

**Magnificat High School  
Request for Proposals (RFP)  
Contracted Custodial Services**

**Basic Information** – Magnificat High School is a private, Catholic, all girls high school located in Rocky River, Ohio. There is one campus with the main school building, athletic fields, tennis courts, and a hoop house on the grounds.

**Purpose** – Magnificat is soliciting Proposals from interested and qualified Bidders to provide custodial services in the school building.

**Schedule**

RFP Release.....October 20, 2020  
**Mandatory pre-bid meeting and walk through.....October 26, 2020**  
Deadline for Receipt of Written Email Questions Only – [kwagner@maghs.org](mailto:kwagner@maghs.org), **October 27, 2020**  
**Deadline for Receipt of Proposals.....2:00 p.m., October 29, 2020**  
Sealed Proposal Opening.....2:00 p.m., November 2, 2020  
Interview top three candidates.....November 5, 2020  
Bid decision.....November 9, 2020

**Proposer Requirements** - Should Magnificat High School elect to proceed with this project, the successful Bidder will be required to enter into an Agreement with the school for implementation and operation of Custodial Services offered in the successful Bidder’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 Bidder and the Magnificat High School and will be set forth in the Agreement. The initial contract shall begin on the date mutually selected by the parties in 2020 and end on June 30, 2021. Furthermore, the contract may provide for automatic renewal unless positive action is taken by Magnificat High School to terminate such contract. The contract shall state the total obligation of Magnificat High School for the remaining school year of execution and shall further state the total obligation which will be incurred in school year renewal term if renewed.

During this multi-year agreement, the contract will renew automatically at the end of each contract year if the Magnificat High School does not notify the vendor in writing of its non-renewal intent by May 31 of the same school year.

**Description of Needs of Service**

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

Magnificat High School 20770 Hilliard Blvd., Rocky River, Ohio 44116

Additionally, qualified Bidder will provide the following:

- All cleaning equipment, supplies (cleaning supplies must be green certified to align with the school's sustainability mission and Green School designation), 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 Magnificat administrators can contact that Director 24 hours a day.
- Photo ID badges and uniforms must be worn by janitorial personnel at all times.
- The successful bidder must comply with all statutes of the Equal Opportunity Employer Act and be a Drug-Free Employer in the State of Ohio. Criminal background checks on all employees must be maintained on file by the successful bidder. All employees assigned to school must attend Virtus Training. Magnificat High School will provide on-site Virtus training once a contract year.

## Specifications for Custodial Services

### 1. Services to be Performed Inside Buildings

- a. All restrooms (where applicable) will be cleaned daily and upon request of the Magnificat administration.
- b. All offices, classrooms, locker rooms, weight rooms, gymnasiums, laboratories, cafeterias, dining rooms, auditoriums, and common areas must be cleaned daily, Monday thru Friday and after special events.
- c. Daily clean and mop all tile and vacuum carpeted floors including stairs.
- d. Kitchen floor mopped and degreased is the only daily required cleaning in the kitchen.

*Proposals for the following should include details of this cleaning and should be specific as to exactly what will be performed.*

- e. Provide a description of the plan for training its employees specific to the services it will be providing to Magnificat High School.
- f. Provide "Team Cleaning" plans for holidays and summer breaks.
- g. Proposal should include a plan for stripping and waxing tile floors annually, scrubbing of all common area furniture three times per year, and professionally cleaning all carpets twice a year, at summer and Christmas break.
- h. Occasional needs: Proposal should address how your company will respond to occasional requests for setting up dining rooms, gymnasiums, etc. for special functions. Also include in the proposal the response to occasional requests for unloading trucks which make deliveries to schools (furniture, etc., but not food deliveries).

### 2. Services related to COVID 19 Pandemic Cleaning Protocols

- a. All high touch areas, handles, railings and door knobs will be cleaned on a regular basis throughout the day.
- b. After classrooms, locker rooms, weight rooms, gymnasiums, laboratories, main cafeteria area are cleaned daily, Monday thru Friday and after special events, the rooms are fogged with "germ killing solution". The equipment for fogging and fogging solution will be provided by Magnificat High School.
- c. Offices will be fogged 2 days a week after they have been cleaned.
- d. *Proposals should include details of these COVID 19 cleaning protocols and should be specific as to exactly what will be included.*

### 3. Services to be Performed Outside Buildings

- a. Outside of windows will be cleaned twice per year.
- b. Litter (paper, cans, bottles, sticks, etc.) will be picked up from areas directly adjacent to the main daily.

