sharpeners.
- ❖ Clean off white boards and trays. If teacher does not have “save written on white board.”
- ❖ Clean sinks.
- ❖ Check soap and paper towel dispensers, refill as needed.
- ❖ Spot clean interior windows and partitions.
- ❖ Disinfect all student desks and countertops.
 - ❖ Clean teacher desk if cleared. Cleaning staff will need to visit with teacher on this item.
 - ❖ Dust or wash off windowsills.
 - ❖ Spot vacuum carpeted floors and shampoo for spills as needed.
 - ❖ Hard surface floors-dust mop or wet mop.
 - ❖ Clean and polish drinking fountains.
 - ❖ Disinfect light switches and door knobs.

RESTROOM CLEANING

- ❖ Empty trash from waste containers/receptacles.
- ❖ Refill dispensers (paper, soap, etc.)
- ❖ Clean mirrors.
- ❖ Clean and sanitize toilets and urinals.
- ❖ Dust partitions and furnishings.
- ❖ Spot clean partitions and walls.
- ❖ Sweep and wet mop floors.
- ❖ Sanitize floors and walls around toilets and urinals to eliminate odors.
- ❖ Clean and sanitize sinks and fixtures.
- ❖ Spot clean floors.

GYMNASIUM CLEANING

- ❖ Empty trash from waste containers/receptacles.
- ❖ Dry mop gym floor (new gym) and multi- purpose room floor as needed. Wet scrub if needed after an event. Clean floor of any debris, (gum, etc.)
- ❖ Wood floor burnishing in the old gym will be the responsibility of the district.

FLOOR MAINTENANCE

- ❖ Vacuum carpeting- general offices, traffic areas, lobbies, and hallways. Shampoo if needed for spills.
- ❖ Vacuum mats.
- ❖ Dust mop or sweep hard surface floors.
- ❖ All non-carpeted flooring will receive maintenance twice a year, typically over Christmas break and summer break.

WINDOW CLEANING

- ❖ Spot clean interior windows and glass partitions.
- ❖ Annually clean all interior and exterior windows.
- ❖ Clean entryway and lobby glass as needed.

FLOOR MAINTENANCE

- ❖ Shampoo carpeting – general offices, traffic areas, lobbies, and hallways to be done annually..

ATTACHMENT C

PRE-BID ON-SITE MEETING AGENDA

1. All interested bidders must attend the pre-bid onsite meeting.
2. The Date and Location of the meeting is as follows:
 - The Date is **April 22,, 2019 at 9:00 am at the Piedmont Valley Elementary School.**

**PVE
16159 Second St.
Piedmont, SD 57769**

Agenda

1. Vendors will designate one member on their team as the lead contact individual for contact and information correspondence.
2. The meeting will begin with an overview and the purpose of the RFP.
3. Vendors will ask any questions or necessary points of clarification. No answers will be provided to these questions at this meeting. All answers will be emailed to each vendor within 4 business days following the meeting. Following the meeting, all further questions will need to be emailed to the District representative named within this RFP.
4. Following questions a site tour will be conducted. Vendors will be responsible for their own transportation and meet at the assigned school at the designated time in the main lobby. The vendors will tour as a group.
5. The objective of the tour is as follows:
 - a. To see a typical classroom, hallway, restroom, gymnasium, staircase, cafeteria, and custodial closet in order to provide vendors with an overall understanding of the current custodial quality level.
 - b. During the tour, all vendors' questions will be answered. Answers will also then be provided to all vendors, regardless of which vendor asked the question.



The Meade School District 46-1 and Contractor to be determined, will enter into a service agreement (RFP 14A), beginning 07/01/2019 and terminating June 30, 2021. This agreement is for custodial services at the Piedmont Valley Elementary.

Contractor will comply with the specified requirements set forth in RFP 14A for the term of the agreement.

The Meade School District will process the annual contract amount in 12 equal monthly payments beginning in July 2019 and ending June 30, 2021. For the 2020-2021 contract period, the CPI index will be calculated in the monthly payments beginning July 1, 2020 terminating June 30, 2021.

Contract period July 1, 2019 – June 30, 2020 monthly payment= TBD
Contract period July 1, 2020-June 30, 2021, \$TBD * CPI (min. 1% maximum 3%).

Contractor will invoice the Meade School District 46-1 for services described in RFP 14. Invoices are due by the first of the month and the contractor will be paid the second Monday of each month after board approval.

This service agreement may be extended one additional year upon approval by the Meade School District Board of Education. This extension will be subject to the provision included in RFP 14A.

Meade 46-1; _____

Title: Board President

Date: _____

Contractor: _____

Date: _____

ATTACHMENT B
MEADE SCHOOL DISTRICT CALENDAR 2019-2020

| Jul-19 | | | | | | |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| Aug-19 | | | | | | |
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| Sep-19 | | | | | | |
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| Oct-19 | | | | | | |
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| Nov-19 | | | | | | |
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| Dec-19 | | | | | | |
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| Jan-20 | | | | | | |
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| Feb-20 | | | | | | |
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| Mar-20 | | | | | | |
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| Apr-20 | | | | | | |
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| May-20 | | | | | | |
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| Jun-20 | | | | | | |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Operating Days

- JULY - 22 DAYS
- AUGUST - 22 DAYS
- SEPTEMBER - 20 DAYS
- OCTOBER - 22 DAYS
- NOVEMBER - 19 DAYS
- DECEMBER - 19 DAYS
- JANUARY - 21 DAYS
- FEBRUARY - 19 DAYS
- MARCH - 22 DAYS
- APRIL - 20 DAYS
- MAY - 20 DAYS
- JUNE - 20 DAYS

246 Operating Days
179 School Contract days
70 non school days
(7 are teacher in-service days)

14 Federal Holidays

* GREY HIGHLIGHTED DAYS ARE HOLIDAYS: no work scheduled.

* BLUE DAYS ARE CONTRACT DAYS: Day shift may start 30 minutes to start of school and conclude 30 minutes after school is dismissed. Night shift may begin 30 minutes after school is dismissed.

* TEACHER IN-SERVICE DAYS CONTRACTOR MAY WORK DAY SCHEDULE, BUT HAS TO WORK AROUND STAFF

* RED DAYS ARE NON CONTRACT OPERATING DAYS SHIFT TBD BY CONTRACTOR.