4. Proposal must include staffing plan for at least one employee present during school day "Day Porter"
5. Proposal must include a staffing plan for after school cleaning staff.
6. Proposals must describe a plan for continuous supervision of custodial staff.
7. Proposals must describe a plan for continuous training of custodial staff.
8. Proposals must describe a plan for the technical support of cleaning products, equipment, and cleaning methods.
9. Proposals must describe a company's experience in institutional cleaning, particularly in schools. References must be provided by proposers.
10. Proposals must detail the minimum number of employees that will be provided at school during the school/work day- at least one "Day Porter" and the minimum number of employees provided after the school/work day. Number of hours per employee should also be detailed.
11. Proposals must include a general description of how the company will cover for employees who are absent.

12. Walls must be cleaned. Proposals must describe any limits on cleaning walls, ceilings, and windows above 10 feet high.
13. Proposals must include a provision for an administrator in the company to conduct a walk-through of selected facilities at least once per calendar quarter.
14. Proposals must include all insurance information requested in this RFP.

**Proposal Delivery Instructions –**

Proposals shall consist of one original and six copies.

Submit proposals in a sealed envelope to:

Moira Clark  
President  
Magnificat High School  
20770 Hilliard Boulevard  
Rocky River, Ohio 44116

Proposals will be received until 12:00 p.m. EST on October 29, 2020 (**No Proposals will be accepted after this time**). To be accepted, all proposals are to be submitted, in sealed packages marked "Response to Custodial 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 Magnificat High School.

Magnificat High School may reject all Proposals and cancel all or any portion of this solicitation at any time for any reason. MHS will have no liability to any Bidder arising out of any cancellation of this solicitation or rejection of any related submission.

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

**Independent Contractor** - Vendor shall be an independent contractor and neither it nor its staff will be considered employees of the Magnificat High School, and employees of the vendor are not and shall not be considered to be employees of Magnificat High School.

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

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

**Assignment** - No interest in this Agreement may be assigned or transferred without prior written consent of Magnificat High School, which consent Magnificat High School may withhold in its sole discretion.

**Attorney's Fees** - The parties agree that in the event of dispute, each party will bear its own costs of litigation and attorney's fees.

**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 Magnificat High School.

**Inconsistencies in Conditions** - In the event there are inconsistencies between the specifications, scope of work, and the proposal terms or conditions contained herein, the proposal terms and conditions will take precedence.

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

**Sequence of Events**

**Schedule**

RFP Release.....October 20, 2020  
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Closed Proposal Opening.....12:00 p.m., November 2, 2020  
Interview top three candidates.....November 5, 2020  
Bid decision .....November 9, 2020

October 20, 2020	RFP published on Magnificat website, email
October 26, 2020	Mandatory pre-bid walk through
October 29, 2020	Receipt of Proposals by Magnificat High School
November 2, 2020	Evaluation of Proposals by Magnificat High School completed
November 5, 2020	Presentations by and interviews of three highest ranked firms
November 9, 2020	Recommendation of firm to Magnificat High School Administration

**(Interview and Committee recommendation dates are subject to change)**

**Proposal Sheet**  
**Contract price for Custodial Services**  
**Proposal Deadline is October 27, 2020**

1. Total contract price for custodial services December 1, 2020 through November 30, 2021  
\$ \_\_\_\_\_

2. Total contract price for custodial services December 1, 2021 through November 30, 2022  
\$ \_\_\_\_\_

3. Total contract price for custodial services December 1, 2022 through November 30, 2023  
\$ \_\_\_\_\_

Total Contract Bid \$ \_\_\_\_\_

**VENDOR INFORMATION:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Company Website: \_\_\_\_\_

**Printed name and title of Authorized Company Representative:**

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Title*

Signature of Authorized Company Representative:

\_\_\_\_\_

Date: \_\_\_\_\_